

March 23, 2010
Special Session
Bonifay, Florida

The Holmes County Board of Commissioners met in a Special Session on the above date with the following members present: Commissioner Kenneth Williams, Commissioner Ron Monk, Commissioner Jim King, Commissioner Phillip Music and Commissioner Monty Merchant, Chairman of the Board.

Mr. Brandon Young, County Attorney, was present.

Angie Jonas, Deputy Clerk, was present and kept the minutes.

Chairman Merchant opened the meeting with the prayer and pledge.

Pursuant to public notice, the Board held a Special Session to discuss the quote that had been collected by Mrs. Susan Harris, Library Director, for gutter installation on the Library Building. The following quote was submitted:

<u>Vendor</u>	<u>Quote</u>
ASAP Gutters-Freeport, FL	\$2,300.00

Chairman Merchant asked if it would be possible for this company to install gutters just on the front of the building. Attorney Young advised that it would be desirable for Mrs. Harris to gather additional information before proceeding. Mrs. Harris left the meeting to contact the gutter company regarding this proposal.

(Quote)

Chairman Merchant advised that there was a modification to the Emergency Management Preparedness Agreement (EMPA). This sub-grant agreement was to increase the award amount an additional \$2,800.00 from \$123,180.00 to \$125,980.00. Commissioner Williams made a motion for the Chairman to sign the agreement. Commissioner Music seconded the motion. The motion passed unanimously.

(EMPA Modification Agreement)

The Board discussed the request as submitted by Mr. Clint Erickson, of 911 Mapping and Addressing, to attend a Database Conference in South Walton County on April 12-15. His request included \$327.00 for hotel accommodations to be paid from State 911 funds. Also speaking regarding this topic was the following:

Mr. Clint Erickson, of 911 Mapping and Addressing

Commissioner Williams made a motion for Mr. Erickson to commute to the conference each day. Commissioner Music seconded the motion. The motion passed; with Commissioner Monk

voting no, and all others voting yes.

(Request)

Chairman Merchant advised that there were two letters that had been submitted for Board consideration and his signature. He explained that one was a letter of support for the Florida Rural Broadband Alliance grant application for broadband funding and that the other was a request from Opportunity Florida to the National Telecommunications and Information Administration regarding the County's support for the Rural Area of Economic Concern (RACEC) Broadband Technology Opportunity Program (BTOP). Commissioner Williams made motion for the Chairman to sign the letters of support. Commissioner Music seconded the motion. The motion passed unanimously.

(Letters of support)

Mrs. Susan Harris rejoined the meeting. She advised that after speaking with ASAP Gutters regarding their proposal, a company representative had stated that gutters could be installed on the front of the building for a price of approximately \$800.00. Attorney Young advised that the quote could be awarded, but should be contingent upon a new signed quote being submitted to the County by ASAP Gutters before the work begins. Commissioner King made a motion to for ASAP Gutters to install gutters on the front of the Library building, contingent upon a revised quote being received from the company; with a "capped price" for this project of \$800.00. Commissioner Music seconded the motion. The motion passed unanimously.

The Board discussed the Building Department budget. Discussion included departmental hours of operation, employee positions, departmental fees and code enforcement. Mrs. Alice Vickers, Finance Supervisor, explained that she had prepared a trend sheet and projection information based on the department's financial information from 2004-2009. She also explained that the department had been utilizing the roll forward funds from prior years and that there was not enough funding in the department bank account to cover the March payroll. She advised that if the present average monthly collections continue with a 3% increase for the next six months, the department's revenues will be approximately \$30,000.00 below budget. Also speaking regarding this topic were the following:

Mr. Roger Williams, Building Inspector
Mr. Keith Armondi, of Armondi Roofing
Mrs. Lori Patterson, Citizen
Mr. Cody Taylor, Clerk of Court
Mrs. Jenny Williams, Citizen
Mr. Charles Smith, Citizen
Mr. Brandon Young, Attorney

Discussion included:

- Cutting the full-time secretary to 35 hours per week, with the office returning to a five day work week
- Increasing revenue by requiring an occupational license
- Increasing the present fee schedule
- Funding the part-time secretary's position from Transportation Trust by utilizing her at the Road Department during Ms. Britton's absence
- Citizens utilizing unlicensed contractors who do not purchase permits

Commissioner Monk stated that he would be agreeable to Ms. Brown returning to the Building Department during the busy summer months, as permitting demands would most likely increase at that time. Commissioner Williams made a motion to move \$15,000.00 from the Planning Department budget to the Building Department budget. The motion passed; with Chairman Merchant voting no, and all others voting yes. The Board discussed departmental hours of operation and agreed by consensus to allow Mr. Williams to set office operating hours based on a five day work week. Commissioner Williams made a motion to reduce the hours of Mrs. Brenda Rogers to thirty-five hours per week. Commissioner Music seconded the motion. The motion passed; with Commissioners Monk and King voting no and Chairman Merchant, Commissioners Williams and Music voting yes. Commissioner Williams made a motion to move Mrs. Ruth "Tink" Brown to the Road Department temporarily for the same hourly wage and amount of hours that she was working in the Building Department. The motion passed unanimously.

(Finance Information)

Chairman Merchant reminded the Board of the approaching deadline for the Small County Outreach Program (SCOP) project nominations.

Since there was no further business, the meeting was adjourned.

Clerk

Chairman