

October 11, 2011  
Regular Session  
Bonifay, Florida

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

Mr. Jeff Goodman, County Attorney, was present.

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

Chairman Monk opened the meeting with the prayer and pledge.

Commissioner Music made a motion to approve the following consent items:

September 26, 2011 Final Budget Hearing Minutes

September 27, 2011 Regular Session Minutes

SHIP Satisfaction of Mortgage: Tracy & Lizzy Bruner

Interlocal Agreement for Medical Examiner Services

Arrant Road Bridge #524127 Maintenance/ROW Control Map

Public Defender Request- Budget Amendment #1

Commissioner Merchant seconded the motion. The motion passed unanimously.

Mr. Bob Jones, Grants Administrator, presented the final acceptance for Rum Road item. He advised that phase two of the Rum Road project had been completed and that he was waiting for the final payment paperwork. He asked the Board for approval of the project and to authorize the final payment. Commissioner King made a motion to approve the project and to authorize the final payment. Commissioner Merchant seconded the motion. The motion passed unanimously. Mr. Jones advised that the next grant cycle would be October 2012, and asked the Board if it would be allowable for him to pursue grant funds for additional related work. The Board agreed by consensus for him to move forward.

Mr. Cody Taylor, Clerk of Court, presented the returned checks item and asked the Board to consider devising a policy regarding this subject matter. The Board discussed this item. Discussion included the following topics: Department Head resolution and follow up on returned checks, identification information necessary of any accepted checks, a credit card or cash only payment system and a "no out of State" check policy. Attorney Goodman advised that he would bring a policy to the next meeting for Board review. The Board agreed by consensus for him to proceed.

Chairman Monk opened the Courthouse facade rehab & repair sealed bids. Attorney Goodman advised that the bid of Phoenix Coatings, Inc. would not be accepted as it had arrived after the bid submission deadline. Also speaking regarding this topic was the following:

Mr. Cody Taylor, Clerk of Court

The following bids were submitted and the Total Lump Sum Price was announced as follows:

<b>Company</b>	<b>Total Lump Sum Price</b>
<b>Panhandle Construction</b>	\$87,500.00
<b>Empire Builders</b>	63,964.53
<b>Panhandle Engineering</b>	107,648.00
<b>South Gulf</b>	32,985.00
<b>Lewis &amp; Associates</b>	84,963.00

Chairman Monk advised that the Engineer and Attorney would review the bids. The Board agreed by consensus, and no action was taken on this item.

(See Bids)

Ms. Rhonda Sapp and Ms. Tracy Brandt presented the Regions Bank purchasing card item. The Board discussed this topic. Discussion included the following: purchasing controls, authorized users, administrator training and proposed appropriate use policy. Commissioner Williams made a motion to approve the purchasing card. Commissioner Music seconded the motion. The motion passed unanimously.

Attorney Goodman advised that he would like for the County Operational Manual item to be discussed at the end of the meeting. The Board agreed by consensus.

Mr. Donnie Sellers and Mr. Mike Mathis, of the Division of Forestry, presented the Division’s Annual Report. The Board discussed this item. No action was taken on this item.

(Report)

Mrs. Susan Harris, Library Director, presented her travel request for a conference in Tallahassee. She advised that the Florida Library Association would pay for the hotel room, Panhandle Library Access Network (PLAN) would pay the conference fee and Panhandle Public Library Cooperative System (PPLCS) had agreed to reimburse for the meal and travel expenses. Commissioner Merchant made a motion to approve the travel request. Commissioner King seconded the motion. The motion passed unanimously.

(Request)

Mrs. Susan Harris, Library Director, presented the Assistant Library Director position item. She advised that Ms. Ann Leavins, current Library employee, had been the sole applicant for the position and asked if it would be allowable to hire Ms. Leavins into the position. She also discussed employee hours and requested that Ms. Leavins’ hours be changed to the thirty-two hours-per-week schedule, and also advised that she would like to change the schedule of Ms. Monette French from thirty-four to thirty-eight hours-per-week. The Board discussed this item.

Commissioner Williams made a motion to approve the hiring of Ms. Ann Leavins to the Assistant Director position, and the thirty-two hours-per-week schedule for that position and to approve the hours of Ms. French. Commissioner Merchant seconded the motion. The motion passed unanimously.

(Information)

Mrs. Susan Harris, Library Director, made a presentation to the Board regarding the Library summer program that had taken place. No action was taken on this item.

Mr. Charles Smith, citizen, discussed the lack of availability of affordable high speed internet access in the area. The Board discussed this item. Discussion included failed attempts to secure grant funding for this service and the possibility of a local vendor offering such service. No action was taken on this item.

Ms. Christine Licausi, of the Highway 179 Community Action Committee, discussed happenings on the property of Mr. Alex Thompson, neighbor, and asked the Board for an update regarding his property permits and a letter that had been sent to Mr. Thompson by Mr. Jeff Goodman, Attorney. She also discussed the September 13, 2011 Regular Session Minutes. Also speaking regarding this topic were the following:

Mr. Jeff Goodman, Attorney  
Mr. Roger Williams, Building Inspector  
Mr. J.Q. Weatherford, citizen

No action was taken on this item.

Commissioner Williams presented the Road Crew equipment needs that had previously been discussed and advised that Mr. Roger Williams, Mechanic, had composed the following list of equipment for purchase: nine chainsaws, twenty weed eaters and six pole saws. Chairman Monk advised that he would like to see an inventory for equipment that the Department already had as well. The Board discussed this item. Commissioner King made a motion to purchase the equipment and to come back with a list of equipment that each crew had. Commissioner Music seconded the motion. The Board discussed bid practice. Attorney Goodman clarified the motion to be that the equipment would be put out for bids. The Board agreed by consensus to the change. The motion passed unanimously.

Commissioner Williams advised that several of the Foreman trucks were at or near 300,000 miles and presented a State bid proposal of \$21,300.00 for a 2012 Ford F-250 Superduty Crew cab 4WD XL model truck. He advised that he would like to purchase five trucks at this price and that he had compared prices locally in various brands, and that this was the best value. The Board discussed this item. Other discussion included repair issues and what should be done

with the vehicles that were being replaced. Also speaking regarding this topic was the following:

Mr. Jeff Goodman, Attorney

Commissioner King made a motion to purchase five trucks on the State bid. Commissioner Music seconded the motion. The motion passed unanimously.

Commissioner Williams advised that there had been a vacancy at the Shop and that Mr. Hubert Hendrix, Shop Foreman, had conducted interviews and recommended that Mr. Franklin Williams be hired. Commissioner Williams made a motion to hire Mr. Franklin Williams. Commissioner Music seconded the motion. The motion passed unanimously.

Commissioner King advised that the CR 65 bridge was complete and that the road was re-opened. No action was taken on this item.

Commissioner King advised that he would like for Mr. David Cullifer, Bridge Crew Foreman, to have a cell phone allowance. The Board discussed this item. Commissioner King made a motion to approve the cell phone stipend. Commissioner Williams seconded the motion. The motion passed unanimously.

Commissioner Monk advised that he had posted a job opening for District Five and that he would like to hire Mr. Jesse McAdams as a Road Maintenance Technician (RMT). Commissioner Merchant made a motion to hire Mr. Jesse McAdams. Commissioner Williams seconded the motion. The motion passed unanimously.

Attorney Goodman advised that he would be bringing the return check/check acceptance policy and the Regions purchasing card policy back for Board consideration at the last meeting in October. No further discussion followed.

Attorney Goodman discussed the operational policy manual and advised that updates should be addressed in coming months. The Board agreed by consensus to address this topic at the first meeting in November.

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

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Clerk

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Chairman