

October 25, 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 Williams made a motion to approve the following consent items:

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SHIP Release of Lien-Mary Pettis

District Five new hire correction: Jesse McAdams as HEO

Commissioner Music seconded the motion. The motion passed unanimously.

The Board discussed the Tri-County Community Council Board of Directors appointment item. Chairman Monk had been serving as the Board's representative. Commissioner Merchant made a motion for Chairman Monk to continue his appointment on the Tri-County Community Council Board of Directors. Commissioner King seconded the motion. The motion passed unanimously.

The Chairman opened the 911 equipment sealed bids. The following companies submitted bids: Motorola and CenturyLink. Attorney Goodman advised that some bids, such as the 911 system bids, were complex and discussed the Board's bid opening practices. He suggested opening bids shortly after the submission deadline with interested parties being present, and for the attorney, engineer or other qualified persons to bring their recommendation to the Board in the regular meeting, so that the process could be expedited for the Board and vendors alike. The Board agreed by consensus that they were agreeable to this practice. Commissioner Williams made a motion to allow the Attorney and Mr. Clint Erickson, of 911 Mapping and Addressing, to look over the 911 equipment bids and to bring their recommendation to the Board. Commissioner King seconded the motion. The motion passed unanimously.

(See Bids)

The Chairman opened the road striping sealed bids. The following companies submitted bids, and the Chairman read the following "total" portions of the bid aloud:

Emerald Coast Striping-Panama City	\$8,325.00
Guettler & Guettler-Chipley	32,857.80
Allen's Parking Lot Maintenance-Campbellton	21,486.99

Attorney Goodman advised that Mr. Whitney Nelson, of Melvin Engineering, was not present and that he would like to review the bids with him. Commissioner King made a motion for the Attorney and the Engineer to review the bids and for them to bring their recommendation to the Board. Commissioner Music seconded the motion. The motion passed unanimously.

(See Bids)

The Board discussed the Courthouse facade rehab and repair project and the previously opened bids. Attorney Goodman advised that after he and Mr. Brian Lemieux, of Greenhorne and O'Mara, had reviewed the bids, it was their recommendation to award the bid to the low bidder South Gulf, Inc. Also speaking regarding this topic was the following:

Mr. Cody Taylor, Clerk of Court

Other discussion included building coating or paint materials and bid price. Commissioner King made a motion to award the bid to South Gulf, Inc., for \$32,985.00. Commissioner Music seconded the motion. The motion passed unanimously.

Attorney Goodman presented the petroleum bid renewal item. He advised that each of the companies that had been awarded a portion of the bid last year were agreeable to extending their contract for an additional year. Commissioner Merchant made a motion to continue the current petroleum bid contacts. Commissioner Williams seconded the motion. The motion passed unanimously.

Mrs. Debbie Wilcox Morris, Supervisor of Elections, discussed department business. She advised that she would like to enter into a lease agreement with Election Systems and Software for ten AutoMARK voting terminals for \$400.00 per machine and pay \$4,000.00 per year for operating software. She advised that this would be a \$1,100.00 software cost savings to the County and would bring the County into statutory compliance. She also advised that the EAGLE and iVotronics equipment would then be surplus. She stated that Elections Systems and Software had presented a limited time offer to purchase the eleven iVotronic voting terminals for \$200.00 each, and also to pick up and dispose of the EAGLE ballot tabulators. Commissioner King made a motion to allow Elections Systems and Software Company to pickup and dispose of the EAGLE ballot tabulators, sell back eleven iVotronic voting terminals, and also to lease the new equipment. Commissioner Williams seconded the motion. The motion passed unanimously.

Chairman Monk presented the repair/replacement request for one of the Health Department's air conditioning units. He advised that a repair quote had been submitted from a

local vendor, and that it was extensive. The Board discussed this item. Discussion included Health Department budgeted funds for repairs and the service call invoice to come from Pat's Electric. Commissioner Williams made a motion to collect three quotes to repair the ten-ton air conditioning unit, for replacing the reversing valve at the Health Department. Commissioner Music seconded the motion. The motion passed; with Chairman Monk voting no, and all others voting yes.

(Request)

Mr. Linwood Tharp, citizen, spoke regarding the bid opening process. No further discussion followed.

Mr. Clint Erickson, Fair Board Member, thanked Mr. Eddie Whitehurst, Special Projects Manager, for his assistance at the Fairgrounds in preparation for the upcoming Fair.

Commissioner Merchant advised that there was an upcoming Canvassing Board Seminar on Friday, December 9th in Orlando, and asked if it was the Board's pleasure for him and Attorney Goodman to attend. He also advised that the registration fee was \$60.00 and the lodging fee was \$90.00. Commissioner Williams made a motion to approve the travel request. Commissioner Music seconded the motion. The motion passed unanimously.

Commissioner Merchant advised that there would be a Courthouse security meeting with Judge Patterson, on Tuesday, November 1st. Other discussion included the following: the Sheriff's "plan", radios and budget. The Board discussed this item. No action was taken on this item.

Chairman Monk presented the resignation of Mr. Jerome Szczekot, EMS Director, and advised that his last day would be December 21st. The Board discussed this item. Other discussion included the following: applications and interview process. Also speaking regarding this topic was the following:

Mr. Jeff Goodman, Attorney

No action was taken on this item.

Attorney Goodman presented and discussed the draft purchasing card policy for Board review. The Board discussed this item. No action was taken on this item.

(Draft Policy)

Attorney Goodman presented the draft form of payment policy for Board consideration. Also speaking regarding this topic were the following:

Ms. Ann Payne, of the Recycling Department

Mr. Clint Erickson, of 911 Mapping and Addressing

Commissioner King made a motion to approve the Form of Payment Policy. Commissioner Music seconded the motion. Mr. Cody Taylor, Clerk, advised that his department would like parameters added to the policy that the Board's departments themselves would be responsible to follow with the State Attorney's Office for any insufficient checks. Commissioner King advised that he was agreeable to amending the motion to reflect Mr. Taylor's request. The second agreed as well. The motion passed unanimously.

(Policy)

Attorney Goodman presented Resolution #11-15 regarding bridge repair, replacement policies and Department of Transportation (DOT) standards. The Board discussed this item. Other discussion included the following: Federal Emergency Management Agency (FEMA) practices. Also speaking regarding this topic was the following:

Mr. Cliff Knauer, of Preble-Rish

Mr. Evan McAllister, of Melvin Engineering

Commissioner Williams made a motion to approve Resolution #11-15. Commissioner Music seconded the motion. The motion passed unanimously.

(Resolution #11-15)

Attorney Goodman presented the contract for his legal services as County Attorney. The term of the contract was one year in length, with the option to extend. He advised that per the request of some Board members, he added a provision that he would be available a certain number of hours per week for meetings, etc. Commissioner King made a motion to approve the legal services contract for the County Attorney. Commissioner Williams seconded the motion. The motion passed unanimously.

(Contract)

Attorney Goodman revisited the bid opening procedure item. The Board discussed this item. Commissioner King made a motion that bids should be opened shortly after they are due, and recommendations/proposals should be brought to the Board for consideration at the next scheduled meeting. Commissioner Music seconded the motion. The motion passed unanimously. Commissioner Williams clarified that Attorney Goodman, Ms. Sherry Snell Fitzpatrick, Administrative Assistant, one Commissioner and a representative of the Clerk's Office should attend bid openings.

Chairman Monk advised that the Sheriff's Posse would be sponsoring a Veterans' Day Parade Saturday, November 12th at 10:00 a.m. with a lunch to follow at Veterans' park.

Commissioner Music advised that the City had approved the name change of Bay Avenue to Martin Luther King Drive. The Board discussed this item. Attorney Goodman

advised that he would bring information regarding this topic to the next meeting. The Board agreed by consensus.

Chairman Monk advised that the employee Christmas party was scheduled for December 8th at the Fairgrounds.

Attorney Goodman advised that the letter had been sent to CenturyLink regarding marking their company equipment to increase visibility to Road Crews that may work in the right of way. The Board discussed this item. No further action was taken.

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

Clerk

Chairman