

January 7, 2020  
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 Clint Erickson, Commissioner Phillip Music, Commissioner Bobby Sasnett, Commissioner Brandon Newsom and Commissioner Earl Stafford, Chairman of the Board.

Brandon Young, County Attorney, and David Corbin, Project Director, were present.

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

Chairman Stafford called the meeting to order at 6:00 p.m. Albert Jordan, Special Road Projects Manager, led the prayer and pledge.

The first agenda item was Agenda Additions or Deletions. The following additions were made to the agenda:

- 11-C) Erosion Control
- 9-D) Idlewood Drive Bids
- 9-E) CR 162 Change Order
- 10-C) Gift Policy
- 10-D) County Owned Buildings

Commissioner Music offered a motion to approve the amended agenda with Commissioner Newsom offering a second. The motion passed unanimously.

Commissioner Music offered a motion to approve the following minutes:

- November 12, 2019 Regular Session
- November 18, 2019 Special Session
- November 25, 2019 Special Session
- November 25, 2019 Town Hall Meeting
- December 3, 2019 Regular Session
- December 16, 2019 Town Hall Meeting

Commissioner Sasnett offered a second and the motion passed unanimously.

Kelly Arndt, Legacy Vets MC, presented a plaque to the Board displaying seals from each branch of the military.

Chris Jernigan, Arnold Lumber Company, discussed the closure of the bridge on Thomas Drive to heavy trucks. Discussion included the effects of the closure on emergency response time, local inmate control and the growth of his business. Cliff Knauer, Dewberry Engineers, discussed the following matters concerning the bridge repair:

- DOT has approved the bridge repair project to go out for bid
- DOT wants guardrails constructed as part of the bridge repair
- Guardrails will increase the cost of the bridge repair to approximately \$120,000
- A design exception could be approved to exclude the guardrails
- DOT's schedule to construct the new bridge

- Current bridge would be needed for use during the construction of the new bridge
- Requesting DOT increase the \$50,000 grant amount to repair the bridge

Commissioner Newsom offered a motion to approve the design exception to exclude the guardrails and putting the project out for bid. Commissioner Erickson offered a second and the motion passed unanimously.

Amanda Hickman, Holmes County Beauty Pageant Director, requested a letter of support from the Board to the National Peanut Festival. Commissioner Newsom offered a motion for the Chairman to sign a letter of support with Commissioner Music offering a second. The motion passed unanimously.

Commissioner Erickson stated that the Road Department Secretary has been relocated to the Shop and discussed creating a new Administrative Assistant position for the Board. He proposed using money from a vacant Mechanic's position in the Road Department to fund the new job. Discussion included the amount of funds available, that a Supplemental Budget hearing will be required to move the funds and using a portion of the funds to increase the salary of the Building Department secretary. Commissioner Erickson offered the following motion:

- Abolish the Road Department Mechanic position
- Create the new Administrative Assistant position
- Advertise the new position in-house at the pay rate of \$13.27 hourly
- Increase the Building Department secretary pay rate by \$0.27 hourly
- Schedule the Supplemental Budget hearing for January 21<sup>st</sup> at 9:05 a.m.

Commissioner Music offered a second and the motion passed unanimously.

(Administrative Assistant Job Description)

Commissioner Erickson discussed the amount of work time wasted by requiring the Road Department employees to use a time clock. He offered a motion to abolish the County's time clocks and to have the employees use time sheets to record their work hours. Commissioner Newsom offered a second and the motion passed unanimously. David Corbin, Project Director, will sign the time sheets for all Department Heads.

Commissioner Erickson advised that DOT has approved the Bonifay/Gritney Road paving project to go out for bid and that the project will take an estimated six to seven months to complete. Cliff Knauer, Dewberry Engineers, presented the following information on the paving project:

- DOT will no longer pave driveways to the right of way
- DOT will not replace fencing for the property owners along the road
- DOT will not create any additional driveways along the road
- Property owners signed the releases for the project with the understanding that their driveways would be paved to ROW and their fencing replaced
- Cost estimates for paving to ROW, installing the additional driveways and replacing fence
- Fencing work could either be included as an alternate bid item, contracted out or done using inmate labor
- Actual cost of project is unknown until bids have been received

Commissioner Erickson offered a motion to put the project out for bid with the fencing as an alternate bid item and to also advertise for bids from local businesses to replace the fencing. Commissioner Newsom offered a second and the motion passed unanimously.

(Cost Estimates)

Commissioner Erickson advised that the County's property at 201 North Oklahoma Street is part of the Downtown Bonifay Historic District and has been nominated for listing in the National Register of Historic Places. He stated that this is a joint effort with the City of Bonifay and that an informational public meeting will be held at City Hall. Commissioner Newsom offered a motion to adopt a resolution in support of the nomination with Commissioner Music offering a second. The motion passed unanimously. The County Attorney will prepare the resolution.

(Letter and Registration Form)

Alice Vickers, Clerk of Court, presented Budget Amendment #2 to account for the \$1,500 the Board moved from Contingencies to the Council on Aging for installation of a handicap bathroom and the \$25,000 added to each district's Road Material budget from FEMA validated funds. Commissioner Erickson offered a motion to approve the budget amendment with Commissioner Music offering a second. The motion passed unanimously.

(Budget Amendment #2)

Alice Vickers, Clerk of Court, requested that the Board formally approve the administrative leave given to County employees on December 10<sup>th</sup> for the County Christmas party and the leave given to some departments on December 23<sup>rd</sup>. Commissioner Sasnett offered a motion approving the administrative leave with Commissioner Music offering a second. The motion passed unanimously. County Attorney Brandon Young also clarified that, per policy, the Board must approve administrative leave.

Steve Connell, EMS Director, presented an EMS grant application to obtain three ventilators designed for ambulances along with Resolution 20-02 in support of the application. He presented quotes for the equipment and advised that any amount spent over the approved grant will come from the EMS budget. Commissioner Erickson offered a motion approving the grant application and adopting Resolution 20-02 with Commissioner Music offering a second. The motion passed unanimously.

(Application, Quotes and Resolution 20-02)

Commissioner Sasnett offered a motion to have the Chairman sign the Satisfaction of Mortgage for SHIP recipient, Patricia Flores. Commissioner Newsom offered a second and the motion passed unanimously.

(Satisfaction)

David Corbin, Project Director, presented a Cooperative Equipment Loan Agreement with the Florida Forest Service. Discussion included that the equipment is loaned to help with the County's forest fire control program and that the County Attorney reviewed the agreement. Commissioner Sasnett offered a motion approving the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

David Corbin, Project Director, presented a Memorandum of Understanding (MOU) with the U.S. Marine Corps regarding military training exercises to be held in the County. Discussion included that the Holmes County Sheriff's Office will be notified of any planned training events and that the County Attorney reviewed the MOU. Commissioner Sasnett offered a motion approving the MOU with Commissioner Music offering a second. The motion passed unanimously.

(MOU)

Brandon Young, County Attorney, presented the State Funded Grant Agreement for \$500,000 awarded to the County to replenish funds lost due to Hurricane Michael. Commissioner Newsom offered a motion for Emergency Management Director Wanda Stafford to be appointed as the Grant Administrator and for the Chairman to sign the agreement. Commissioner Music offered a second and the motion passed unanimously.

(Agreement)

Brandon Young, County Attorney, advised that a company is interested in leasing the County's tower space. He will contact the company to discuss the terms of a possible lease agreement and will present the information to the Board at a later meeting.

David Corbin, Project Director, presented a Request for Grant Adjustment specifying the County's request for an extension to complete the grant-funded jail improvements. He advised that the extension would move the deadline to have the improvements completed to December 30, 2020. Commissioner Newsom offered a motion to have Mr. Corbin sign the extension request with Commissioner Music offering a second. The motion passed unanimously.

(Extension Request)

David Corbin, Project Director, advised that Household Disposal Service (HDS) has paid the garbage franchise fee and that the company will be in compliance upon presenting proof of insurance. A representative from HDS was present to advise the Board that the company was dealing with illness and trucks in need of repair. The Board discussed the complaints received and cautioned the company about using a trailer without a cover to collect garbage. The Board agreed to approve the franchise agreement when the proof of insurance is provided. Coy Mixon, Northwest Sanitation, discussed whether the County intended to contract with Waste Management for the County's garbage service in the future. The Board advised that the current franchise agreement with the local garbage vendors are for five years.

Bob Stinebaugh, The Integrity Group, stated that the conditions have been met to request the next \$5 million advance from FEMA and that the Clerk of Court will sign the letter requesting the funds. He also verified that Morrow Road has been removed from the alternative procedures list. The Board scheduled a Special Session for January 15<sup>th</sup> at 4:00 p.m. to discuss the need for more crews to get the work completed on time.

(Letter)

Andy Tharp, Shop Foreman, presented the storage tank liability insurance policy renewal from AIG for approval. Commissioner Newsom offered a motion for the Chairman to sign the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Andy Tharp, Shop Foreman, present a \$22,907.61 quote to repair the #13 grader. Discussion included the decision previously made to auction the grader, offers made to purchase the grader and that the FEMA grader leases are ending soon. Alice Vickers, Clerk of Court, advised that the Repair and Maintenance budget is over by approximately \$17,000 as of December 31<sup>st</sup> and if the trend continues an additional \$72,000 will be needed by year end. Commissioner Sasnett offered a motion to have the grader repaired for the quoted amount using Repair and Maintenance funds and then place the machine for sale. Commissioner Newsom offered a second and the motion passed unanimously.

(Quote)

Commissioner Erickson advised that he is sharing a grader with District 3 and that another grader was needed exclusively for District 5. Discussion included that a request for a grader was placed in the scope of work for Round 2 of the FEMA alternative procedures programs and the number of graders currently leased.

Rod Adams, Melvin Engineering, advised that the CR 162 paving project is on schedule and that a change order for additional driveway culverts will be presented. Discussion included the temporary and permanent fixes that are needed for the dip in the road at the bridge.

Rod Adams, Melvin Engineering, advised that the bids for the Idlewood Drive paving project were scheduled to be awarded today and that his company is prepared to begin the inspection services.

Rod Adams, Melvin Engineering, advised that DEP has requested information on an old Wrights Creek project. He stated that the information is required to be updated every five years and the last update was submitted in 2016.

Commissioner Erickson discussed changing the County's DOT contact person from the Road Department Secretary to the new Administrative Assistant. David Corbin, Project Director, will ensure the job description is amended to reflect the new responsibility.

Cliff Knauer, Dewberry Engineers, discussed the county's FEMA contract with GAC, Inc. for the Alternative Procedures Projects. He advised that GAC has called a couple of times to discuss whether the County wishes to proceed with using their sales tax exemption for the limerock bid. He also advised that the County advertised the project for the contractor to include all taxes in their bid and that GAC included the taxes in their bid for the project. He asked for direction so that the limerock company could be paid. Additional discussion included the following:

- Other counties have used this process to save the taxes but put the original bid out with the tax exemption purchase clause
- Possibility of approving a contract amendment with GAC to allow the tax exempt purchase of the limerock
- Attorney Young clarified with Mr. Knauer that GAC's bid did include the taxes
- Attorney Young has clarified with Bob Stinebaugh of The Integrity Group that it will be acceptable to FEMA to utilize this process to save the taxes
- That it would be illegal use of the County's tax exempt certificate if the purchase order is made to GAC instead of the limerock vendor
- Accounting adjustments would need to be made on each of GAC's pay requests

Commissioner Newsome offered a motion to amend the contract with GAC, Inc. to include tax exempt purchase of the limerock and to issue a purchase order directly to the rock supplier. Commissioner Music offered a second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineers, presented Change Order #1 for CR 162 which provides \$12,682.40 to replace driveway pipes that have rusted through. He advised that there is excess money in the project to cover the additional cost. Commissioner Newsom offered a motion approving the change order contingent on DOT approval and Melvin Engineering verifying that there is sufficient grant funds available to cover the cost. Commissioner Music offered a second and the motion passed unanimously.

(Change Order)

Cliff Knauer, Dewberry Engineers, presented the three bids submitted for the Idlewood Drive paving project. The bids are as follows:

- GAC, Inc. - \$156,094.60
- Roberts & Roberts - \$178,853.75
- C. W. Roberts - \$149,249.50

Commissioner Erickson offered a motion to award the bid to C. W. Roberts contingent on approval of the performance bonds. Commissioner Music offered a second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineers, discussed the status of the County's \$205,380 reimbursement from the Florida Wildlife Commission (FWC) for the Highway 2 boat ramp project. He stated that he has been unable to reach personnel to discuss the project. County Attorney Brandon Young advised that with no formal denial of

the grant funds on file there is no legal action available at this point. The Board agreed by consensus that the Chairman and Project Director David Corbin would go to Tallahassee to discuss the project reimbursement with FWC.

Brandon Young, County Attorney, presented Resolution 20-01 declaring Holmes County a Second Amendment Sanctuary. He advised that the resolution is signed by the Holmes County Sheriff as a show of support for the measure. Commissioner Newsom offered a motion to adopt Resolution 20-01 with Commissioner Music offering a second. The motion passed unanimously.

(Resolution 20-01)

Brandon Young, County Attorney, advised that the Town of Esto is the only party to not reimburse the loan given by the County for the Forestry Department reimbursable grant. He stated that the loan agreement signed by the Town of Esto states that no other budgeted funds will be released until the loan has been paid. Steve Connell, EMS Director, advised that the following four departments are in compliance with the reporting requirements listed in the County's fire services agreement with each fire department:

- Ponce de Leon Fire Department
- Pinelog Fire Department
- Bonifay Fire Department
- Esto Fire Department

Discussion included that, per the agreement, those departments not in compliance will not receive County funds. Commissioner Newsom offered a motion to release the budgeted County funds to Ponce de Leon, Pinelog and Bonifay Fire Departments. Commissioner Music offered a second and the motion passed unanimously. Mr. Connell and Project Director David Corbin will attend the next Holmes County Fire Association meeting to discuss the reporting requirements for all departments.

Brandon Young, County Attorney, presented the Florida Gift Law regarding Board members accepting gifts. Discussion included legal gifts, illegal gifts and that gifts must never be accepted in exchange for the Board member's support on a matter.

(Gift Policy)

Brandon Young, County Attorney, discussed the County-owned buildings that are currently leased and the need to update the leases. The Council on Aging building lease agreement was signed in 1992 for a 10 year term. The Modern Tech lease on the mobile home owned by the County was signed in 2011 for a 36 month term. Discussion included Modern Tech's agreement to provide IT services to the County in lieu of paying rent, selling the mobile home currently housing Modern Tech and the repair work needed on the Council on Aging building. The Board agreed by consensus to discuss this matter further at the January 15<sup>th</sup> Special Session.

Brandon Young, County Attorney, presented letters to Florida State Senator Kathleen Passidomo and Representative Byron Donalds protesting the proposed County Medicaid cost share increase from 50% to 100%.

Commissioner Newsom offered a motion to have the Chairman sign the letters with Commissioner Music offering a second. The motion passed unanimously.

(Letters)

Brandon Young, County Attorney, presented the CDBG housing grant environmental review agreement. Commissioner Newsom offered a motion approving the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

David Corbin, Project Director, discussed potential dates to hold a Valentine luncheon with the proceeds to be given to the Council on Aging. Discussion included selling spaghetti plates prepared by County staff, holding a cake auction and accepting donations for people to eat lunch with a Commissioner. Mr. Corbin will schedule the date for the luncheon and he requested the Board's support for the event.

Commissioner Newsom discussed putting hay in the ditches of the FEMA alternative procedures roads to help grass grow and prevent road erosion. Discussion included using inmates for the labor.


Chairman Stafford presented an agreement with Shawn Harrison, a member of a hunting club on property adjoining County-owned property, to allow club members to enter the County-owned property to retrieve wild game or other hunting related matters. The agreement is for a four year term and prohibits discharging fire arms on the property. Commissioner Newsom offered a motion approving the agreement with Commissioner Newsom offering a second. The motion passed unanimously.

(Agreement)

Commissioner Erickson presented a text he received from the Esto Fire Department regarding repayment of the loan to the County. Discussion included the terms of the agreement and the reasons reimbursement of the loan is overdue. Steve Connell, EMS Director, discussed this matter with the Board. Commissioner Newsom offered a motion to release the budgeted County's funds to Esto Fire Department with Commissioner Erickson offering a second. The motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 8:28 p.m.

  
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Clerk

  
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Chairman