

January 8, 2019  
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 Phillip Music, Commissioner Earl Stafford, Commissioner Bobby Sasnett, Commissioner Brandon Newsom and Commissioner Clint Erickson, Chairman of the Board.

Brandon Young, County Attorney, was present.

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

Chairman Erickson called the meeting to order at 9:00 a.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:

- 10-A) Tax Collector/Property Appraiser Parking Lot
- 10-B) Extension Office Repair Update
- 10-C) Debris Removal Update
- 10-D) Recycling Grant Agreement
- 10-E) Fairway Drive

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

Commissioner Stafford offered a motion to adopt the December 5, 2018 Special Session, the December 5, 2018 Workshop, December 5, 2018 Regular Session and the December 12, 2018 Special Session minutes with Commissioner Music offering a second. The motion passed unanimously.

John Hagans, Finance Officer for West Florida Teen Challenge, requested that the Board write a letter of support for the academy's application for legislative appropriations to install a 6 inch main water line from the Esto water system to the school. Discussion included whether this would put the Board in competition with the school because of their own application for legislative appropriations. Attorney Brandon Young recommended that the Board adopt a resolution if they wish to express their support of Teen Challenge's project. The Board agreed by consensus to have Mr. Young prepare a resolution that they will adopt at the next meeting.

(Letter)

Bob Jones, CDBG Administrator, requested that the Board consider applying for CDBG grants with applications to be submitted in a couple of weeks. Commissioner Sasnett offered a motion to submit an application for CDBG housing grants for the County. Commissioner Stafford offered a second and the motion passed unanimously.

Jeannine Borozny, 2469 Brooks Drive, requested that the County abandon the cul-de-sac on her property at the end of Brooks Drive so she can use the property. Discussion included the following:

- The County maintained cul-de-sac was created with a verbal agreement from the previous owner to be used as a place for a school bus to turn around
- She purchased property with no knowledge of the agreement
- Area is causing drainage issues on Ms. Borozny's property
- Reducing the size of the cul-de-sac
- If County will not abandon, owner wants documentation that the County owns the road
- Consent needed from other property owners' on the road

Attorney Brandon Young stated that the road is a County Road and discussed the procedure needed for the County to abandon a road. A public hearing was scheduled for the January 29<sup>th</sup> Regular Session to address the request for the County to abandon the cul-de-sac on Brooks Drive.

Ronnie Braxton, a private citizen, offered his services as a beaver trapper at a rate of \$75 per animal. He discussed his methods for tracking and trapping beavers. Mr. Braxton will survey the sites with the worst beaver infestation with each Road Department Foreman and return to the Board with an estimate of the total cost for his services.

Chairman Erickson advised that the Interim Emergency Management Director Roger Hagan has requested to use his personal vehicle in lieu of the Emergency Management vehicle and being paid mileage at the current rate of 49¢ per mile. Commissioner Stafford offered a motion granting the request with Commissioner Music offering a second. The motion passed unanimously.

Attorney Tim Wells was not present to present his petition to abandon the unnamed roadway in Section 4, Township 6 North, Range 15 West, Holmes County (may once have been a portion of Bonifay and Hinote Road). County Attorney Brandon Young says that it appears the road in question is no longer maintained by the County, but is on the County's list of roads. Albert Jordan, Special Road Projects Manager, will view the road in question and bring back his findings to the January 14<sup>th</sup> Special Session.

(Petition)

Brandon Young, County Attorney, proposed that the hiring committee to review the applications for the County Coordinator and the Emergency Management Director consist of the following individuals:

- Brandon Young, County Attorney
- Roger Hagan, Interim Emergency Management Director
- Dede Hinote, Walton County Deputy Administrator
- Donna Walsingham, Walton County Human Resources Director.

Commissioner Music offered a motion to approve the hiring committee with the top three candidates for each position to be presented to the Board at the January 29<sup>th</sup> Regular Session. Commissioner Stafford offered a second and the motion passed unanimously.

Ann Payne, County Recycling Director, advised that the estimate for repairing her shredder will be approximately \$5,000, but she has received a quote from MBN Corporation for a new shredder in the amount of \$8,363. She stated that she has the money in her budget for the purchase. Commissioner Stafford offered a motion to approve the purchase with Commissioner Music offering a second. The motion passed unanimously.

Ann Payne, County Recycling Director, presented the Department of Environmental Protection Standard Grant Agreement for the Holmes County Small County Consolidated Solid Waste Management project in the amount of \$90,909. Commissioner Sasnett offered a motion to approve the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Ann Payne, County Recycling Director, announced that this year's Amnesty Day is scheduled for February 23<sup>rd</sup> from 8:00 a.m. to 12:00 p.m.

Chairman Erickson gave a synopsis of the December 14th meeting with FEMA officials concerning the County's storm recovery efforts. The County has 60 days from that date to file any further claims for Hurricane Michael damage. Discussion included reimbursable expenses the County has to front, that the School has not furnished an invoice for their storm-related expenses and that the One Stop Career Source has a program to provide employment for people displaced by the storm.

Steve Connell, EMS Director, discussed his plan to fund an ambulance crew at the New Hope station ten hours a day, seven days a week. His discussion of the plan included the following items:

- Area covered by each of the three response zones
- Long distance transfers are not expected to decrease for the next three years
- Station is not currently generating revenue
- Money is being lost to other Counties due to the lack of available Holmes County crews
- Proposal to hire one full time EMT employee for 50 hours per week
- On-call EMTs will work at the station on Saturday and Sunday
- Eliminating Non-E positions
- Available money to fund position

The Board directed Mr. Connell to come back to the next meeting with the amount of money that will be needed to create the full time EMT position.

Steve Connell, EMS Director, recommended hiring the following individuals in an on-call status:

- Elizabeth Talley, EMT
- Henry Bowden, EMT
- Joseph Register, Paramedic

Commissioner Stafford approved the hiring recommendations contingent upon them completing the required physical and orientation. Commissioner Music offered a second and the motion passed unanimously.

(Letter)

Steve Connell, EMS Director, advised that all the local fire departments have signed the agreement with the County except New Hope, Noma and Westville. The fire departments that have signed the agreement were requesting a release of their funds. Commissioner Stafford offered a motion to release the budgeted funds to the fire departments that have signed the agreement with Commissioner Music offering a second. The motion passed unanimously.

Steve Connell, EMS Director, advised of the March 28<sup>th</sup> deadline to apply for the Safer Grant which will fund extra positions and gear for the local fire departments. Discussion included hiring a grant writer to complete the application, the mandatory requirement that the County fund the extra positions at the end of the grant term and using a MSBU so the County could fund the positions after the grant. Mr. Connell will find out exactly what the Board's responsibility would be at the end of the grant term and return to the next meeting with that information.

Kaitlyn Kima, Building Department Secretary, presented a proposal from Michael M. Gerald Enterprises, LLC to assist the Building Department two days per week and in emergency situations with building inspections while Roger Williams is out on medical leave. Discussion included his availability to do inspections and his charges for inspections. County Attorney Brandon Young stated that there was no need to take bids because this was an emergency situation because no inspections are currently being completed. Commissioner Stafford offered a motion to hire Michael M. Gerald Enterprises to complete house inspections until Mr. Williams returns. Commissioner Music offered a second and the motion passed unanimously. The Board directed Ms. Kima to bring new house building plans for the Board to approve.

(Proposal)

Kaitlyn Kima, Building Department Secretary, presented a proposed increase in the Building Department fee schedule stating that the suggested increase is based on the 2018 Building Code Table. The Board will review the new fees proposed and discuss the matter further at the next Regular Session before making a decision.

(Proposed Fees)

Kaitlyn Kima, Building Department Secretary, stated that the Building Department permit fees for Hurricane Michael repairs are currently waived and will be reimbursable through FEMA. Commissioner Sasnett offered a motion to start assessing all building permit fees again with Commissioner Stafford offering a second. The motion passed unanimously.

The agenda item concerning hiring a FEMA Project Monitor will be continued to January 14<sup>th</sup> Special Session because applications are being accepted through noon today.

Brandon Young, County Attorney, presented the responses to the RFP for Disaster Recovery Services to administer the County's FEMA projects. Commissioner Newsome offered a motion to open the proposals today then rank and award the contract at the January 14<sup>th</sup> Special Session. Commissioner Stafford offered a second and the motion passed unanimously. The following nine companies responded to the RFP:

- Integrated Solutions
- CDR Maguire, Inc.
- Wheeler Emergency Management
- Witt O'Brian's, LLC
- Metric Engineering
- The Integrity Group
- iParametrics
- DRS, LLC
- Disaster Law and Consulting

Cliff Knauer, Dewberry Engineers, Inc., advised that the approved Boat Ramp Agreement is a matching grant with the County's matching fund being met through fees collected on fishing licenses purchased. He presented the bids from the contractors to complete the project stating that all bids are over the amount awarded in the grant. Discussion included that any change in scope of the project would have to be approved by the Florida Wildlife Commission and the money that could be saved by having the County provide the dirt and rock for the project. Commissioner Stafford offered a motion to award the project to Hall Contracting contingent on getting their costs within the amount awarded in the grant with Commissioner Music offering a second. The motion passed unanimously.

(Agreement & Bids)

Cliff Knauer, Dewberry Engineers, Inc., requested one more community meeting for the property owners along Bonifay-Gritney Road and Bonifay-Chipleway Road. Discussion included the number of property releases

that remained unsigned, the attempts made to contact all property owners and setting a deadline for some time in June to have all releases signed. A Special Session to conduct the community meetings was scheduled for January 29<sup>th</sup> from 4:00 p.m. to 5:00 p.m. for Bonifay-Gritney Road and from 5:00 p.m. to 6:00 p.m. for Bonifay-Chipley Road.

Cliff Knauer, Dewberry Engineers, Inc., presented the 5 year DOT Work Plan showing the road projects DOT has approved for the next five years. Discussion included the prefunding letter requesting engineering costs on CR 179 that was approved at yesterday's meeting and that the application for CR 181 had been denied.

(Work Plan)

Jake Mathis, Melvin Engineering, presented an update on the CR 181C paving project stating that installing a guardrail and the final cap of asphalt still remains unfinished. He advised that the deadline for completion is February 3<sup>rd</sup> and with allowable weather days the project should be completed by the middle of February.

Jake Mathis, Melvin Engineering, presented quotes for repairing the culvert on CR 181C just past Coon Bottom Road including options to install a slip liner, create a concrete collar and installing a new 36" cross drain. Discussion included the funding source to purchase the pipe and having the County do the work to repair the culvert. Albert Jordan, Special Road Projects Manager, was directed to view the area and return with the options available for the County to do the work.

(Quotes)

Commissioner Newsome discussed moving the Board meeting to different municipalities periodically. He will discuss the logistics of doing this with Clerk Kyle Hudson and discuss the matter further at the next Regular Session.

Brandon Young, County Attorney, presented the proposed RFP for consultant services for the County's legislative appropriations application. He advised that the consultant fees are not paid from the approved appropriations and that the County would have to pay the fees. Commissioner Stafford offered a motion to advertise the RFP with Commissioner Music offering a second. The motion passed unanimously.

(RFP)

Brandon Young, County Attorney, advised that contracting the equipment and labor for the remaining FEMA work should be discussed at the January 14<sup>th</sup> meeting after the Disaster Recovery Services contract has been awarded.



Commissioner Stafford discussed the necessity of striping the Tax Collector parking lot that was recently repaved. Discussion included obtaining a quote for the work and paying for the service from money left from positions that remain unfilled. Commissioner Stafford will talk with the Finance office about available funds and bring issue back to next meeting.

Kalyn Waters, Extension Service Director, presented the mold assessment reports for the Ag Center due to long-term water damage and she requested direction from the Board about letting the public into the Ag Center. Discussion of this matter included the following:

- Insurance will not cover damage due to structural issues
- Costs may be reimbursable if County does repair work
- Extension office portion of the building can be treated
- Government shut down has halted the release of the USDA grant funds
- Expenses of running air conditioning continuously

The Board directed Ms. Waters to follow to the recommendation of the mold assessment and to proceed with getting quotes for the repairs and renovations needed. She will bring the quotes and the insurance information back to the February Regular Session.

(Report)

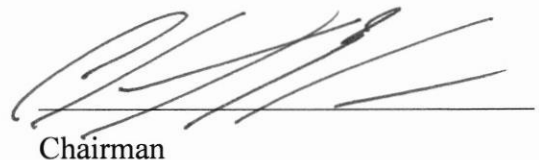
Albert Jordan, Special Road Projects Manager, advised that the Hurricane Michael debris clean-up was approximately 91% completed and he plans to advertise that all citizens should have their debris road-side by January 20<sup>th</sup>.

Chairman Erickson discussed a water run-off issue on Fairway Drive and that the property owner has agreed to sign an easement to have a ditch cut to ease the drainage issue. Commissioner Stafford offered a motion to purchase six pallets of sod and two 24 inch pipes for the project with Commissioner Music offering a second. The motion passed unanimously.

The quotes for hot asphalt will be presented at the January 14<sup>th</sup> Special Session.

There being no further business at this time, the meeting was adjourned at 12:11 p.m.

  
Clerk

  
Chairman