

March 12, 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, and David Corbin, Project Director were present.

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

Chairman Erickson called the meeting to order at 9:00 a.m. David Corbin, Project Director, led the prayer and pledge.

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

- 9-B) Ponce de Leon's request for Engineering Services
- 9-C) Development Commission Request for Project Director's Presence at Meeting
- 9-D) Pay to Grade Service
- 9-E) Beaver Program
- 9-F) Road Grading Comprehensive Plan

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

Rebecca Prince, Chamber of Commerce, advised that the Holmes County Tourist Development Council has been awarded a \$55,000 Hurricane Michael Tourism Recovery Grant that can be used to market the County's tourism industry. She requested that a representative from the Board attend the council's meetings to discuss uses for the grant.

(Grant Contract)

Rebecca Prince, Chamber of Commerce, advised that the CareerSource Chipola Board currently has a vacancy for a Holmes County private sector member. She recommended James Sellers for the appointment. Commissioner Stafford offered a motion to accept the recommendation with Commissioner Music offering a second. The motion passed unanimously,

Kyle Hudson, Clerk of Court, discussed the changes made to the recording system and the seating arrangements for the Deputy Clerk at the Board's meetings. He also made recommendations to ensure less interference with the recording of the Board meetings and requested that the Chairman announce which commissioner makes a motion and offers a second.

Bob Jones, CDBG Administrator, presented the Department of Economic Opportunity Closeout Report for the Community Development Block Grant Program stating that the housing project has been completed with the final pay request already submitted. Commissioner Stafford offered a motion to have the Chairman sign the closeout report with Commissioner Music offering a second. The motion passed unanimously.

(Report)

David Corbin, Project Director, presented quotes from Edge Hauling and GAC Contractors for patching and restriping portions of CR 179. Discussion included procurement policy thresholds, methods of repairs and using LOGT funds for the projects.

(Quotes)

David Corbin, Project Director, presented a quote in the amount of \$6,877.10 for Walton County to do center line striping on CR 10A with Holmes County to provide the flag work. This matter was tabled until after the budget discussion by the Clerk of Court.

(Quote)

Alice Vickers, Finance Supervisor for the Clerk's Office, discussed the Road Department's budget explaining the encumbered and the unencumbered money in the Transportation Trust fund. Discussion of this matter included the following:

- Expenditures and line item justifications
- Unexpected PTO buyouts
- Use of budget amendments to cover "holes" in budget
- Interest earned on validated FEMA funds
- Supplemental budget hearing needed at the end of the fiscal year
- Projects that can wait to be budgeted next fiscal year
- Pulling money from different accounts to fund road striping
- LOGT funds available
- Special Transportation Fund

The following citizens discussed this matter;

- Olivia Miller, Supervisor for the County Shop
- Kyle Hudson, Clerk of Court

Commissioner Stafford offered a motion to move \$18,000 from the Bridge Materials account to pay for the repair work on CR 179 with Commissioner Sasnett offering a second. The motion passed unanimously. Commissioner Stafford offered a motion to use LOGT funds to pay the \$6,877.10 to have Walton County stripe the center line on CR 10-A. Commissioner Sasnett offered a second and the motion passed unanimously.

Alice Vickers, Finance Supervisor for the Clerk's Office, presented a veterinary invoice in the amount \$6,624 for six dogs seized by Animal Control and the Holmes County Sheriff's Office after attacking a man at the end of October. Commissioner Newsom offered a motion to pay the invoice using General Fund contingency funds with Commissioner Stafford offering a second. The motion passed unanimously.

(Invoice)

Commissioner Music offered a motion to adopt the February 26, 2019 Regular Session minutes with Commissioner Stafford offering a second. The motion passed unanimously.

Commissioner Stafford offered a motion to accept and award the quote from Walton County in the amount of \$6,877.10 to stripe the center line on C.R. 10-A and the \$18,400 quote from GAC Contractors to patch portions of CR 179. Commissioner Sasnett offered a second and the motion passed unanimously.

Mike Gerald, Interim Building Inspector, presented an update on the status of the Building Department. The update included the following items:

- Decline in revenue over the past five years
- Need to update fee schedule and ordinance
- Current fees charged
- Using money from the General Fund to help the Building Department
- Possible revenue streams

Mr. Gerald will present a recommended fee schedule at a future meeting and suggested a 60 day lead-in before any changes are implemented.

David Corbin, Project Director, announced that current Building Inspector Roger Williams is retiring on March 20th and discussed plans to recognize his work for the County.

Jody Bush, *Relay for Life* Event Coordinator, presented the proclamation to “Paint the County Purple” the week of April 7th through April 12th in support of the American Cancer Society. She also discussed the Holmes County teams and the local Relay for Life events that have been scheduled. Commissioner Stafford offered a motion to adopt the proclamation with Commissioner Music offering a second. The motion passed unanimously.

(Proclamation)

Chance Pitts, Pine Log Fire Department, advised that the fire department building has sustained damage due to a leaking roof and presented a \$2,550 quote from C & C Construction to repair the damage. He stated that no insurance claim is possible because the damage is due to an undersized ridge cap and lack of proper sealing. Commissioner Stafford offered motion to deem this an emergency repair, accept C & C Construction’s quote and pay for the repair from the contingency fund. Commissioner Music offered a second and the motion passed unanimously.

(Quote)

Olivia Miller, Supervisor for the County Shop, requested to advertise the vacant Shop Mechanic position. Discussion of this matter included the following:

- Need for the mechanic position
- Having the Road Department foremen stay with the equipment until a repair is completed

- Getting more office help to give the supervisor more time for repairs
- No longer allowing shop employees to drive their vehicles home
- Creating a part-time mechanic position
- Disciplinary action for employees that neglect equipment

The Board took no action to advertise the position.

The Board directed Olivia Miller, Supervisor for the County Shop, to continue ordering cold patch.

Olivia Miller, Supervisor for the County Shop, advised that there are approximately ten County employees who do not have a Class A CDL. She stated that Walton County has someone, who is State certified, that will give the CDL test free of charge with the employee only paying for the written test. Commissioner Newsom offered a motion to approve a mutual aid agreement with Walton County to have them administer the CDL test to the employees contingent on approval by Walton County. Commissioner Sasnett offered a second and the motion passed unanimously.

Olivia Miller, Supervisor for the County Shop, advised that she is waiting for a reply from the insurance adjuster concerning the dump truck involved in the roll-over accident. She also discussed the problems with one Kenworth truck and warranty work on the Mack trucks.

Chairman Erickson advised that the lobbyist consultant service has requested that the Commissioners attend meetings in Tallahassee on March 27th regarding the County's legislative appropriations applications.

David Corbin, Project Director, shared a note of appreciation from a private citizen for the trimming work of Road Department employees Albert Jordan and John Keeton.

David Corbin, Project Director, advised that Shop Mechanic David Phillips had submitted his resignation.

Cliff Knauer, Dewberry Engineering, gave an update on the Dogwood Lakes dam repair stating that the DEP permits should be approved soon. An update of the Water Management District's Emergency Action Plan is being updated for the DEP permit. He stated that the project was ready to advertise. Commissioner Stafford offered a motion to advertise for a contractor to repair the dam with Commissioner Music offering a second. The motion passed unanimously.

Cliff Knauer, Dewberry Engineering, advised that, due to the limitations of the program, the County does not have any projects that can be funded by the Emergency Water Shed Program.

Cliff Knauer, Dewberry Engineering, advised that before the Board re-bids the Hwy 2 Boat Ramp project, he has renegotiated with Hall Contracting in an attempt to get the project within budget. He stated that the contractor has agreed to reduce the cost of the project by \$7,000 if the County will load Hall Contracting trucks. Commissioner Stafford offered a motion to award the project to Hall Contracting for the amount of \$299,496 with Commissioner Music offering a second. The motion passed unanimously. Commissioner Stafford offered

a motion to approve Change Order #1 reducing the price of the contract by \$7,000 by having the County load the contractor's trucks with dirt. Commissioner Music offered a second and the motion passed unanimously.

(Agreement & Change Order)

Cliff Knauer, Dewberry Engineering, advised that the contractor on the CR 181C paving project has agreed to use the unused portion of the grant money to stripe the road all the way to the County line. He also discussed the SCOP application to finish repaving CR 181C to the County line as well as the CEI costs.

Brandon Young, County Attorney, presented Resolution 19-06 certifying support for Florida House Bill Number 0191 which will provide money to repair rural inland areas affected by Hurricane Michael. Commissioner Newsom offered a motion to adopt the Resolution and authorize the Chairman to sign the Resolution. Commissioner Music offered a second and the motion passed unanimously.

(Resolution 19-06)

Brandon Young, County Attorney, advised that a Special Session was needed to formally award the disaster recovery services contract to The Integrity Group. The Board scheduled a Special Session for March 20th at 5:00 p.m. to discuss the disaster recovery services and a Workshop at 4:00 p.m. to discuss changing the Building Department's fee schedule.

Commissioner Newsom offered a motion to create a temporary road maintenance position in District 2 and to hire Keaton Locke for the position. He advised the position would last no longer than 6 months and requested to pay \$15 per hour using money left over from the RMT position that was donated to EMS. Commissioner Stafford offered a second and the motion passed unanimously.

Chairman Erickson presented a letter from Ponce de Leon requesting engineering services from the County for the corner of Magnolia and Government Streets. Discussion included the use of LOGT funds for the repairs and that Ponce de Leon has its own engineer. Cliff Knauer, Dewberry Engineering, offered to do a field review of the area and offer suggestions on how to repair.

(Letter)

Chairman Erickson advised that the Development Commission has requested that the County's Project Director attend their board meetings. The Board approved Mr. Corbin attending the evening meetings and flexing off the overtime.

Commissioner Stafford discussed the County implementing a pay-to-grade service for privately owned driveways. Discussion of this matter included the following:

- Adopting a resolution to implement the service
- Setting the price at \$100 per hour with a \$50 for half an hour as a minimum


- Right of entry easements needed for each project
- Person to oversee the service

Commissioner Stafford offered a motion to have a resolution created to implement the service with Special Road Projects Manager Albert Jordan to oversee the service. Commissioner Music offered a second. Commissioners Music, Stafford, Sasnett and Erickson voted yes with Commissioner Newsom voting no. The motion passed. County Attorney will have the resolution for approval at a future meeting.

Commissioner Sasnett discussed the need to continue the beaver trapping services on Roping and Helms Roads. Commissioner Newsom offered a motion to continue the beaver trapping service with a \$5,000 cap using Road Department contingencies funds. Commissioner Sasnett offered a second and the motion passed unanimously.

Commissioner Sasnett discussed money available for overtime to grade roads in District 1. Alice Vickers, Finance Supervisor for the Clerk's Office, advised that the Clerk's office can provide the budget availability for overtime, but does not determine when overtime is worked. She suggested that the Project Director be involved to determine when overtime is necessary.

There being no further business at this time, the meeting was adjourned at 12:26 p.m.



Clerk



Chairman