

May 28, 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 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:

- 10-D) Caterpillar Contracts
- 10-E) Poplar Springs School
- 10-F) Valee Road
- 9-E) LOGT Funds
- 6-D) Quotes for New Road Department Equipment
- 10-G) Ag Center

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 May 10, 2019 Special Session, May 14, 2019 Special Session and the May 14, 2019 Regular Session minutes with Commissioner Music offering a second. The motion passed unanimously.

Jennifer Green and Tim Parson, Liberty Partners, presented an overview of the Florida legislative session and the efforts made to secure the \$200,000 in appropriations to repair the Holmes County Jail. The item has passed the House and Senate, but has not yet been approved by the Governor.

Jeremy Rolling, Farm Bureau President, discussed the plans to have Farm Bureau's annual meeting in August at the Ag Center and asked if it would be re-opened at that time. The Board advised that the County Engineer will present a report detailing the repairs needed at the Ag Center for the next meeting and then more will be known about the timeline for re-opening the building.

Chairman Erickson discussed EMS transferring ownership of a 2006 Ford truck to the Animal Control department.

(Letter)

Alice Vickers, Interim Clerk of Court, presented Resolution 19-09 authorizing the Chairman to execute the Hancock Whitney Bank financing documents for District 5's 2019 Caterpillar backhoe as well as a copy of

the executed financing agreement for approval. Commissioner Stafford offered a motion to adopt Resolution 19-09 and accept the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Resolution 19-09 and Agreement)

Tommy Walker, Thompson Cat, presented the equipment order for the 2019 Caterpillar backhoe for District 5 and the rental contract for the bulldozer being used on the Development Commission property. Commissioner Newsom offered a motion to accept the agreements with Commissioner Music offering a second. The motion passed unanimously.

(Agreements)

Steve Connell, EMS Director, discussed his request to hire a full time paramedic in lieu of filling the vacant EMT position. Discussion of this matter included the following:

- Savings of \$1300-\$1400 by hiring the paramedic
- Funding an ambulance crew at New Hope 10 hours a day/7 days a week without increasing budget
- Funding an ambulance crew at New Hope 16 hours a day/7 days a week will cost an additional \$55,000 above what was donated from the Road Department's RMT position
- Number of runs and amount of revenue generated by the station
- Necessity of keeping part-time employees to under 30 hours per week

Commissioner Sasnett offered a motion to hire the full time paramedic in lieu of the EMT with Commissioner Stafford offering a second. The motion passed unanimously. Mr. Connell stated that he will hold off on filling the paramedic position until his overtime is within budget.

Steve Connell, EMS Director, presented the Agreement between Holmes County and New Hope Fire Department for approval stating that the fire chief has executed the agreement. Commissioner Stafford offered a motion to accept the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Jeremy Rolling, Farm Bureau President, requested a waiver of the fee to rent the Ag Center for the Farm Bureau Annual Meeting in August. Kalyn Waters, Extension Service Director, advised that Farm Bureau is not currently on the list of those that do not have to pay a rental fee for the Ag Center. Commissioner Newsom offered a motion to add Farm Bureau to the Ag Center's fee waiver list. Commissioner Stafford offered a second and the motion passed unanimously.

Albert Jordan, Special Road Projects Manager, presented quotes for grinding the 48 stumps in the Dogwood Lakes community left from where Asplundh cut down trees. Commissioner Newsom offered a motion to award the job to Joey Kent Stump Grinding at a cost of \$15.00 per stump to be paid from the Road Department contingencies fund. Commissioner Stafford offered a second and the motion passed unanimously.

(Quotes)

David Corbin, Project Director, presented a letter from the Town of Esto advising of their need for a generator and requesting the County surplus the 100 kW generator currently being stored behind the Emergency Management office. Discussion included that the Town of Esto has agreed to pay the repair costs of the generator. Commissioner Stafford offered a motion to donate the requested generator to the Town of Esto contingent on discovering which funds were used to purchase the generator. Commissioner Newsom offered a second and the motion passed unanimously.

(Letter)

David Corbin, Project Director, announced that Brandi Lowery has been hired as the Board's new Executive Assistant and is scheduled to begin June 10th.

David Corbin, Project Director, presented quotes for Lake Cassidy garbage removal service. Commissioner Newsom will purchase one of the two garbage cans to be placed at Lake Cassidy. Commissioner Newsom offered a motion to award the service to Northwest Sanitation through 10/01/2019 using the Parks department funds until depleted and then using contingencies funds. Commissioner Stafford offered a second and the motion passed unanimously.

(Quotes)

David Corbin, Project Director, presented quotes for monthly portable toilet rental at Lake Cassidy. This matter was tabled until County Attorney Brandon Young can contact the property owner's attorney to ensure that there are no objections to the County contracting this service.

(Quotes)

David Corbin, Project Director, advised that the Sheriff's Office placed an officer at Lake Cassidy for 20 hours to patrol the area. The Sheriff's Office donated five hours and the County has agreed to pay the other 15 hours of patrol. The invoice for these HCSO services at Lake Cassidy will be presented at a later meeting for approval.

Andy Tharp, Acting Shop Supervisor, presented quotes for minimum guaranteed prices for auctioning off five Mack trucks, four Kenworth trucks and four John Deere backhoes. Discussion of this matter included the following:

- County will be responsible for delivering the equipment
- Amount the County paid for the equipment
- Auction companies' fees and costs
- \$154,000 received from insurance company for totaled dump truck
- Cost to replace all equipment

- Trading the Road Department's equipment every two years
- Using low interest loan or validated FEMA funds for time between purchasing new equipment and auctioning off old equipment

The following citizens discussed this matter:

- Alice Vickers, Clerk of Court

Commissioner Stafford offered a motion to table this matter until the true amount of funds available after auction fees and delivery costs can be determined. Commissioner Newsom offered a second and the motion passed unanimously.

(Quotes)

Cliff Knauer, Dewberry Engineering, advised that clearing and erosion control have begun at the Highway 2 boat ramp and he requested the County post a "Park Closed" sign to inform the public. He also stated that the boat ramp will not be as steep and that no dredging will be done on this project.

Cliff Knauer, Dewberry Engineering, stated he has a meeting scheduled to deliver the updated Emergency Action Plan for the Dogwood Lakes community to the Water Management District. He advised that the repairs can proceed when the revised plan has been accepted.

Cliff Knauer, Dewberry Engineering, advised that the prescriptive easement that will be mapped out on unreleased portion of the Bonifay/Gritney Road will call for a re-design that will have to be approved by DOT. He stated that an extension request has been submitted since the Army Corps of Engineers permits have not been approved.

Cliff Knauer, Dewberry Engineering, advised that the Army Corps of Engineers permits for the Bonifay/Chipley Road paving project are still pending and that an extension request has been submitted.

Cliff Knauer, Dewberry Engineering, stated that CIGP, a 50/50 matching road improvement program, list will be coming out in July should the County have any submittals.

Bob Stinebaugh, The Integrity Group, advised that the discrepancy between the amount of validated funds submitted to the County and the amount FEMA is showing will be taken care of by close of business tomorrow.

Brandon Young, County Attorney, advised that he has received a public records request and has informed each commissioner of the records they must submit. He stated that if a commissioner fails to respond to the request, they could be held personally liable. Discussion included elected officials' duty to maintain records.

Brandon Young, County Attorney, presented updates for the County's procurement policy. He advised that Section 14, which covers contracting with minority and women-owned businesses, must be added to the policy to continue federal program work. Commissioner Stafford offered a motion to adopt Section 14 to the

County's procurement policy with Commissioner Music offering a second. The motion passed unanimously. Also, included in the update are the revised procurement threshold tiers that were approved recently.

(Section 14 & Thresholds)

Brandon Young, County Attorney, presented the limestone rock and milled asphalt (reclaimed asphalt pavement) bids for the FEMA alternative procedures as two different bid items that each will need to be advertised for 30 days. He stated that the bids call for the delivery of the items to the County's pits on a one year contract with a two year extension option. He recommended that bids be accepted until July 8th at 4:00 p.m. and opened at a Special Session on July 9th at 8:00 a.m. Commissioner Music offered a motion to approve the bid for limestone for advertising with Commissioner Newsom offering a second. The motion passed unanimously. Commissioner Music offered a motion to approve the bid for milled asphalt (reclaimed asphalt pavement) for advertising with Commissioner Newsom offering a second. The motion passed unanimously.

(Bids)

Brandon Young, County Attorney, presented the proposed County Park Ordinance 19-01 which advises of prohibited actions in the County's parks as well as the consequences of violations. He advised that a public hearing must be held before the ordinance can be adopted. The Board approved the proposed ordinance for the public hearing.

(Proposed Ordinance)

Brandon Young, County Attorney, advised that the State has not enforced the revised disbursement rates from the County's new LOGT agreement because a certified copy of the new agreement had not been received. Once the certified copy is sent, the State will revise the disbursement rates and will pro-rate Ponce de Leon's June payment to compensate for the amount of money that the municipality should have received since the effective date of the agreement. Alice Vickers, Interim Clerk of Court, advised that the fluctuating amount of the gas tax payment makes it hard to determine when the disbursement is incorrect.

Chairman Erickson advised that no in-house response was received for the Shop Supervisor position and that a new job description has been drafted redefining the job responsibilities. The new description calls for the position to do mechanic work as needed and to work with the Road Department secretary to complete the administrative tasks. Discussion also included increasing the rate of pay for the position using money from the vacant mechanic's position. Andy Tharp, Acting Shop Supervisor, discussed the Shop Supervisor's responsibilities. Commissioner Stafford offered a motion to set the base rate for the Shop Supervisor job at a range of \$16.78 to \$19.78 because of the added job duties in the new job description to be paid from Road Department contingencies until October 1st when it will then be paid from the vacant mechanic's position. Commissioner Music offered a second and the motion passed unanimously. The position will be advertised for two weeks beginning tomorrow.

(Job Description)

Chairman Erickson requested that an excavator be sent to clear the debris from the old Ag Center behind City Hall that was torn down. The Board approved the request by consensus.

Chairman Erickson advised that a letter was sent to the property owner at 2003 Highway 177A to remove the concrete culvert that does not meet specifications. He advised that he has received complaints that the property owner is filling in a cypress pond. The Board agreed by consensus to have County Attorney Brandon Young send a letter to DEP advising them of the property owner's actions.

Commissioner Stafford requested that the County dig catfish ponds at Poplar Springs School for the FFA program. Discussion included that this has been done for the other schools in the County. Commissioner Sasnett offered a motion to approve the request with the County to do the work when feasible. Commissioner Music offered a second and the motion passed unanimously.

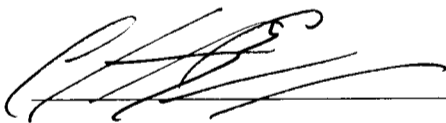
Chairman Erickson advised that the temporary Human Resource employee should receive a \$50 cell phone stipend. Commissioner Stafford offered a motion to pay the employee a cell phone stipend retroactive to her start date using contingencies funds with Commissioner Music offering a second. The motion passed unanimously.

Commissioner Sasnett stated that he wants Valee Road added back to the FEMA alternative procedures list of roads. The road list for alternative procedures will be updated throughout the bidding process.

There being no further business at this time, the meeting was adjourned at 8:31 p.m.



Clerk



Chairman