

June 26, 2018
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 Mickey Locke, Commissioner Clint Erickson, Commissioner Bobby Sasnett, Commissioner Phillip Music and Commissioner Danny Powell, Chairman of the Board.

Joey Marsh, County Coordinator, and Brandon Young, County Attorney, were present.

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

Chairman Powell 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:

- 6-I) Inmate Medical Costs
- 6-J) Tax Collector/Property Appraiser Parking Lot Resurfacing
- 10-B) Coon Bottom Road Milling
- 10-C) Rucker Lane Milling
- 9-A) Sam Ard Road Project
- 9-B) Southride Lane Project
- 7-A) Deacon Road Close Out

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

Commissioner Erickson offered a motion to adopt the June 12, 2018 Regular Session minutes with Commissioner Music offering a second. The motion passed unanimously.

Dottie Clark and Janice Conner of the Pittman Fire Department advised that the department was awarded a grant for new bunker gear. Ms. Clark requested that the County pay the \$545 balance due for helmet lights and extrication gloves which the grant does not allow. Discussion included the need for the equipment, the amount the County budgets annually for the department and their upcoming fund raising activities. Commissioner Locke and Commissioner Music offered to personally pay the requested amount.

Steve Connell, EMS Director, advised that the department was awarded a 75/25 matching grant from the Department of Health in the amount of \$56,240 to purchase two Lifepak cardiac monitors. Mr. Connell stated that trading in two older cardiac monitors reduced the County's match funds by \$10,000. He requested that the remaining portion of the match funds in the amount of \$8,904.76 be taken from his building improvement budget. Commissioner Erickson offered a motion to grant the request with Commissioner Locke offering second. The motion passed unanimously.

Steve Connell, EMS Director, expressed his appreciation for EMT Terry Thomason's efforts to find and apply for EMS grants.

Steve Connell, EMS Director, advised that the New Hope Fire Department is hosting a benefit dinner on July 7th and requested that the Board allow the facility to be used for a meeting on Thursday to discuss the event. The Board agreed by consensus to grant the request.

Joey Marsh, County Coordinator, presented the 2018-2019 EMPG Federally Funded Grant Agreement for the Emergency Management department. He advised that the only changes made to the grant from last year's agreement are a \$39 increase in the obligated amount and the ban on the payment of overtime. Commissioner Music offered a motion to approve the grant agreement with Commissioner Locke offering a second. The motion passed unanimously.

(Agreement)

Joey Marsh, FEMA Director, advised that he and the County Attorney are currently working to negotiate the FEMA engineering services contract and presented a score sheet that Melvin Engineering has developed for the preliminary roadway evaluation. Discussion included the list of priority roads in need of paving, the cost of the preliminary evaluation, negotiating the engineering costs and the process to determine which roads will be paved.

(List of Roads and Score Sheet)

Joey Marsh, County Coordinator, announced that the workshop for the Incident Command System Training has been scheduled for August 27th at 4:00 p.m. He advised that this meeting will involve personnel from Walton County explaining the process of coordinating an emergency response and explaining the roles of the Board and Emergency Management in such incidents.

Joey Marsh, County Coordinator, advised that Home Oil has been charging a delivery fee for the fuel even though the delivery fee was to be included in the bid price when the company was awarded the contract. Home Oil has agreed to charge half of their usual delivery fee in the amount of 5¢ per gallon until the service can be re-bid. Commissioner Music offered a motion to put the fuel service out to be re-bid with Commissioner Locke offering a second. The motion passed unanimously.

Joey Marsh, County Coordinator, presented a Purchasing Card Policy for approval outlining the responsibilities of the card administrator and each department retaining a credit card. Discussion included the need to obtain purchase orders and the responsibilities of each department head for ensuring the security of the card. Commissioner Locke offered a motion to adopt the policy with Commissioner Music offering a second. The motion passed unanimously.

(Policy)

Joey Marsh, County Coordinator, advised that DOT will only be able to provide 82 loads of milling from Highway 90 resurfacing project instead of the previously anticipated 145 loads. He stated that 45 loads have been

committed to the School Board, but only 41 loads of milling are available. Discussion included the other projects currently in need of milling and another source of milling from a State Highway 98 project. The Board agreed by consensus to reduce the loads committed to the School Board to 35 loads and asked Mr. Marsh to keep them informed of when the other milling becomes available.

Joey Marsh, County Coordinator, advised that he has been in talks with J.M. Wood Auction Company concerning the 2007 Mack Dump trucks approved to go out for sealed bids. If allowed to handle the auction of the trucks, the company has guaranteed receipt of \$992,500 for the five 2007 Mack trucks plus the five 2017 Kenworth trucks minus their 7% commission. Mr. Marsh presented a quote of \$742,660.15 to purchase five 2019 Kenworth trucks using the auction proceeds which will leave extra money to purchase other equipment. Commissioner Erickson offered a motion to allow J.M. Wood Auction Company to handle the auction of the five 2007 and the five 2017 trucks in September with Commissioner Locke offering a second. The motion passed unanimously. Commissioner Erickson offered a motion to purchase five 2019 Kenworth trucks from Kenworth of Dothan, Inc. with Commissioner Locke offering a second. The motion passed unanimously.

(Auction Agreement & Buyer's Order)

Joey Marsh, County Coordinator, advised that a modified contract with the property owners on Cody Taylor Lane is required to provide for the \$472.50 of additional milling needed for the project. He stated that the property owners have agreed to pay their share of the extra cost. Commissioner Locke offered a motion to authorize the chairman to sign the modified contract with Commissioner Music offering a second. The motion passed unanimously.

(Contract)

Joey Marsh, County Coordinator, read a statement from the Holmes County Sheriff regarding the current amount expended for inmate medical costs, the amount budgeted and their efforts to contain the costs so that the budgeted amount is not exceeded.

Joey Marsh, County Coordinator, advised that the contractor Roberts and Roberts has provided quotes to either resurface or completely re-pave the Tax Collector/Property Appraiser parking lot. Discussion included available funds for the project and changing the street along the side of the building to a one-way street. The County Attorney advised that the project will have to go out for bid. Mr. Marsh advised that a bid will be prepared and advertised in the newspaper.

Jake Mathis, Melvin Engineering, presented the close-out paperwork for the Deacon Road project stating that the contractors have addressed all the outstanding issues. Commissioner Sasnett offered a motion to execute the final pay request, certificate of completion and the change order zeroing out the project. Commissioner Music offered a second and the motion passed unanimously.

(Pay Request, Certificate and Change Order)

Cliff Knauer, Dewberry Engineers, offered to personally pay \$100.00 towards the Pittman Fire Department \$545 request for helmet lights and extrication gloves.

Cliff Knauer, Dewberry Engineers, advised he will present the close-out paperwork for the Tobe Retherford Road paving project at the next meeting.

Cliff Knauer, Dewberry Engineers, stated that the DOT Beautification Program Cycle has begun for landscaping on the State highways. He advised that the matching funds should be waived for Holmes County since it has been designated as a county of critical economic concern. He asked the Board to let him know if there are any areas of interest for this program.

Cliff Knauer, Dewberry Engineers, offered to get the specs together for the bid on the Tax Collector/Property Appraiser parking lot project.

Cliff Knauer, Dewberry Engineers, advised that, at the pre-bid meeting, the contractor for the CR 181C project proposed eliminating one of the intersections at Highway 90 to save approximately \$30,000 on the project. DOT is currently reviewing the modification and the City of Westville has not approved the change.

Cliff Knauer, Dewberry Engineers, stated that he will get the legal description of the easements on the Bonifay/ChIPLEY and Bonifay/Gritney Roads to the attorney before the community meetings on July 31st. Discussion included the necessary permits and the timeline of the project.

Cliff Knauer, Dewberry Engineers, advised that the application for the DEP Storm Water Permit has been submitted for the Hwy 2 boat ramp renovation and approval is pending.

Brandon Young, County Attorney, presented and read proposed Ordinance 18-02 for the Ad Valorem Tax Exemption stating that the ordinance had been run in the newspaper as required. He further advised that each business would have to be approved by ordinance to receive the tax exemption. Commissioner Locke offered a motion to adopt Ordinance 18-02 with Commissioner Music offering a second. The motion passed unanimously.

(Ordinance)

Brandon Young, County Attorney, presented the final draft of the Employee Policy and Procedure Manual for approval. Discussion included recent policies adopted by the Board which have been made a part the manual, the uniform allowance, leave time for department heads and the need to update the manual annually. Commissioner Erickson offered a motion to adopt the updated manual and to require all new employees to sign a form acknowledging receipt of the manual. Commissioner Locke offered a second and the motion passed unanimously.

Albert Jordan, Special Road Projects Manager, advised that the Road Department is preparing to do the shoulder and grass work for Southridge Lane and paving should proceed in the middle of July.

Albert Jordan, Special Road Projects Manager, stated that the Sam Ard Road HMGP project is expected to start on July 12th. Discussion included the fact that the road is currently closed.

Albert Jordan, Special Road Projects Manager, advised that beavers have become a problem in trying to maintain roads. County Coordinator Joey Marsh stated that the Animal Control officer is open to eradicating the problem and they are currently researching the permits required for the job.

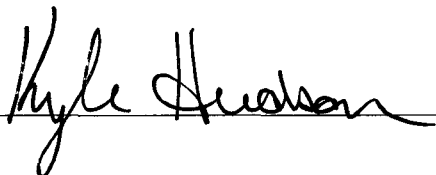
Albert Jordan, Special Road Projects Manager, gave an update on the W. A. Clark Road bridge project stating that it is proceeding as scheduled.

Commissioner Erickson discussed the timber on the Deacon Road property and appropriations for building a County Annex. Raymon Thomas, Holmes County Development Commission, advised that he has been contacted by developers willing to partner with the County to build an annex as well as recreational buildings on the property. Discussion included meeting with the developers and updating the comprehensive plan. A Workshop is scheduled for July 10th at 10:30 a.m. for the Board to meet with the developers.

Commissioner Sasnett discussed the need for milling on Coon Bottom Road and Rucker Road. Mr. Marsh will keep the Board informed of when the milling from Highway 98 becomes available.

Chairman Powell discussed the best use of milling and how to ensure it is applied in a way that will last.

There being no further business at this time the meeting was adjourned at 7:39 p.m.


Clerk


Chairman