

August 20, 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. 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) New EMS Station
- 10-B) District 3 Grader Position
- 10-C) FEMA Match Waiver
- 6-E) Ag Center
- 6-F) Retirement Reception for Susan Harris
- 6-G) Love Road
- 9-C) Lime Rock and Milled Asphalt Bids
- 10-D) Ditch Dirt
- 10-E) John Clark Highway and C.R. 177A
- 10-F) Scheduling Budget Workshop

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

Frances A. Tyson, a private citizen, presented signed waivers from the property owners on Odell Peters Lane allowing the County to start regular maintenance on the road. County Attorney Brandon Young advised that a public hearing needed to be held before the Board could entertain a motion to begin road maintenance. A public hearing will be scheduled for the first Regular Session in September.

Angela Klopf presented a United Way campaign that gives County employees an opportunity to donate money to various organizations through payroll deduction. Discussion included the types of organizations that can benefit, the County matching the donated funds, the 211 phone number for community services information and the use of Hurricane Michael donations. Alice Vickers, Clerk of Court, discussed the added strain this would place on the payroll clerk and the lack of available slots on the pay stubs. The Board directed Project Director David Corbin to meet with Ms. Vickers to discuss the feasibility of offering this option to the County employees.

Mackenzie Riley and Garrett Griffin, SHIP Administrators, presented the Hurricane Housing Recovery Program (HHRP) Funding Agreement which will provide \$585,000 to repair or replace local homes damaged by Hurricane Michael. Discussion included that the funds should be available by early October and the process for

citizens to apply for the funds. Commissioner Stafford offered a motion to approve the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Mackenzie Riley and Garrett Griffin, SHIP Administrators, presented an agreement for the Emerald Coast Regional Council (ECRC) to administer and implement HHRP for the County. Commissioner Newsom offered a motion to approve the agreement with Commissioner Music offering a second. Alice Vickers, Clerk of Court, discussed that ECRC was applying for the full 15% of administrative fees allowed by the program which would leave no available funds to cover the costs of providing checks and the Board's administrative costs for managing the funds. Commissioner Newsom withdrew his motion and the Board tabled this matter until a new agreement was presented covering the Board's costs. Mr. Griffin advised that this would not interfere with the County receiving the HHRP funds.

Donna Williams, Road Department Secretary, presented the CDBG administration proposal received from Jones-Phillips & Associates, Inc., in response to the advertised RFP. Commissioner Stafford offered a motion to award the project administration services for the CDBG 2018 Housing Application contract to Jones-Phillips & Associates, Inc., with Commissioner Music offering a second. The motion passed unanimously. The Board directed County Attorney Brandon Young to negotiate a contract with Bob Jones.

(Proposal)

Steve Connell, EMS Director, presented the Loan Agreements executed by Gritney Volunteer Fire Department, Pittman Volunteer Fire Department and Pine Log Volunteer Fire Department to advance the funds for the reimbursable grant awarded to the departments by the Florida Forest Service. Discussion included that Esto Volunteer Fire Department's agreement will be presented at their town council meeting this evening and that each department has 90 days from the receipt of the funds to repay the loan. Commissioner Music offered a motion to approve the four loan agreements contingent on Esto town council signing the agreement. Commissioner Newsom offered a second and the motion passed unanimously.

(Agreements)

David Corbin, Project Director, announced that Wanda Stafford accepted the position as the Holmes County Emergency Management Director. Ms. Stafford discussed her previous experience and that her new assistant will be starting Thursday.

David Corbin, Project Director, requested the Board's approval to set up zones around the County and have all the County's brush cutters work in that area until cleared. Discussion included the amount of equipment and employees available from each district to complete the zone work. The Board agreed by consensus to give Mr. Corbin the authority to select the zones and assign the cutters to complete the work.

David Corbin, Project Director, presented the roof repair quotes for the Health Department building. Karen Johnson, Health Department, discussed the water that continues to enter the building through the damaged roof and the roof repair for the Annex building. Commissioner Newsom offered a motion to hire Armondi Roofing to repair the Health Department's roof using the unobligated funds received from Holmes County Sheriff Office's loan repayment. Commissioner Stafford offered a second and the motion passed unanimously. Mr. Corbin will have Special Project Director Johnny Mathis use inmate labor to repair the roof on the annex.

(Quotes)

David Corbin, Project Director, advised that a Building and Planning Department Fee Workshop needed to be scheduled to update the current fee schedule. The Board agreed by consensus to schedule a Budget Session on August 29th at 4:00 p.m. with the Fee Workshop to follow at 5:00 p.m.

David Corbin, Project Director, requested that the Commissioners participate in a trip to Tallahassee to meet with Senator Gainer to discuss the County's need for grant funds to repair the Ag Center. Discussion included requesting appropriation funds if no other money is available.

Cliff Knauer, Dewberry Engineers, discussed DOT encouraging counties to hold community meetings on potential SCOP projects before submitting for the funding. Discussion included that the meetings will determine if obtaining right of ways on the road is possible, that DOT is currently giving priority to resurfacing paved roads and that DOT is aware of the delay with the Army Corps permits. The Board requested that a community meeting for Phase 2 of the Bonifay/Gritney Road be scheduled.

Cliff Knauer, Dewberry Engineers, stated that the improvements recommended by DOT for the Thomas Drive Bridge that will not support semi-trucks. Discussion included Dewberry's design to replace the deck that will support the trucks, the materials needed for the design and that the \$15,000 for the design would be paid from the \$50,000 approved for the project. Commissioner Stafford offered a motion to pay \$15,000 for Dewberry to design a bridge that will support semi-trucks, submit the design for DOT approval and then advertise for bids to construct. Commissioner Newsom offered a second and the motion passed unanimously.

(Agreement)

Cliff Knauer, Dewberry Engineering, stated that all the permits have been received for the Bonifay/Gritney Road paving project. The construction bids will be advertised after DOT has reviewed the submitted packet and all comments have been addressed.

Cliff Knauer, Dewberry Engineering, advised that the Highway 2 Boat Ramp improvement project is nearly completed. Discussion included creating a Florida Boating Improvement Program (FBIP) sign, relocating the covered sign currently at the boat ramp and meeting with the Army Corps about re-routing the water because of the dirt covering the end of the boat ramp.

Cliff Knauer, Dewberry Engineering, stated that the permit for the Dogwood Lakes dam repair should be approved soon and that seven new residences have been added to the Emergency Action Plan.

David Corbin, Project Director, announced that Library Director Susan Harris' retirement reception has been scheduled for 1:00 p.m. on August 30th at the Library.

David Corbin, Project Director, advised that the ditches on Love Road have been repaired by using rock and filter fabric the County had in stock. This saved the County approximately \$38,000-\$40,000 which was Melvin Engineering's cost estimate for the repair.

Brandon Young, County Attorney, presented Resolution 19-14 requesting that the Florida Department of Agriculture and Consumer Services and the Florida Legislature support the Holmes County Facility proposal for grant funds to improve the Holmes Extension Office/Agriculture Facility. Commissioner Stafford offered a motion to adopt the resolution with Commissioner Music offering a second. The motion passed unanimously.

(Resolution 19-14)

Brandon Young, County Attorney, presented a Union contract that is nunc pro tunc back to October 1, 2018 and effective through September 30, 2020. Discussion included that we have been operating under this contract and that wages are the only item up for negotiation this year. Commissioner Newsom offered a motion approving the contract with Commissioner Music offering a second. The motion passed unanimously.

(Contract)

Brandon Young, County Attorney, advised that the pre-bid conference for the FEMA Lime Rock Base Bid 19-12 and Reclaimed Asphalt Bid 19-13 will be today with the bids to be opened at a Special Session on September 3rd at 5:00 p.m.

Steve Connell, EMS Director, presented a proposed drawing of the new EMS station that will be made part of the County's appropriations submittal next term. Discussion included the location of the new station, the approximate cost to build and the site work that must be done before construction of the building. The Board directed Cliff Knauer, Dewberry Engineering, to prepare a cost proposal for the proposed building.

(Drawing of Station)

Chairman Erickson discussed reinstating the Heavy Equipment Operator position that was cut last month in an attempt to balance next year's budget. Discussion included the number of Road Department employees in each district. Commissioner Music offered a motion to reinstate and advertise the position with Commissioner Newsom offering a second. The motion passed unanimously.

Bob Stinebaugh, The Integrity Group, presented a local match waiver letter and application for Hurricane Michael (DR #4399) stating that the local government does not have the funds to undertake the projects caused

by the storm. Commissioner Stafford offered a motion to have the Chairman sign the letter and the application with Commissioner Newsom offering a second. The motion passed unanimously.

(Letter and Application)

Bob Stinebaugh, The Integrity Group, presented an update on FEMA project #4138 stating that the County was approximately \$1 million away from qualifying for the next draw. He also stated that a total of \$364,261.80 expenses were declared eligible for FEMA project #4399 (Hurricane Michael) and discussed the pending PWs.

Commissioner Sasnett discussed the false news that was posted on Facebook about ditch dirt delivered to a resident in his district.

Albert Jordan, Special Road Projects Manager, discussed the poor condition of the culverts on John Clark Road. Cliff Knauer, Dewberry Engineering, discussed options for repairing the culverts and advised that the project has been submitted for the additional SCOP funds that DOT made available due to Hurricane Michael. Discussion included the time frame for receiving the SCOP funds and scheduling a meeting with DOT to discuss the urgency of the project.

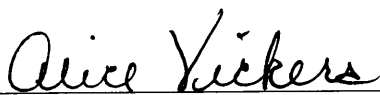
Albert Jordan, Special Road Projects, presented a slide show showing the work done to repair the ditch erosion on C.R. 177A. He advised that the repair was done at no cost by using stock materials.

Albert Jordan, Special Road Projects, advised that the Fairway Drive project will begin when the culverts are received.


Commissioner Stafford discussed voiding any contract to repair the Ag Center to see if the State will fund the repairs.

Commissioner Stafford offered a motion to adopt the July 30, 2019 Regular Session minutes with Commissioner Music offering a second. The motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 10:58 a.m.



Clerk



Chairman