

December 5, 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 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 9:06 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:

- 5-E) Emergency Management Director Position
- 5-F) FEMA Crews
- 10-B) Bonifay Elementary School Building
- 5-G) Extension Office Water Damage

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

Commissioner Music offered a motion to adopt the November 20, 2018 Special Session, the November 27, 2018 Regular Session and the November 27, 2018 Special Session minutes with Commissioner Sasnett offering a second. The motion passed unanimously.

Steve Connell, EMS Director, discussed his future plans of placing an ambulance crew with a paramedic and an EMT at the New Hope station. He stated that having an ambulance available twelve hours a day, seven days a week will generate revenue for the County that is currently being lost to Walton and Washington Counties. Mr. Connell advised that this expense is not in the budget and he will explain his plan to fund the ambulance crew at the next Regular Session.

Steve Connell, EMS Director, requested approval to apply for a matching grant for a new ambulance that will be awarded in July. He stated that the match could be approximately \$52,000 and will need to be included in next year's budget if the grant is awarded. Commissioner Sasnett offered a motion to approve the request with Commissioner Music offering a second. The motion passed unanimously.

Cliff Knauer, Dewberry Engineers, Inc., advised the Board to consider which road projects they wish to submit for the 2021-2022 SCRAP and SCOP grant funding. He discussed the roads that are currently approved for improvements.

Cliff Knauer, Dewberry Engineers, Inc., advised that the plans for a \$2.2 million additional jail pod and \$250,000 for immediate repairs to the Holmes County Jail will be submitted for legislative appropriations. He requested direction for submitting the site plan for the proposed County Annex for legislative appropriations. Discussion of this matter included the recurring maintenance costs of the proposed annex and the money that might be generated by selling the County-owned buildings. The Board agreed by consensus to not apply for legislative appropriations for the annex at this time.

Cliff Knauer, Dewberry Engineers, Inc., stated that he and Chairman Erickson were advised by a consultant to submit money with the appropriations application for the Holmes County Jail. Discussion also included hiring a consultant firm to help with the application process. Commissioner Music offered a motion to use the surplus equipment sale proceeds to put a \$5,000 match with the appropriations application for \$250,000 of jail repairs and a \$15,000 match for the \$2.2 million application for the additional jail pod. Commissioner Newsom offered a second and the motion passed unanimously.

Commissioner Stafford offered a motion to have the Chairman execute letters to the Florida House and Senate stating the amount of match funds the County is willing to expend for each project. The letters will be submitted with the applications for appropriations. Commissioner Music offered a second and the motion passed unanimously. Mr. Knauer also advised that a resolution in support of the projects should be adopted. This matter will be on the agenda for the next Regular Session.

Commissioner Newsom discussed the possibility of using milled asphalt for the FEMA alternative procedures projects. Cliff Knauer, Dewberry Engineers, Inc., advised that FEMA would have to approve the scope of work for the alternative procedures and he was not sure if milled asphalt would be considered a permanent road repair. Discussion also included acquiring right of way for the projects, scheduling community meetings and maintaining roads paved with recycled materials. Mr. Knauer advised that the preliminary cost estimate to pave the top ten roads on the alternative procedure list is pending until the FEMA engineering contract is approved. County Attorney Brandon Young advised that the engineering contract cannot be completed until the Board determines which paving method is to be used on the alternative procedures projects. A Special Session is scheduled for January 7th at 5:00 p.m. to discuss the matter further.

Chairman Erickson discussed hiring a consultant firm to help acquire the legislative appropriations for the County. Commissioner Newsom offered a motion to have the County Attorney prepare a RFQ for the service and have it ready for approval at the next Regular Session. Commissioner Stafford offered a second and the motion passed unanimously.

Jake Mathis, Melvin Engineering, presented an update on the CR 181C paving project stating that all that remains unfinished is installing a guardrail and the final cap of asphalt. Commissioner Stafford requested that Melvin Engineering view a culvert on CR 181C just past Coon Bottom Road to determine if it needs to be replaced. Albert Jordan, Special Road Projects Manager, will view the culvert with the contractor and present a quote to the Board if a replacement is needed.

Olivia Miller, Road Shop Foreman, presented quotes from Alan Jay Fleet Sales to purchase four 2019 Ford trucks for the Road Department Foremen and one 2019 Chevy Tahoe for the EMS Director. Discussion included the following:

- Unrestricted funds available to purchase the vehicles
- Designating the reimbursement from the Sheriff's office for Hurricane Michael expenses to purchase more vehicles
- Equipment and vehicles that are to be taken to auction
- EMS to donate a 2009 Ford Expedition or a 2006 Ford F150 to another County department
- Vehicle for the County Coordinator
- Building Department using the Honda CRV
- County purchasing one of the Emergency Management vehicles

Commissioner Music offered a motion to use the unrestricted funds to purchase the Emergency Management Ford F150 truck from the State for an amount up to \$6,000 with Commissioner Stafford offering a second. The motion passed unanimously. Commissioner Stafford offered a motion to purchase the 2019 Chevy Tahoe and three 2019 Ford trucks with Commissioner Music offering a second. The motion passed unanimously.

(Quotes)

Olivia Miller, Road Shop Foreman, discussed the needed repairs for the existing vehicles, the efforts she made to get top dollar from the surplus equipment sale and how the money has been used in other departments.

Chairman Erickson advised that the Disaster Recovery Center (DRC) at the Holmes County Ag Center was closing at 6:00 p.m. today, but residents in need of assistance could still go to the Washington County DRC.

Bob Jones, CDBG Administrator, was not present to discuss the CDBG project submittals for the next grant cycle. The Board continued this matter until Mr. Jones could be present to discuss the available housing and infrastructure grants.

Chairman Erickson discussed the vacant Emergency Management Director position and advised that Roger Dale Hagan was available to act as a part-time interim for \$25 per hour to be paid from EOC's salary budget. Commissioner Music offered a motion to hire Mr. Hagan as the interim EOC Director with Commissioner Sasnett offering a second. The motion passed unanimously. The Board's office will supply the personnel to answer EOC's phones during business hours. The hiring of an Emergency Management Program Assistant will be on the agenda for the next Regular Session. Commissioner Stafford offered a motion to advertise the Emergency Management Director's position using the current job description with applications due by a January 8th deadline. Commissioner Music offered a second and the motion passed unanimously.

Albert Jordan, Special Road Projects Manager, discussed the additional equipment and personnel needed to complete the FEMA work. Commissioner Stafford offered a motion to put out a bid to contract out eight dump

trucks with drivers to work 40 hours per week to haul dirt for the FEMA projects. Commissioner Music offered a second and the motion passed unanimously.

Shawna Lumpkin, Road Department Secretary requested that the Board hire another FEMA Project Monitor. Commissioner Music offered a motion to advertise the position with Commissioner Stafford offering a second. The motion passed unanimously.

Kalyn Waters, Extension Service Director, advised that the Ag Center was never properly sealed around the foundation when it was built which caused long term water damage that has resulted in extensive mold, rotting wood and termites. Discussion of this matter included the following:

- Extension Service has been temporarily moved to the Barn
- Employees' illnesses related to mold
- Cost of repairs estimated to be \$5,000 to \$10,000
- Efforts to continue operating
- Submitting an insurance claim
- Mold mitigation process
- Cost of repairs could be used as matching funds for a \$20,000 USDA matching grant
- \$2,800 currently available for repairs

The Board advised Ms. Waters to exhaust her repair and maintenance budget to hire a mold mitigation service and to wait on a mold assessment from Environmental Health before renting the Ag Center any further. The cost for repairs and the insurance claim information will be discussed further at the next Regular Session.

Brandon Young, County Attorney, presented the Request for Proposal (RFP) for rental of space on the County's three towers to install devices that will provide wireless internet to the citizens of Holmes County. Commissioner Stafford offered a motion to approve the RFP with Commissioner Music offering a second. The motion passed unanimously.

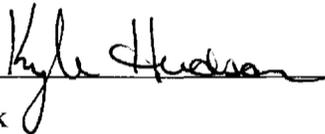
(RFP)

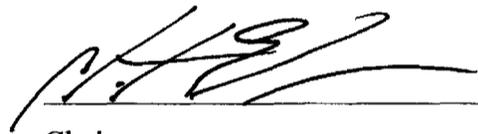
Brandon Young, County Attorney, discussed the terms of the County Coordinator's job description before advertising the vacancy. The Board agreed by consensus to remove the requirement that any candidate must live in Holmes County although preference will be given to the Holmes County resident if all other qualifications are equal. Discussion also included the removal of the County Coordinator's authority to hire/terminate County employees and having the Road Department Secretary absorb more responsibility for FEMA work with a pay increase. Mr. Young advised that accepting applications for the County Coordinator position will close on January 8th and a Special Session will be scheduled to discuss the candidates and job duties further.

Hope French, Board Secretary, advised that Chairman Erickson is a member of the Public Risk Management (PRM) board, but that an alternate member is needed. The Board agreed by consensus to make Vice-Chairman Brandon Newsom an alternate for the PRM Board.

Chairman Erickson stated that he has a meeting today with the School Board and asked what direction the Board wanted to pursue in purchasing the Bonifay Elementary School building since their first offer was rejected. The Board agreed by consensus for Chairman Erickson to get the terms of the School Board's counter-offer and present it at the next Regular Session.

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


Clerk


Chairman