

February 23, 2016
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 William Parish, Commissioner David Whitaker, Commissioner Bobby Sasnett, and Commissioner Danny Powell, Chairman of the Board.

Jeff Goodman, County Attorney, was present.

Melissa Kabaci, Deputy Clerk, was present and kept the minutes.

The meeting was convened at 6:00 p.m. Chairman Powell opened the meeting with prayer and led the pledge.

The first agenda item was Agenda Additions or Deletions. Items added to today's agenda included:

- (12) Local State of Emergency Resolution #16-05
- (9E) Animal Control Agreement
- (9F) FEMA Subgrant Agreement

Commissioner Whitaker offered a motion to approve the amended agenda. Commissioner Parish offered a second. The motion passed unanimously.

The next item was "Hearing the Public". Citizen Drew Kriser requested the Board renew the resolution for the Templeton family endorsing their petition to reside in the U.S. in Holmes County. Attorney Goodman advised the resolution should still be active and will look into the matter further.

Commissioner Whitaker offered a motion to approve the following consent items:

- February 9, 2016 Workshop and Special Session Minutes
- Grader Lease Documents
- Designation Agreement – Choctawhatchee River Blueway
- Travel Request – 911 Cliff McGowan
- Van donation to EMS

Commissioner Sasnett offered a second. The motion passed unanimously.

(Lease Agreements)

(Agreement)

(Travel Request)

(Donation Letter)

Tanya Kristoff, H.W. Lochner Engineering, gave a presentation on the SR 79 development project and environmental study. Discussion included this being a fifteen (15) mile long project from I-10 to the Alabama State line, phases of the project, a thirty four (34) month schedule to complete the study with construction to begin once right-of-ways have been acquired. Ms. Kristoff advised when the study is completed on the traffic flow and other factors they will give their assessment to the Florida Department of Transportation for them to decide on what course of development they will take. She advised a public meeting will be held March 24, 2016 at the North Side Assembly of God Church.

Wendy Mayo, Emergency Management Director, discussed calling for a local State of Emergency for Holmes County due to the threat of severe weather tonight and approval of Resolution #16-05 declaring the State of Emergency. Discussion included the Emergency Operations center has been activated to a level two (2)

with essential staff on duty through the night due to the possibility of tornadoes, 70 m.p.h. winds and large hail. She advised there will be two (2) shelters open for the evening at New Hope Fire department and Poplar Springs High School for any evacuation needs. Commissioner Sasnett offered a motion to approve the local State of Emergency. Commissioner Locke offered a second. The motion passed unanimously.

(State of Emergency Resolution #16-05)

Steve Connell, Emergency Medical Services (EMS) Director, discussed the Non-emergency (non-e) Transport employee job description duties and requested the Board's approval of the job description. Discussion included EMS being \$10,000 above projections to date in collections of funds for non-e calls and not having the staff to cover these calls. He advised the intent is to hire an on-call non-e person to cover these calls and having EMS personnel train them on how to move, lift and transport these patients. Discussion also included the average salary for this type of position is \$7.00-\$10.00 per hour and Mr. Connell recommends \$9.00 per hour. Commissioner Locke offered a motion to approve the job description with Commissioner Sasnett offering a second. The motion passed unanimously. Commissioner Sasnett offered a motion to approve the salary of \$9.00 per hour. Commissioner Locke offered a second. The motion passed unanimously.

(Job description)

Mr. Connell discussed the Emergency Medical Services (EMS) 90/10 matching grant applications for an ambulance chassis and a new ambulance. Discussion included the following:

- The total cost for the chassis being \$95,650.00 and if the grant is approved the County paying the 10% amount of \$9,565.00
- The total cost for the ambulance being \$196,900.00 and if the grant is approved the County paying the 10% amount of \$19,690.00

Discussion also included EMS being \$30,000.00 above collections to date and may be able to contribute to the 10% if the grant is approved. Commissioner Parish offered a motion to approve applying for the grants with Commissioner Locke offering a second. The motion passed unanimously.

(Grant applications)

The Board discussed the solid waste franchise agreement request on the agenda from Michael Ard. Mr. Ard was not present for discussion. Attorney Goodman advised if approved the agreement will run for the remainder of this year until August or September when the Board renegotiates all franchise agreements. The Board advised they would like to ask Mr. Ard questions about the type of equipment he will be using for the franchise whether it would be a truck and trailer or a garbage truck. Commissioner Sasnett offered a motion to approve the franchise agreement through July 31, 2016. Commissioner Locke offered a second. Commissioners Locke and Sasnett voted yes with Commissioners Parish, Whitaker and Powell voting no. The motion failed. The Board agreed to reimburse the franchise fees to Mr. Ard.

Wendell Whitehurst discussed the bids received for the Public Works uniform services and maintenance. He recommended the low bidder Cintas Corporation. Commissioner Sasnett offered a motion to approve Cintas for the uniform services. Commissioner Parish offered a second. The motion passed unanimously.

(Bids)

Mr. Whitehurst discussed the vacant on-call grader position and recommended hiring Greg Windham. Commissioner Locke offered a motion to approve hiring Mr. Windham. Commissioner Whitaker offered a second. The motion passed unanimously.

Mr. Whitehurst discussed the facilities use agreement and requested approval for recommended fee increases and to approve a universal agreement that Attorney Goodman has approved. Commissioner Parish offered a motion to approve the agreement and fee schedule with Commissioner Whitaker offering a second. The motion passed unanimously.

(Agreement)

Mr. Whitehurst discussed the proposed Animal Control agreement with Dr. Anderson and Washington County and recommended approving the agreement with Dr. Anderson for pickup of sixty-six (66) animals per month and a fee of \$2887.50 per month for a term from March 1 through September 30, 2016. Discussion included use of Washington County's Animal Control officer at 20 hours per week for Holmes County and 20 hours per week for Washington County with each county paying half of the officer's salary. Discussion also included all calls will go through the Board's office and animals will be transported to Dr. Anderson's facility. Attorney Goodman advised Washington County will implement Holmes County's animal control ordinance. Commissioner Parish offered a motion to approve the agreement for sixty-six (66) animals per month at the said cost. Commissioner Whitaker offered a second. The motion passed unanimously.

(Agreement)

Mr. Whitehurst discussed the FEMA subgrant agreement letter and advised it sets the monetary amount of \$21,299,822.65 on Disaster #4138. Commissioner Whitaker offered a motion to sign the letter. Commissioner Parish offered a second. The motion passed unanimously.

(Agreement Letter)

Steve Connell, EMS Director, advised he has had a resignation in a full time position and after advertising and interviewing he has chosen to leave the position unfilled. He also advised that he has advertised for "on-call" personnel and recommended to hire the following: Ben Martin and Jonathan Thomas, Paramedics; Brian Grinde and Jerry Hall, EMT's. Commissioner Locke offered a motion to hire these four (4) applicants. Commissioner Parish offered a second. The motion passed unanimously.

(Letter of recommendations)

Attorney Goodman discussed the county maintained road list and requested the Board review the updated list of add-ons and removals for approval within the next few months. Discussion included the statutory process to abandon a road and that you cannot abandon a road that has FEMA funding. He advised the roads on the removal list are not being abandoned that they just won't be graded as often as before and the roads being added on will begin or continue to be maintained. No action was taken at this time.

(Road list)

Attorney Goodman discussed the School Board inspection agreement. Brook Hayes, project manager, advised the agreement isn't holding up the construction but the School Board will need to come up with another plan if the Board doesn't approve the agreement. Attorney Goodman read the terms of the agreement and advised there is very little liability to the County in the agreement and that the School Board will hold them harmless. He advised the contract was approved by the School Board with a 4-1 vote. Discussion included that the County inspector will have authority over the project and there is a sixty (60) day termination clause if the Board wishes to pull out of the agreement. Chairman Powell relinquished the chair to Vice Chair Sasnett and offered a motion to approve the inspection agreement. Commissioner Locke offered a second. Commissioners Parish and Sasnett voted no with Commissioners Locke, Whitaker and Powell voting yes. The motion passed. Commissioner Powell resumed the chair.

(Agreement)

Wendell Whitehurst, County Coordinator, discussed submittals needed for the SCRAP and SCOP road projects. Discussion included choosing the Engineer firms to draw up plans and lists of roads to submit and the Engineers rotating out each year to oversee the SCRAP and SCOP projects. The Board agreed by consensus for the Engineering firms to rotate as usual. Whitney Nelson, Melvin Engineering, requested the Board choose two (2) roads per district for SCRAP and SCOP projects to submit to the Department of Transportation (DOT). Mr. Whitehurst also discussed the County Incentive Grant Program (CIGP) through DOT being a 50/50 grant that will pave roads to relieve traffic from a State Highway.

Tom Carpenter, Melvin Engineering, gave an update on the CR 177 project. Mr. Carpenter requested a time extension of thirty three (33) days due to inclement weather and holidays. Commissioner Parish offered a motion to approve the time extension on CR 177. Commissioner Locke offered a second. The motion passed unanimously.

Whitney Nelson, Melvin Engineering, discussed the Sandpath Phase II sidewalk project closeout. Discussion included there being an error in the last pay request in the closeout package that was approved in the last meeting and asked to rescind the last motion to accept the closeout. Commissioner Parish offered a motion to rescind the last motion approving the closeout with Commissioner Whitaker offering a second. The motion passed unanimously. Mr. Nelson requested approval of the revised and amended closeout package to include deduction of the Change Order line item amount of \$94.30 for a project total of \$216,173.10. Discussion also included this closeout containing Change Order #5 that would add an additional two (2) days to the contract and

would not have any monetary amount. Commissioner Parish offered a motion to approve the revised and amended closeout. Commissioner Whitaker offered a second. The motion passed unanimously.

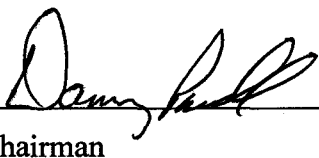
(Closeout papers)
(Change Order #5)

Mr. Nelson discussed the new criteria on LAP projects requiring the County Coordinator to sign off on a materials certification letter and the final inspection and acceptance form. He requested the Board's approval for Wendell Whitehurst to sign these forms for the Sandpath Phase II sidewalk project closeout package after his review. Commissioner Parish offered a motion to authorize Mr. Whitehurst to sign the paperwork once Melvin Engineering verifies the accuracy with Mr. Whitehurst. Commissioner Whitaker offered a second. The motion passed unanimously.

(Letter)
(Acceptance form)

There being no further business at this time the meeting was adjourned at 7:23 p.m.


Clerk


Chairman