

May 31, 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.

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

The meeting was convened at 6:03 p.m. Chairman Powell opened the meeting with prayer and led the pledge.

The first agenda item was the Public Hearing for the Toby Lane Road name change. The public was given an opportunity to speak with no one responding. The public hearing was closed. Sherry Snell, Administrative Assistant, advised the public hearing was the second step in the process for Mr. Donald Smith to have the road name changed, the next being a resolution approving the change. Commissioner Parish offered a motion to bring a resolution to the next meeting. Commissioner Locke offered a second. The motion passed unanimously.

The next agenda item was Agenda Additions or Deletions. Cliff Knauer, Preble-Rish Engineering, discussed adding the transfer of contracts from Preble-Rish to Dewberry/Preble-Rish due to the recent change in ownership contingent upon the Attorney's approval. The Board agreed by consensus to table this item for the attorney's review. Items added today:

- 4I) Small County Consolidated Grant Agreement – Solid Waste

Joey Marsh, County Coordinator, discussed item 4I being an ongoing grant that is non-matching and has no change in the scope of work. Commissioner Whitaker offered a motion to approve the amended agenda. Commissioner Sasnett offered a second. The motion passed unanimously.

The next item was "Hearing the Public". The public was given an opportunity to speak with no one responding.

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

- May 10, 2016 Regular Session Minutes; May 20, 2016 Special Session Minutes
- Maintenance/Right of Way Control Maps – Hicks Road over Pittman Creek Bridge Numbers 524125 and 524204
- Outside Employment – Terry Thomason
- Permanent Drainage and Maintenance Easement – James and Regina Merritt
- Career Source Chipola Board Reappointment – Tom Jenkins
- Hazard Mitigation Grant Program Agreement – Emergency Management Project #4177-23-R
- Hazard Mitigation Grant Program Agreement – Emergency Management, Project #4177-24-R
- Hazard Mitigation Grant Program Agreement – Emergency Management, Project #4177-25-R
- Small County Consolidated Grant – Solid Waste/Recycling

Commissioner Locke offered a second. The motion passed unanimously.

(Letter of request-outside employment)

(Easement Agreement)

(Reappointment letter)

(Emergency Management Grant Agreements)  
(Recycling Grant Agreement)

Raymon Thomas, Development Commission Director, discussed recommendations for appointments to the Commission Board. The recommendations submitted were Lance Medley for District 5 and Cindy Anderson for District 2. Commissioner Locke offered a motion to approve the recommendations. Commissioner Parish offered a second. The motion passed unanimously.

(Recommendations)

The Board discussed the scope of work for repairs needed on the building the Council on Aging leases from the County. Discussion included the Council performing repairs in the past from grants they've procured and researching a current lease for clarity on what the Board's responsibility for these repairs might be. The Board agreed by consensus to table the item for further research.

Cindy McIlwain, SHIP program Administrator, discussed the expiring contract between West Florida Regional Planning Council (WFRPC) and the Board to administer the State Housing Initiative Partnership (SHIP) program. Discussion included two (2) changes in the contract for the three (3) year term renewal 2016-2019:

- A drop in the housing inspection fee to ten (10%) percent of the contracted amount with a cap of \$1500.00 per unit
- In accordance with Florida's Single Audit Act, the Council will create the required annual report for the SHIP program and fully reconcile the reports with the County's ledger.

Commissioner Sasnett offered a motion to approve the contract. Commissioner Locke offered a second. The motion passed unanimously.

(Agreement)

The Board discussed the variance request recommendation from the Planning Commission for David Mizelle to construct a storage building on his property. Commissioner Parish offered a motion to approve the recommendation. Commissioner Locke offered a second. The motion passed unanimously.

(Variance Request)

The Board discussed the variance request recommendation from the Planning Commission for Eric Thomas to construct a storage building on his property. Commissioner Whitaker offered a motion to approve the recommendation. Commissioner Parish offered a second. The motion passed unanimously.

(Variance Request)

Melissa and John Hinson discussed problems at Lake Cassidy which is near their home and requested more security due to violations of the no alcohol/no camping rules and the debris left in the area.

County Coordinator Joey Marsh advised that the health department was contacted and has inspected the area. He also advised that a letter to the Sheriff requesting more frequent patrols was previously sent and that new signage outlining the rules was in progress. Discussion also included placing the sign at the beginning of the dirt road to deter vandalism and using inmate crews more frequently to clean up the litter.

(Request letter)

Joey Marsh, County Coordinator, discussed the roller rental for the Old Mount Zion project and requested approval to extend the rental period through the end of the project. Commissioner Parish offered a motion to extend the rental agreement. Commissioner Sasnett offered a second. The motion passed unanimously.

Mr. Marsh discussed the current list of surplus items and requested approval to list these items on GovDeals online auction site. Commissioner Parish offered a motion to approve listing the surplus items on GovDeals. Commissioner Sasnett offered a second. The motion passed unanimously.

(Surplus list)

Mr. Marsh discussed adopting a \$65.00 Animal Control impound fee for owners to pick up an animal that's been impounded and advised this fee will be paid to Holmes County to offset the cost of the animal control. Discussion also included the possibility of amending the fee in the future and the Animal Control Officer's attempts to locate the animal's owner before it is impounded. Commissioner Parish offered a motion to approve the \$65.00 fee to be paid to the County for an animal owner to recover their animal. Commissioner Whitaker offered a second. Commissioners Parish, Whitaker, Sasnett and Powell voted yes with Commissioner Locke voting no. The motion passed.

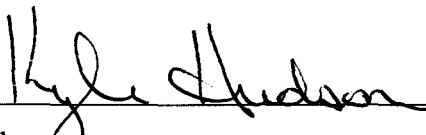
Mr. Marsh gave an update on the new Super Circular procurement requirements. Discussion included the necessity of adopting an updated procurement policy for FEMA and that he will meet with the Commissioners, various department heads and the County Attorney and present an update to the Board for approval at a later date.

Mr. Marsh discussed the administrative cost for implementing the FEMA program. Discussion included in-house administration costs versus contracting at an estimated cost of \$1,916,984, DOT's current in-house cost of 2.87% versus an average independent rate of 9%, and estimated County savings of 2.87% to 3.5% to administer the program in-house. Mr. Marsh advised that he will be meeting with FEMA tomorrow to request an increase in the percentage allowed for program administration. He also estimated that forty-eight to sixty months will be needed for project completion once FEMA gives the notice to proceed.

Cliff Knauer, Preble-Rish Engineering, discussed the Resolution from Okaloosa County for the Estuary program. Discussion included Okaloosa County trying to get support on restoring the Estuary at no cost to the County. The Board agreed to table the item until the Attorney can review the Resolution.

Tom Carpenter, Melvin Engineering, gave an update on the CR 177 project.

There being no further business the meeting was adjourned at 6:58 p.m.

  
Clerk

  
Chairman