

August 19, 2020  
Regular Session  
Bonifay, Florida

The Holmes County Board of Commissioners met for a Regular Session on the above date with the following members present: Commissioners Clint Erickson, Phillip Music, Bobby Sasnett, Brandon Newsom, and Commissioner Earl Stafford, Chairman of the Board.

Brandon Young, County Attorney, and David Corbin, Project Director, were also present.

Leigh Ann Ennis, Deputy Clerk, was present and kept the minutes.

Chairman Stafford called the meeting to order at 3:00 p.m. David Corbin, Project Director, led the prayer and pledge.

The first agenda item was Agenda Additions or Deletions. The following additions were made to the agenda:

- Commissioner Item
  - County Coordinator
  - County Coordinator
  - County Coordinator
  - County Coordinator
  - County Coordinator
  - County Attorney
  - Agenda Item
- a) Boat for bridge crew
  - c) DOT letter for bridge closure
  - d) Change Order CR 162
  - e) Grader leasing
  - f) Auction of surplus equipment
  - g) Emergency Management update
  - a) Tax deeds
  - e) Minutes for approval

Commissioner Music offered a motion to accept the additions to the agenda with Commissioner Newsom offering the second. The motion passed unanimously.

Commissioner Music offered a motion to approve the minutes from the July 21, 2020 Regular Session, July 27, 2020 Special Session, August 4, 2020 CARES Act Workshop, August 4, 2020 Budget Workshop and the August 10, 2020 Regular Session. Commissioner Newsom offered the second and the motion passed unanimously.

Joe Harris, a private citizen, explained that he believes the current culvert inspection procedure and permit fee is unfair to the citizens of Holmes County. Mr. Harris stated that he feels he was charged for a service he did not receive. Mr. Harris explained that the County employee who examined his property to determine need of a culvert did so from a vehicle while he was already in the area. Discussion included what services the fee actually covers as well as what surrounding counties charge for this service. Commissioner Erickson offered a motion stating that if no culvert needs to be installed, creating no work for the County, then the \$25 culvert fee will not be charged. Commissioner Music offered the second and the motion passed unanimously.

Jim Town, Tri-County Airport, explained the reorganizing of the Tri-County Airport administrative structure. Mr. Town stated that the airport authority went from a fifteen member board to nine members, three from each county represented. The fiscal year was also changed to begin on October 1<sup>st</sup> rather than July 1<sup>st</sup> so that the Airport fiscal year matched the three counties that serves. Mr. Town requested the Chairman sign a letter

acknowledging the restructuring of the Airport. Chairman Newsom offered a motion granting the Chairman permission to sign the letter. Commissioner Music offered the second and the motion passed unanimously.

(Letter)

Johnny Whitaker, a private citizen, explained that he would like the County to abandon Hoffman Road, from CR 177 to Adolph Whitaker Road, due to excessive littering and pedestrian traffic at all hours of the day and night. Brandon Young, County Attorney explained the process for the County to abandon a road. Commissioner Newsom offered a motion to start the process to abandon Hoffman Road. Commissioner Music offered the second and the motion passed unanimously. Attorney Young will initiate the abandonment.

Angie Purvee, Deputy Clerk, stated that the Finance Office was requesting clear direction for the allocation of the \$55,000 obtained from the sale of road grader #11. Ms. Purvee explained the options which included using the funds to pay current grader leases or roll the funds forward toward next year's budget deficit. Commissioner Erickson offered a motion to roll all \$55,000 over into the next year's budget to offset expected 2020-2021 budget deficits. Commissioner Music offered the second and the motion passed unanimously.

Angie Purvee, Deputy Clerk, requested the Board assign a purchase order cutoff date of September 15, 2020 in order to efficiently process end of the fiscal year transactions. Commissioner Erickson offered a motion assigning the end of fiscal year purchase order cutoff date to September 15, 2020, and Commissioner Newsom offered the second. The motion passed unanimously.

David Corbin, Project Director, discussed the following items:

- Operating Plan between Florida Forest Service, the Board and Holmes County Volunteer Fire Departments: Commissioner Music offered a motion to approve the agreement with Commissioner Newsome offering the second. The motion passed unanimously.

(Agreement)

- EMS Department Investigation Update: Mr. Corbin explained his plans for restructuring the EMS department. Mr. Corbin explained he would be bringing new job descriptions back to the Board within the next few weeks. Discussion included budget concerns, possible job titles, and new job descriptions, along with rates of pay and how best to advertise for the positions.
- DOT request for road closure: Commissioner Music offered a motion to allow the Chairman to sign a letter stating that Bridge #524150 on Long Bay Road over Ten Mile Creek would be closed when DOT funding for Bridge repairs comes through, Commissioner Newsom offered the second. The motion passed unanimously.

(Letter)

- Change Order on CR 162 Resurfacing Project: Mr. Corbin deferred to Rod Adams, Melvin Engineering, who explained the Change Order simply accounts for unneeded materials, accounting for less funds spent, and the change order allowed the remaining balance of DOT funds to be zeroed out. Commissioner Music offered a motion to accept the Change Order with Commissioner Newsom offering the second. The motion passed unanimously.

(Change Order)

- Sale of Surplus Equipment: Mr. Corbin discussed selling the two graders that are owned by the County and leasing all graders in the future. Mr. Corbin asked the Board's permission to gather information and put together a proposal on lease options available as well as the benefits to the County. Mr. Corbin also discussed selling unrepairable equipment including a 2001 Dodge van, 2002 Dodge van, and a 1997 Chevy 3500 truck at the September 2020 auction. Commissioner Music offered a motion to sell the County's surplus property at a September 2020 auction. Commissioner Newsom offered the second and the motion passed unanimously.

Adrienne Owens, Emergency Management Director gave an update on COVID-19 for the County stating that there has been a total of 557 positive cases, 17 hospitalizations and 4 deaths with the number of positive cases per day declining to single digits since August 7, 2020. Ms. Owens also stated that she is watching tropical storm activity that may impact locally.

Bob Stinebaugh, Integrity Group, discussed the following:

- The County CARES Act website is up and ready to provide citizens with needed information
- The County is obtaining bids for a backup server, upgraded computers with work from home capabilities and security cameras to purchase using CARES Act funds
- Digital message boards to display vital information are being considered to purchase
- iWave, an air conditioner based disinfecting system, is being considered for purchase (The County already has this technology in some buildings)
- Partnering with Feeding Gulf Coast to provide meals to County residents
- A Town Hall meeting was set for 7 p.m. September 1, 2020, after the BOCC Regular Session

Cliff Knauer, Dewberry Engineering, explained project updates:

- Phase 2 of the Alternative Procedure FEMA Roads has begun with Graham Land Company
- The 79 Corridor Authority took bids last week and they appear to be within budget
- There is a State Route 79 Corridor Authority meeting scheduled for next week and they will likely award the bid

- DOT approved Thomas Drive bridge load rating package with one change and that change has been completed. Notice to proceed should be issued next week. Time frame on the Thomas Drive Bridge once work starts should be about 120 days
- FEMA Roads status
- A proposal for the second phase of Bonifay-Gritney Road will be presented at next month's meeting
- Easements are still needed for the Bonifay-Chipley Road project; The Army Corp of Engineers permit should come through soon

Rod Adam, Melvin Engineering, gave an update on the following:

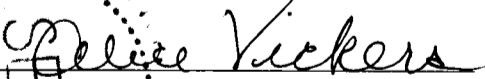
- Sub-base and stabilization on Bonifay-Gritney Road is complete
- The rough spot at the intersection of Bonifay-Gritney Road and Boswell Road has been repaired
- CR 179 Phase 1: 30% conceptual design was turned in to the County
- A preliminary cost estimate for the project has been prepared. It was a little higher than budgeted but he believes it is very early in the process and that it will even out over time

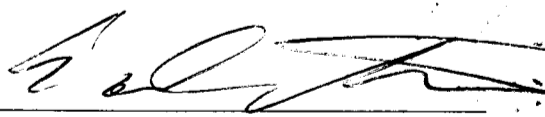
Brandon Young, County Attorney, discussed the escheatment tax deeds and how the County came to own the properties as well as where the properties are located. He will look into advertising the properties for sale.

Commissioner Sasnett inquired about a piece of property that a citizen is interested in purchasing, and Mr. Young suggested it may be a FEMA property that cannot be sold but he will check the status of property

Commissioner Newsom discussed the need for a boat to repair the bridge on Robins Bridge Road, as the water is too deep and too swift. Commissioner Newsom explained that he and Whitney Milbourn, County Administrative Assistant, have been pricing boats in an attempt to find something that the Board may be able to purchase. He will report back on what they find.

There being no further business at this time, the meeting was adjourned at 4:21 p.m.

  
Clerk

  
Chairman

