

November 3, 2020  
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 Clint Erickson, Commissioner Bobby Sasnett, Commissioner Brandon Newsom and Commissioner Earl Stafford, Chairman of the Board. Commissioner Phillip Music was present via telephone.

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

Angie Purvee, Deputy Clerk, was present and kept the minutes.

Chairman Stafford called the meeting to order at 9:05 a.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:

- Previous Minutes) September 28, 2020 Final Budget/Special Session Minutes
- County Coordinator Item D) Liberty Partners
- County Coordinator Item E) Travel Stipend

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

Commissioner Erickson offered a motion to approve the minutes from the September 28, 2020 Final Budget Hearing/Special Session and the October 6, 2020 Regular Session with Commissioner Newsom offering a second. The motion passed unanimously.

John Tate, Holmes County Sheriff, stated that his office has returned approximately \$10,000 of excess money remaining from his 2019-2020 budget to the Board. The Board had previously approved the funds for the 2020-2021 Inmate Medical Contingencies account. Sheriff Tate advised that the air conditioning unit in the Sheriff's office needs to be replaced, the quotes to replace the unit exceed the \$3,000 currently budgeted for the Sheriff's office repair budget and he requested to use a portion of the returned money to cover the expense. Commissioner Erickson offered a motion to move \$8,800 to the Sheriff's maintenance budget rather than inmate medical to cover the cost of the lowest bid. Commissioner Newsom offered a second and the motion passed unanimously. The Board expressed their appreciation of the Sheriff's efforts to help with animal control calls and contain inmate medical costs.

(Quotes)

Macy Ward, Miss Holmes County, presented lapel pins to each of the Board members in appreciation of their support for her participation in the National Peanut Festival pageant.

David Corbin, Project Director, and the Board presented a plaque to retired Road Department Foreman Gerald Truett in appreciation of his 44 years of service for the County.

David Corbin, Project Director, and the Board presented a plaque to retiring Commissioner Bobby Sasnett in appreciation of his eight years of service for the County.

Brandon Young, County Attorney, presented the First Amendment to Agreement Number 063-2020 with the Florida Housing Finance Corporation. He stated that the amendment is to add the definition and clarify use of Technical Bulletins. Commissioner Erickson offered a motion approving the amendment to the agreement with Commissioner Newsom offering a second. The motion passed unanimously.

(Amendment)

Brandon Young, County Attorney, presented the proposed Commercial Lease Agreement with the Town of Westville to house an EMS station in a portion of their town hall. Discussion included the term of the lease, the \$5,500 annual rent to be paid quarterly and the surplus property that will be donated to the Town of Westville from the previous EMS station. Commissioner Newsom offered a motion approving the lease contingent on the written cancellation notice being extended from 90 days to 180 days. Commissioner Erickson offered a second and the motion passed unanimously.

(Lease)

Steve Connell, EMS Director, presented a letter requesting that a 2003 ambulance in his fleet be declared surplus equipment and donated to the Westville Fire Department. Discussion included that Westville would be responsible for insuring the vehicle. Commissioner Erickson offered a motion declaring the 2003 ambulance described in the letter as surplus equipment. Commissioner Newsom offered a second and the motion passed unanimously. Commissioner Erickson offered a motion to donate the surplus ambulance to the Westville Fire Department contingent on all County decals being removed. Commissioner Newsom offered a second and the motion passed unanimously.

(Letter)

David Corbin, Project Director, presented a letter from New Smyrna Assembly of God requesting an increase in the quantity of food received through CARES Act funds to distribute to local families. Bob Stinebaugh, The Integrity Group, discussed the amount of CARES Act funds available and the reimbursement process. This matter was tabled until later in the meeting.

(Letter)

David Corbin, Project Director, requested that the full salary for Building Department Secretary Danielle Steverson be paid from Building Department funds. Discussion included that currently a portion of her salary is paid by the Planning Department, that the County has contracted out the Planning services and that the change will be handled through budget amendments. Commissioner Erickson offered a motion for the Building Department to pay 100% of the secretary's salary effective immediately. Commissioner Newsom offered a second and the motion passed unanimously.

David Corbin, Project Director, advised that the Board normally holds only one Regular Session in the month of December. Commissioner Erickson offered a motion to hold only the December 1<sup>st</sup> Regular Session



next month and that the County employees attending the December 10<sup>th</sup> Christmas party be given Administrative Leave for the work time following the party. Commissioner Newsom offered a second and the motion passed unanimously.

David Corbin, Project Director, advised that Liberty Partners will need the Board to adopt resolutions in support of the EMS and Ag Center grants they are pursuing. Commissioner Newsom offered a motion allowing Mr. Corbin to sign the resolutions in support of the grants when they are submitted. Commissioner Sasnett offered a second and the motion passed unanimously.

David Corbin, Project Director, discussed instituting a travel stipend for each of the Commissioners due to the use of their personal vehicles for County business. County Attorney Brandon Young advised of an Attorney General's opinion that leaves the fixed monthly stipend amount to the County's discretion as long as it is reasonable. Discussion included how the surrounding Counties handle travel and the need to create a policy for the stipend. Commissioner Erickson offered a motion to allow Mr. Corbin to negotiate a policy to provide a \$350 monthly travel stipend for each Commissioner effective December 1st with the money to be paid from Contingencies. Commissioner Newsom offered a second and the motion passed unanimously.

Andy Tharp, Road Department Shop Foreman, presented a State contract quote from International Trucks, Inc. for a new transport truck. Discussion included the condition of the current transport truck and the features that are included in the International truck. Commissioner Erickson offered a motion to purchase a transport truck from International for the quoted price of \$123,975 using FEMA validated funds and to sell the current transport truck with the proceeds to be used to reimburse the FEMA funds. Commissioner Newsom offered a second and the motion passed unanimously.

(Quote)

Bob Stinebaugh, The Integrity Group, discussed the schedule for the FEMA bridge team to inspect the Hurricane Sally damage. Discussion included the procedures FEMA uses to determine repairs, the possible monetary amount the County will receive for the repairs, reimbursement for repair work already completed and entering the PAP program. Commissioner Erickson discussed retaining the District 5 temporary position beyond the approved deadline with the cost to be reimbursed from FEMA Category B. Alice Vickers, Clerk of Court, advised that there is currently no FEMA agreement in place to request the reimbursement. The position would have to be paid from the Road Department's budget with the intention of requesting reimbursement when a formal agreement is in place.

Bob Stinebaugh, The Integrity Group, presented CARES Act Expense Validations forms for the Board's approval advising the expenses are for items and payroll reimbursements already approved by the Board. Discussion included the CARES Act funds that will be advanced to the County and the timeline for the reimbursement portion of the CARES Act program. Commissioner Erickson offered a motion to approve the validation forms submitted as well as increasing the food distribution to New Smyrna Assembly of God by \$10,000 with Commissioner Newsom offering a second. The motion passed unanimously.

(Validation Forms)



Cliff Knauer, Dewberry Engineers, discussed the status of Phase 1 of the FEMA Alternative Procedures road projects. He stated that Change Orders will need to be approved for the lime rock and the reclaimed asphalt contracts accounting for the changes in the contract amounts to close out Phase 1. Discussion of this matter included the following:

- Cost of lime rock contract is \$92,258.64 less than the contract amount
- Water truck mistakenly listed as charge on invoice, will need to be removed
- GAC is disputing penalty for 60 day delay on finishing the contract
- Cost of recycled asphalt is \$30,839.14 over the contract amount
- Net difference between the two contracts is \$61,419.50 under the contract amount

Mr. Knauer advised that GAC will prepare a Change Order 2 for each of the contracts and present them for Board approval.

Cliff Knauer, Dewberry Engineers, discussed the status of Phase 2 of the FEMA Alternative Procedures road projects. Discussion of this matter included the following:

- Graham Land Company is 30% complete on the lime rock contract, working well ahead of the asphalt contractor
- GAC, Inc. is behind schedule and waiting for the test results on a new supply of recycled asphalt
- Previous talks with Graham Land Company about getting too far ahead of asphalt contractor

Commissioner Newsom offered a motion to have Mr. Knauer halt Graham Land Company from doing further lime rock work until the asphalt contractor is within one road of the lime rock work. Commissioner Erickson offered a second and the motion passed unanimously. Per the contract, Graham Land Company must maintain the roads that only have lime rock placed on them until the roads are covered with recycled asphalt.

Cliff Knauer, Dewberry Engineers, advised that the culvert he had inspected on CR 179 is crushed and that the slip liner he previously recommended to fix the culvert problem cannot be installed without taking up the road pavement. Discussion included having the County complete the culvert work, the type of pipes needed, contracting out the paving patch work, detouring traffic and advertising the road closure. Mr. Knauer will work with Project Director David Corbin to get the work completed.

Brandon Young, County Attorney, presented two proposed Change Orders for the Phase 2 lime rock contract (20-01) and the reclaimed asphalt contract (20-02). He advised that the change orders are due to amending the width on George Johnson Road and Wrights Creek Road due to an error in the contract numbers. Cliff Knauer, Dewberry Engineers, recommended that the Board handle this change by adjusting the unit cost with change orders at the end of the project rather than doing so at this point. The Board agreed by consensus to follow Mr. Knauer's recommendation as long as the proper width on the roads are improved.

Cliff Knauer, Dewberry Engineers, discussed the progress on the Thomas Drive Bridge project advising that CenturyLink is set to move their boxes once Gulf Power has finished moving the power lines. He stated that the water and sewer lines will not be an issue. The 120 day deadline to complete the project was also discussed.

David Corbin, Project Director, advised that the County has received \$102,250 for partial reimbursement of the Highway 2 Boat Ramp project. Discussion included the remaining amount due to be reimbursed.



Commissioner Sasnett discussed Keenan Powell's request to move a portion of Hardy Skipper Road to alleviate the drainage issues on his property. Mr. Knauer advised that the design and cost estimate of the project have already been completed and that concrete ditches would be needed for the drainage issues. Mr. Sasnett will discuss the potential expense with Mr. Powell.

Jake Mathis, Melvin Engineering, advised that the Bonifay/Gritney Road paving project is proceeding on schedule. Discussion included CenturyLink's failure to respond to requests to move their pedestals and that the project is scheduled to be completed by the end of November. Chairman Stafford will contact CenturyLink about moving the pedestals.

Jake Mathis, Melvin Engineering, advised that the design work on C.R. 179 is 90% complete.

Brandon Young, County Attorney, stated that there are parties interested in renting the loading docks at the Ag Center and that the Board must decide if they wish to rent out the docks to a business on a monthly basis or if they are willing to rent to private citizens for individual events. Kalyn Waters, Extension Service Director, advised that there is no running water, bathrooms or handicap parking on the premises. She requested direction as to the rental agreement terms if the Board wishes to rent the premises out to private individuals. Discussion of this matter included the following:


- Liability to the County
- Requiring renters to carry insurance
- Deposit, rental fee and days available
- Removing the Ag Center buildings and chairs from old rental agreement

Commissioner Erickson offered a motion to rent out the premises on the weekends from 5:00 p.m. Friday through midnight Sunday for \$175, requiring a \$200 deposit and having the County Attorney revise the current rental agreement to recommend that the renter carry insurance. Commissioner Newsom offered a second and the motion passed unanimously. Attorney Young will work with Ms. Waters to revise the rental agreement to reflect the changes.

Commissioner Erickson advised that interviews had been held for the District 5 Road Foreman position. He offered a motion to move Heavy Equipment Operator (HEO) Wilke Birge into the foreman position for a six month probationary period while leaving the HEO position vacant. Commissioner Newsom offered a second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 11:20 a.m.

  
Clerk



  
Chairman

