January 5, 2021
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, Jeff Good, 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 6:00 p.m. David Corbin, Project Director, led the prayer and pledge.

The first agenda item was Agenda Additions and Deletions. The following item was added:

- Attorney Item Property Available to County

Commissioner Music offered the motion to accept the amended agenda. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Music offered the motion to adopt the minutes from the November 17, 2020 Regular Session, December 1, 2020 Special Session and Regular Session, and December 15, 2020 Special Session. Commissioner Newsom offered the second and the motion passed unanimously.

John Tate, Holmes County Sheriff, explained the need to amend the scope of work for the Jail Appropriations Grant. Sheriff Tate explained that adding insulation, repairing the communications tower, and purchasing a new hot water heater would be of greater benefit than expanding the jail as originally planned. Commissioner Music offered a motion granting permission to amend the scope of the Jail Appropriations Grant along with providing a letter of permission from the Board. Commissioner Newsom offered the second and the motion passed unanimously.

Pam Gray, private citizen, requested assistance from the Board in terms of controlling the flooding on her property due to an excessive beaver infestation. Ms. Gray stated that the County has an easement to maintain a WPAP ditch on the property. The matter was tabled in order to research the original terms of the easement.

Trey Hawkins, Washington County Board Chairman, discussed partnering with the County to appropriate State funds to improve Davidson Road. Mr. Hawkins also discussed Washington County broadband internet for the Highway 90 corridor benefitting Holmes County residents in that area.

Bob Jones, CDBG Grant Administrator, presented a list of eligible applicants for rehabilitated or replacement housing under the County CDBG Housing Rehabilitation Grant. The Board determined that no applicants were of close association and therefore all applicants were eligible.

(Applicant List)

Bob Jones, CDBG Grant Administrator, explained the need for a special monetary exemption for an applicant whose home is unrepairable and must be replaced. Commissioner Music offered a motion to approve Resolution #21-03 granting the exemption. Commissioner Good offered the second and the motion passed unanimously.

(Resolution #21-03)

Bob Jones, CDBG Grant Administrator, discussed a new grant opportunity available to households with health issues due to COVID. Commissioner Erickson offered a motion allowing Mr. Jones to pursue the grant application process. Commissioner Music offered the second and the motion passed unanimously.

Angie Purvee, Finance Director, presented a proposal from the Florida League of Cities, Inc. to provide actuarial calculations required by Government Accounting Standards Board Statement No. 75 (GASB 75) for a retainer fee of $7,500.00. Ms. Purvee explained that this service examines the cost to the County for postemployment benefits and is a budgeted expense. Commissioner Music offered the motion to accept the proposal. Commissioner Good offered the second and the motion passed unanimously.

(Proposal)

David Corbin, Project Director, presented a letter from Larry Cook, private citizen, praising the Building Department for their outstanding customer service.

(Letter)

David Corbin, Project Director, provided an update on the fence placed on Hardy Skipper Road. Points of discussion included:

- A letter was sent to Mr. Keenan Powell requesting removal of his fence
- Mr. Powell's fence was taken down by the County
- Placing a fence so close to the road is a danger to motorists
- Speed limit signs shall be posted at this specified area
- Setting up a meeting with Bryan Bell, Property Appraiser, to determine meets and bounds
- Cliff Knauer, Dewberry Engineering, meeting with Mr. Powel to examine road and determine possible solutions

David Corbin, Project Director, presented an updated County dress code policy. The Personal Apparel Requirements Policy under Road and Bridge Department discussion included:

- Long pants are required and no shorts are to be worn by employees of the Road and Bridge Department
- Uniform shirts will be required by Road and Bridge Department employees and paid for by the County
- A uniform allowance for pants will be $2.50 per week per employee if employee desires pant be provided

- Work shoe guidelines were described in detail

Commissioner Erickson offered a motion to adopt the updated policy, making it effective March 1, 2021, funding the uniform allowance with money from Road Department Contingencies. Commissioner Music offered the second and the motion passed unanimously.

(Policy)

David Corbin, Project Director, reported that the roads treated with the Cold Mix Rejuvenating Seal look good at this time. Further discussion included other roads to which the sealant might be applied.

David Corbin, Project Director, stated that a commercial traffic count for Highway 173 is needed. Cliff Knauer, Dewberry Engineering, will get the count that DOT has on file as well as obtain a quote for an independent survey.

David Corbin, Project Director, presented an invoice from West Florida Electric for $9,028.00 for the cost of moving utility poles on Bonifay-Gritney Road. Commissioner Erickson offered a motion to pay the West Florida Electric invoice from Road Department Contingencies. Commissioner Music offered the second and the motion passed unanimously.

(Invoice)

David Corbin, Project Manager, explained that the City of Bonifay requested assistance cleaning ditches. Commissioner Erickson offered a motion allowing David Corbin, Project Direct, to create a work plan to assist with the ditch cleaning. Commissioner Music offered the second and the motion passed unanimously.

(Letter)

Bob Stinebaugh, Integrity Group, discussed the following:

- Bridge inspections for Hurricane Sally damage are complete
- Road inspections for Hurricane Sally damage will be next
- The next scope for FEMA Project #4138 is almost complete
- CARES Act Payroll Reimbursement is still not issued and no indication when that may be

Cliff Knauer, Dewberry Engineering, discussed the following:

- Dewberry Engineering is available to assist with Legislative Appropriations paperwork
- SCRAP and SCOP applications are due to DOT in March
- A meeting with GAC is scheduled for Friday, January 8, 2021 at the County office
- The FEMA Alternative Procedures Roads, Phase 2, proposal for services will be resubmitted
- Excessive rain has caused delays on the Bonifay-Gritney Road project

Jake Mathis, Melvin Engineering, discussed the following:

- Bonifay-Gritney Road needs to be kept passable to residents

- Until the rains stop the road base on Bonifay-Gritney Road cannot be properly prepared for paving
- The Thomas Drive Bridge is a completed and the close out documents are ready
- Thomas Drive Bridge is a temporary bridge and should not be considered permanent

(Close Out Document & Change Order)

Brandon Young, County Attorney, discussed:

- The RFP for the one inch asphalt overlay on the FEMA milled asphalt roads will go out this week
- The Doctors Memorial Hospital is working with their bond company to work out the details of the how the new surtax funds will be dispersed

Brandon Young, County Attorney, presented the Off-System Bridge Project Agreement for Holmes Creek Bridge on Woodham Road. Commissioner Newsom offered a motion allowing the Chairman to execute the agreement. Commissioner Music offered the second and the motion passed unanimously.

(Agreement)

Brandon Young, County Attorney, presented Resolution #21-01authorizing the State to obtain property for the Holmes Creek Bridge replacement on Woodham Road. Commissioner Music offered a motion allowing the Chairman to sign Resolution #21-01. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #21-01)

Brandon Young, County Attorney, presented Resolution #21-02 allowing for the closure of Woodham Road for the replacement of the Holmes Creek Bridge. Commissioner Newsom offered a motion allowing the Chairman to sign the Resolution with Commissioner Music offering the second. The motion passed unanimously.

(Resolution #21-02)

Brandon Young, County Attorney, advised that no bids were received on parcel #1409.02-001-009-002.000 at the tax deed sale held December 1, 2020. Commissioner Music offered a motion waiving the right of the Board to purchase the property so that it may be offered for sale to the public. Commissioner Good offered the second and the motion passed unanimously.

(Letter & Parcel Map)

Chairman Stafford explained that the Town of Esto would like to take care of their own planning services. Brandon Young, County Attorney, clarified that all County regulations would still need to be met and that planning services only would be offered by the Town of Esto.

Commissioner Erickson explained that the Extension Service employees were eligible for but did not receive the 3% raise that was given to all County employees at the beginning of the fiscal year. The Board clarified that the three Extension Service employees, that are also employees of the University of Florida, will qualify for all raises and bonuses approved for County employees on the County's portion of their salaries. Commissioner Erickson offered a motion giving Extension Service employees a 3% raise based on the County's portion of their salaries, and this increase will be prorated back to October 1, 2021. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson discussed the need to reinstate Animal Control program. Commissioner Erickson offered the motion to pull $100,000 from the CARES Act Payroll reimbursement money to fund Animal Control. An Animal Control officer will be advertised for immediately and David Corbin will provide a pricelist of equipment needed for the reinstated program at the next Board meeting. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson discussed sending a letter to the property owner of the Dogwood Lakes Boat Ramp parcel requesting an easement. Commissioner Erickson offered a motion to purchase the property where the Dogwood Lakes Boat Ramp is located if necessary and grant permission to Brandon Young, County Attorney, to negotiate with the land owner. Commissioner Music offered the second and the motion passed unanimously.

(Letter)

Commissioner Erickson stated that D & S Logging is placing material in County ditches to get logging trucks in and out of properties. Commissioner Erickson explained that no driveway permits were issued. Chairman Stafford inquired about an existing ordinance for loggers. Brandon Young, County Attorney, will contact D & S Logging about the illegal driveways as well as search for an existing ordinance related to this issue.

Commission Erickson encouraged all the Commissioners to read the Department Head Reports and requested that David Corbin, Project Director, speak to Department Heads who did not turn in their required report.

David Corbin, Project Director, reminded the Board that there is a Brush Cutting meeting in the morning.

There being no further business at this time, the meeting was adjourned at 8:47 p.m.

Clerk

Chairman