

November 17, 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, Brandon Newsom, and Commissioner Earl Stafford, Chairman of the Board. Commissioner Elect Jeff Good was also in attendance

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 order of business was the swearing in of elected commissioners. Newly elected Commissioner Jeff Good as well as re-elected Commissioners Music and Erickson were sworn in by County Judge Luke Taylor.

Brandon Young, County Attorney, presided over the election of the new Chairman. Commissioner Newsom offered the motion nominating Commissioner Stafford as Chairman of the Board. Commissioner Music offered the second and the motion passed unanimously.

Mr. Young turned the meeting over to Chairman Stafford. Commissioner Erickson nominated Commissioner Newsom for Vice-Chairman. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson offered a motion to allow Commissioner Assignments/Departments to remain unchanged for the upcoming year. Commissioner Music offered the second and the motion passed unanimously.

(Commissioner Assignments)

The first agenda item was Agenda Additions or Deletions. The following items were added:

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| • Project Director | Brush Cutting Schedule |
| • Project Director | Rural Infrastructure Grant-Liberty Partners |
| • Project Director | Employee Thanksgiving Dinner |
| • Commissioner Item | Ag Center-Commercial Development Grant |
| • Attorney Item | Travel Policy |
| • Attorney Item | Political Activity Policy |
| • Attorney Item | Definition of Terms in Policy |
| • Attorney Item | “Old” Gritney Fire Department Building |

Commissioner Erickson offered the motion to accept the agenda and all additions. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Music offered the motion to adopt the minutes from the October 20, 2020 and November 3, 2020 Regular Sessions. Commissioner Erickson offered the second and the motion passed unanimously.

Ray Hodges, FDOT, presented the Tram Road over Little Miller Bay Bridge Project Agreement and Resolutions #20-69, allowing for execution of all aspects of the agreement and #20-70, allowing a temporary road closure. The work will be done in a manner that will avoid long road closures. Commissioner Music offered the motion allowing the Chairman to execute Little Miller Bay bridge replacement agreement. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreement)

Commissioner Music offered the motion allowing the Chairman to execute Resolution #20-69. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #20-69)

Commissioner Erickson offered the motion allowing the Chairman to execute Resolution #20-70. Commissioner Music offered the second and the motion passed unanimously.

(Resolution #20-70)

Ray Hodges, FDOT, presented the Tram Road over Little Reedy Creek Bridge Project Agreement and Resolutions #20-71, allowing for the execution of all aspects of the agreement and #20-72, allowing a temporary road closure. Commissioner Newsom offered the motion to allow the Chairman to sign the Agreement. Commissioner Music offered the second the motion passed unanimously.

(Agreement)

Commissioner Music offered the motion authorizing the Chairman to sign Resolution #20-71. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #20-71)

Commissioner Music offered the motion authorizing the Chairman to sign Resolution #20-72. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #20-72)

Garett Griffin, Emerald Coast Regional Council, presented Resolution #20-73 approving a special exception to the State Housing Initiatives Partnership Local Housing Assistance plan in regards to the property at 1355 Johnson Road, Bonifay. Upon inspection it was determined that the existing septic system could not be used. The money needed to construct a new septic system and properly abandon the old septic will come from the SHIP reserve and will not affect any other SHIP projects. Commissioner Erickson offered the motion authorizing the Chairman to execute Resolution #20-73, authorizing a change in the originally contracted project price. Commissioner Music offered the second and the motion passed unanimously.

(Resolution #20-73)

Chris McCroan, Holmes County Ministerial Association, made a funding request to help feed local residents. Discussion included:

- Possibility of using remaining CARES Act fund, but no funds remaining
- Possibility of using Payroll Reimbursement funds but it has not been determined if and when the reimbursement will arrive

Commissioner Erickson offered the motion to use \$7,500 from Contingencies to help feed area residents and reimburse Contingencies with CARES Act payroll reimbursement funds. Commissioner Newsom offered the second and the motion passed unanimously.

Joe Rone, Holmes County Development Commission, presented the Designation for Rural Area of Opportunity Agreement. Mr. Rone explained that Holmes County meets the criteria to qualify as an economically distressed county. This agreement will provide opportunities to the County to create jobs. Commissioner Music offered the motion to allow Sam Bailey, Clerk Elect, to serve as the Elected Official required to represent the County and Joe Rone as the Community Volunteer representing the County, and also to allow the Chairman to execute the Agreement. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreement)

Mary Gavin, Gavin Consulting, presented the concept of using Hurricane Michael Recovery Funds to pay for a new Ag Center on land that the County owns on Deacon Road. Chairman Stafford opened the public meeting. Discussion included the following:

- Acreage to be used as a match for the grant
- How the match land limits future land usage
- Site work done by the County serves as a portion of the match
- Building will be used as an Ag Center as well as a shelter

Chairman Stafford closed the public meeting. Commissioner Erickson offered the motion allowing Ms. Gavin to apply for grant funds to build an Ag Center on County property, contingent upon only using approximately 15 acres for the center. Commissioner Music offered the second and the motion passed unanimously.

Angie Purvee, Finance Director, presented the 2019-2020 Supplemental Budget #4, specifying the transfer of funds from Transportation Trust to General for the litter trailer and Integrity Hurricane Michael invoice, as well as a transfer from Transportation Trust to Special Transportation Trust for Thomas Drive Bridge CEI Services. Commissioner Music offered the motion to approve the 2019-2020 Supplemental Budget #4. Commissioner Newsom offered the second and the motion passed unanimously.

(2019-2020 Supplemental Budget #4)

Angie Purvee, Finance Director, presented the 2019-2020 Budget Amendment #8 showing routine adjustments made to replenish overspent accounts. Commissioner Music offered the motion to approve 2019-2020 Budget Amendment #8 with Commissioner Good offering the second. The motion passed unanimously.

(2019-2020 Budget Amendment #8)

Becky Marsh, Library Director, presented the State Aid to Libraries Grant Agreement. Discussion included:

- County and State cuts to Library budget
- Formula for calculation of State aid granted to County

Commissioner Erickson offered the motion allowing the Chairman to execute the agreement and requested David Corbin, Project Director, research how the State calculates aid to Libraries. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreement)

Steve Connell, EMS Director, presented a plan to increase rate of pay for on-call employees thus making part time employment with the County more desirable to draw more applicants. Mr. Connell explained that the plan would use funds currently earmarked for fulltime positions which remain vacant. The matter was tabled until Mr. Connell puts together a written proposal for the Board.

David Corbin, Project Director, presented the Brush Cutting Schedule. Mr. Corbin explained that each district will need to provide one person to run each cutter.

(Schedule)

Andy Tharp, Shop Foreman, gave an update on leased grader 13-1 and County owned grader 13. Discussion of this matter included the lease of grader 13-1 ending in December 2020 as well as grader 13 maintenance codes.

Katie Taff, Liberty Partners, presented an update on the Rural Infrastructure Fund Grant. Discussion included the following:

- Grant application due November 30, 2020
- Two recommendations:
 - Project Application Grant: Specific to job creation and job retention opportunities
 - Project Planning and Appropriation Grant: Specific to feasibility studies and engineering fees
- Industrial park opportunity
- Joe Rone explained plans for the proposed industrial park

Commissioner Erickson offered the motion to move forward with the grant application process. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, Project Director, asked the Board's permission to host a County employee Thanksgiving lunch. The Board agreed by consensus to allow an employee Thanksgiving lunch.

Janice Johnson, Bonifay Women's Club, explained that due to COVID-19 restrictions, the Women's Club was unable to raise needed funds. Discussion included:

- The Women's Club originally applied for CARES Act Funds
- It was decided that non-profit organizations were not going to be considered for CARES Act Funds
- No CARES Act Funds remain

Commissioner Erickson offered a motion to provide the Bonifay Women's Club with a \$2,000 donation from money reimbursed to the County for public health related payroll expenditures. Commissioner Newsom offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, stated that 100% of the CARES Act expenditures have been uploaded. Mr. Stinebaugh also reported that FEMA personnel will continue inspecting Hurricane Sally bridge damage over the next few weeks.

Cliff Knauer, Dewberry Engineering, reported that the Bonifay-Gritney Road project is behind schedule due to rain and requested the Board give a 30 day extension. Commissioner Newsom offered the motion to extend the Bonifay-Gritney Road contract end date by 30 days. Commissioner Music offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, explained that the Scope of the Bonifay-Gritney Road project could be amended to reallocate FEMA funding to pay for additional hydro-seed and road base. Commissioner Erickson offered the motion granting permission to amend the Scope of the Bonifay-Gritney Road project allowing for the reallocation of FEMA funds. Commissioner Newsom offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, presented a list of property owners needing to be contacted prior to the start of Phase 2 of the Bonifay-Gritney Road project. Mr. Knauer explained the need for a community meeting to discuss Phase 2. Commissioner Erickson offered the motion to schedule a community meeting for Tuesday, December 1, 2020 at 5:30 p.m. as well as a Special Session for 5:00 p.m. Tuesday, December 1, 2020 where sealed bids for grader leases will be opened. Commissioner Music offered the second and the motion passed unanimously.

(Property Owners List)

Cliff Knauer, Dewberry Engineering, presented a professional services invoice covering hours worked between the end of the contracted period and project completion for the 2019 Alternative Procedures FEMA project-Phase 1. Mr. Knauer stated that he did not need any action from the Board at this time but would like the Board to be prepared to discuss it at the December meeting.

(Invoice)

Rod Adams, Melvin Engineering, presented an update on the Thomas Drive Bridge. Mr. Adams explained that the contractor has expressed a need for additional road construction at the end of the bridge in a washout area. He stated that he will inspect the area and report back to the Board.

Rod Adams, Melvin Engineering, reported that all permit requests are submitted for the County Road 179 project. Mr. Adams explained that the inspection services RFQ for this project needs to be advertised to keep things on schedule.

Brandon Young, County Attorney, presented the proposed County policy for the Commissioners' travel stipend, specifically providing for a \$350 per month travel reimbursement for each Commissioner with an additional \$50 per month provided for the Chairman. Commissioner Erickson offered the motion to adopt the travel stipend policy and Commissioner Newsom offered the second. The motion passed unanimously.

(Amended Policy)

Brandon Young, County Attorney, presented the changes to the County policy on Political Activity, stating that a County employee must resign prior to running for County Commissioner. Commissioner Newsom offered the motion to adopt the amended policy and Commissioner Erickson offered the second. The motion passed unanimously.

(Amended Policy)

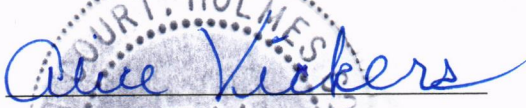
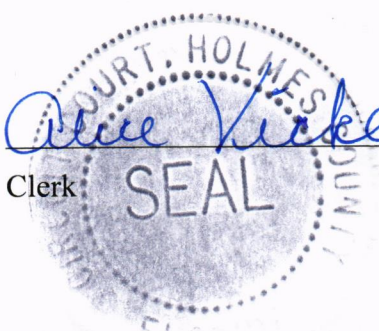
Brandon Young, County Attorney, presented the changes to County policy regarding the interchangeable use of the terms County Administrator, County Coordinator and Project Director. Commissioner Newsom offered the motion to adopt the amended policy with Commissioner Erickson offering the second. The motion passed unanimously.

(Amended Policy)

Brandon Young, County Attorney, explained that the "Old" Gritney Fire Station needs to be discussed to determine current and previous ownership of the property as well as what should be done with property. This matter was tabled.

Commissioner Erickson inquired with David Corbin, Project Director, about the status of the dress code policy. Mr. Corbin stated that he and Brandon Young, County Attorney, needed to meet and finish the policy. The matter was tabled.

There being no further business at this time, the meeting was adjourned at 8:45 p.m.


Clerk



Chairman
