February 2, 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.

Rick Pettis, Contracted County Planner, introduced himself to the Board. He explained that he hopes to be an asset to the County and encouraged the Board members to contact him if he can be of assistance.

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

- County Coordinator — Salary Adjustment
- County Attorney — Second Tower Amendment

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 January 19, 2021 Regular Session and January 25, 2021 Special Session. Commissioner Erickson offered the second and the motion passed unanimously.

Cyril Gazagnaire, private citizen, explained that he had purchased property and would be working with the new Planner to develop mobile home sites. Mr. Gazagnaire stated that a few neighbors had expressed concern over the possibility of a mobile home park, and he assured the Board that was not his intention. No action was taken.

Brandon Young, County Attorney, presented Bid #20-01from Tritech Wireless. Discussion included:

- The Request for Proposals (RFP) detailed non-exclusivity and appropriate terms of lease
- Tritech's proposed yearly lease payment is $4,800.00 divided into 12 equal monthly installments

Commissioner Erickson offered a motion to enter into an agreement with Tritech Wireless. Commissioner Newsom offered the second and the motion passed unanimously.

(Proposal)

Trey Hawkins, Washington County BOCC Chairman, and Sandy Martin, Washington/Holmes Department of Health (DOH) Interim Administrator, discussed the Holmes/Washington County Joint Vaccination Center. Discussion included:

- The need to move the vaccination sites further away from Highway 90 for safety concerns
- The same staff works at the current Washington and Holmes County vaccination sites

- Utilizing a single site will increase productivity as well as decrease travel requirements for staff
- DOH tracks vaccines administered to Florida citizens regardless of where vaccine is administered
- Holmes County vaccine allotment and Washing County allotment of vaccine will both be used
- The planned date of operation of the joint site is February 16, 2021
- Washington County is not asking for assistance but extending an invitation to partner with them
- Lack of restroom facilities for the current Holmes County vaccination site has caused added expense and issues for the County
- The current Holmes County site cannot handle the number of citizens in need of vaccine regardless of attempts to reconfigure parking and parking lot utilization
- Holmes County EMS can coordinate with Washington County EMS if Holmes County plans to provide services

Commissioner Erickson offered the motion to proceed with the joint venture between Washington and Holmes Counties for a shared vaccination facility where the Holmes County allotment of vaccine will be administered. Commissioner Music offered the second and the motion passed unanimously.

(Site Map)

Angie Purvee, Finance Director, presented the Miscellaneous Appropriations Agreement between the County and Tri-County Community Council (TCCC). The agreement reflects the terms and conditions of use of the funds and outlines how the TCCC plans to use the County disbursement. Commissioner Erickson offered a motion allowing the Chairman to execute the agreement with Commissioner Music offering the second. The motion passed unanimously.

(Agreement)

Steve Connell, EMS Director, discussed applying for a 90/10 State matching grant where the County would sell surplus EMS equipment to provide its 10% matching funds. Mr. Connell explained there is an EMS staff member with grant writing experience who will assist with grant applications. Mr. Connell also suggested forming an in house grant committee. Commissioner Newsom offered a motion to go forward with the 90/10 State matching grant and requested Mr. Connell create a Grant Committee plan and present it to the Board. Commissioner Music offered the second and the motion passed unanimously.

(Quote)

David Corbin, Project Director, explained that recent staff changes created the need to appoint a new County designee to the Public Risk Management of Florida Property/Casualty Board. Commissioner Newsom offered the motion to allow the Chairman to sign a letter appointing David Corbin, Project Director, to Public Risk Management Board as well as designating Whitney Milburn as an Alternate Board Member. Commissioner Music offered the second and the motion passed unanimously.

(Letter)

David Corbin, Project Director, presented a letter from Chadwick Gainey, private citizen, expressing appreciation to the County for the outstanding service he received from Amy Cutchen at Veterans Affairs. Mr. Gainey is actually a resident of Washington County but Ms. Cutchen still assisted him with his VA claim.

(Letter)

Commissioner Erickson discussed the need give David Corbin, Project Director, the authority to set salaries for County employees. Brandon Young, County Attorney, explained that Mr. Corbin's employment contract already enables him to set rates of pay as long as it remains within the amount budgeted for salaries. Commissioner Erickson offered the motion to allow David Corbin, Project Director, to set salaries for County employees. Commissioner Music offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, discussed proceeding with the new scope for FEMA Alternative Procedure Roads. Brandon Young, County Attorney, reported that one of the owners of GAC contacted him stating that he was unaware of any problems or delays with the project. Mr. Young explained that a call to discuss this issue is scheduled for February 3, 2021. Commissioner Erickson offered a motion to proceed with the new scope of work contingent upon the outcome of the phone call with the owner of GAC. Commissioner Newsom offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, discussed the progress with documenting damages from Hurricane Sally. GPS mapping of all dirt roads has been requested. Commissioner Newsom recognized both Adrienne Owens and Cindy Wilson of Emergency Management for their dedication in assisting Mr. Stinebaugh with locating needed documentation.

Cliff Knauer, Dewberry Engineering, discussed Bonifay/Gritney Road Phase 2. Discussion included:

- Some adjustment to the alignment of the road has been done to accommodate landowners
- Adjustments were made where the landowner has property on both sides of the road
- Staking the road helped landowners to visualize the project
- A community meeting will need to be scheduled in the near future

Cliff Knauer, Dewberry Engineering, discussed County Road 185 as a SCRAP project selection. Mr. Knauer discussed which portions of CR 185 the Board planned to improve. It was determined section north of Highway 2 to the Alabama line is the portion drawing the most complaints and should be submitted for improvement.

Cliff Knauer, Dewberry Engineering, reported that he met with Mr. Keenan Powell to discuss what could be done to the road to slow traffic down in front of his residence and rental property. Discussion included:

- Survey work will be done in order to prepare a legal description and a sketch
- The County Attorney will need to prepare an easement
- Mr. Powell has agreed to give the County 20 feet of property to make improvements to the road
- A legal description and sketch are needed in order to move forward
- Mr. Knauer requested the County pay for two days of surveyor work

- Mr. Powell will put fence back up but not until after Mr. Knauer creates and exhibit and can go over it with Mr. Powell and a fence plan is created

Cliff Knauer, Dewberry Engineering, explained that the permit process has changed for the Bonifay/Chipley Road. The permit was transferred from the Army Corp to DEP. Mr. Knauer stated that he has spoken with Mr. Dandridge at DEP and will be meeting with the Project Manager once one is assigned.

Cliff Knauer, Dewberry Engineering, discussed the possibility of permitting necessary for FEMA Alternative Project Roads that under the new scope will be paved with Superpave. Brandon Young, County Attorney, explained that the scope change will not be submitted until after the meeting with GAC on February 3, 2021. Mr. Knauer stated that Dewberry and Melvin Engineering could work on the permitting together for approximately $4,100.00 per mile. Commissioner Newsom offered a motion allowing Dewberry Engineering and Melvin Engineering to proceed with needed permitting for the FEMA Alternative Project roads contingent upon the outcome of the meeting with GAC. Commissioner Good offered the second and the motion passed unanimously.

Jake Mathis, Melvin Engineering, discussed the following:

- The bid opening for paving services for Highway 179 will be February 4, 2021
- An agreement was reached for rock for Bonifay/Gritney Road
- A change order to add previously approved paving to Jim Bush Road, as well as 76 weather days, 8 holiday days and 30 days for unforeseen days. The contract deadline will be March 2, 2021
- The change order amount of $273,926.05 was previously approved

Commissioner Music offered the motion to accept the change order. Commissioner Erickson offered the second and the motion passed unanimously.

(Change Order)

Brandon Young, County Attorney, presented Resolution #21-04 proposing to improve John Clark Road from State Road 79 to the Alabama State Line under SCOP. Commissioner Music offered the motion allowing the Chairman to execute Resolution #21-04 and Commissioner Newsom offered the second. The motion passed unanimously.

(Resolution #21-04)

Brandon Young, County Attorney presented a letter from Therisa Meadows, Supervisor of Elections, requesting the County declare the list of items as surplus. Commissioner Music offered the motion to declare the items listed by the Supervisor of Elections as surplus. Commissioner Newsom offered the second and the motion passed unanimously.

(Letter)

Brandon Young, County Attorney, presented a notice of intent to adopt an ordinance from the City of Bonifay. The ordinance would annex three parcels of property on North Avenue into the city limits at the landowners' request. No action was taken by the Board.

(Notice)

Brandon Young, County Attorney, presented a list of properties from the 2013 tax roll that are eligible for tax deed applications. The Board took no action.

(List)

Brandon Young, County Attorney, explained that the "Old" Gritney Fire Department property has no deed restrictions, and is not a property received from FEMA but was received from Thomas and Dorothy Ivy. Commissioner Newsom offered the motion to sell the "Old" Gritney Fire Department property as a closed sale offering it to neighboring property owners first, and it was specified that the funds from the sale of this property will go to the Gritney Fire Department. Commissioner Music offered the second and the motion passed unanimously.

Brandon Young, County Attorney, presented the Second Amendment to Tower Structure Lease Agreement with MT Networks, LLC. Mr. Young explained that the amendment adds a legal description including GPS coordinates from a survey completed by MT Networks, LLC. Commissioner Erickson offered a motion to approve the Amendment. Commissioner Music offered the second and the motion passed unanimously.

(Amendment)

Commissioner Good discussed constituents concerns with litter in his district. Discussion included:

- How the litter control program was budgeted
- If the litter control program was intended to be seasonal or year round
- How to best assist the Sheriff with the litter control program
- David Corbin, Project Director, will meet with Sheriff Tate to determine how the Board can help

The matter was tabled.

Commissioner Erickson discussed the Bonifay Fire Department's need for new extraction equipment. Discussion included:

- A quote for $35,166.00 for new "Jaws of Life"
- Past Equipment Failures
- Letters from Sheriff, EOC, EMS and Bonifay Fire Department explaining the need
- Offering a donation but assisting with grant writing if desired

Commissioner Erickson moved on to other items stating he would tie multiple agenda items together.

(Quote & Letters)

Commissioner Erickson discussed the District 5 Yard Proposal explaining that sharing a yard is becoming increasingly difficult in terms of equipment space. Commissioner Erickson explained that County workers would build the barn. Commissioner Erickson stated he would tie the $21,000. 00 needed for the barn project into the next item of discussion.

(Proposal)

Commissioner Erickson discussed the Dogwood Lakes Boat Ramp property. Brandon Young, County Attorney, explained he has spoken with the property owner and has sent a letter explaining the property may be donated or sold to the County. Mr. Young stated that the assessed value is approximately $12,000.00.

Commissioner Erickson discussed that the funds to purchase this property in Dogwood Lakes as well as funds to pay for the proposed District 5 Barn, and a donation to the Bonifay Fire Department for the "Jaws of Life" could be obtained by selling the timber on the County owned property on Deacon Road. Commissioner Erickson explained that to move forward the $21,000.00 for the barn could come from Road Department Contingencies while the $12,000.00 to purchase the Dogwood Lakes Boat Ramp Property as well as the $15,000.00 donation to Bonifay Fire Department for the "Jaws of Life" could come from Board Contingencies with all funds being reimbursed to their respective accounts when the money from harvesting the timber on the Deacon Road property is paid to the County.

Commissioner Newsom offered a motion to bid logging services to clear cut the Deacon Road property. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson offered a motion to pull the $21,000.00 for the barn from Road Department Contingencies, up to $12,000.00 for the possible purchase of the Dogwood Lakes property and a $15,000.00 appropriation to the Bonifay Fire Department from Board Contingencies with all funds being reimbursed to their respective funds when the monies from the sale of timber on Deacon Road are paid to the County. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson discussed a water drainage issue for North Dale Subdivision and asked Cliff Knauer, Dewberry Engineering, to look at the areas of poor drainage and report back to the Board.

Commissioner Erickson discussed water drainage issue near 1824 Highway 177A. Commissioner Newsom asked Cliff Knauer, Dewberry Engineering, to look at the drainage issues at this location and report back to the Board. Further points of discussion included:

- A low water crossing installed by a private citizen may be causing drainage issues
- Cross pipe under the highway is not allowing water to drain from east to west
- The land owner explained he "opened up" the pond at the recommendation of Albert Jordan, Special Road Projects Manager
- The land owner is scheduled to meet with the Planner, Rick Pettis

Shane Busby, Mayor of Ponce de Leon, discussed issues that the municipality of Ponce de Leon are experiencing. Discussion included:

- Out of date equipment that does not work properly

- Declaring an older County backhoe as surplus and giving the backhoe to Ponce de Leon
- Donations to municipalities must have the ability to benefit all County citizens
- The County offered assistance as far as man power and machinery when issues arise
- Providing manpower and a backhoe tomorrow to finish up the water main issue encountered today

Mr. Busby stated that he would report the offer to trade backhoes to the Ponce de Leon Town Council and then report back to the Board.

(Email)

Commissioner Erickson discussed making repairs to Boswell Road. Commissioner Erickson will use District 5 Road Repair funds to repair the road base and repave specific sections of the road that have been unsuccessfully patched in the past.

Commissioner Erickson presented a quote for an excavator to be used in District 3 and 5. Commissioner Erickson explained that the rent on the excavator should be reimbursed by FEMA as a Hurricane Sally expense. Commissioner Newsom offered a motion to pull the monthly rent of $1928.15 from FEMA validated funds and reimburse as FEMA reimburses for Hurricane Sally repair expenses. Commissioner Erickson offered the second and the motion passed unanimously.

(Quote)

Commissioner Erickson discussed promoting Danielle Steverson, Building Department Secretary, to Code Enforcement Officer and hiring an assistant for the Building Department. Commissioner Erickson offered a motion to hire a full time assistant for the Building Department, and to adopt the Building Department Fee Schedule previously proposed by Mike Gordon, Building Inspector. Commissioner offered the second. Commissioners Erickson, Good, Music and Newsom voted yes and Chairman Stafford voted no. The motion carried.

(Proposed Fee Schedule)

Commissioner Erickson discussed Section 3.06 of the Policy and Procedures Manual: Outside Employment. Commissioner Erickson explained that County employees need to be cautious to not appear to use their position with the County for personal gain.

(Memorandum)

Commissioner Erickson discussed the road sign budget and the number of signs that need replaced in the County. Commissioner Erickson offered a motion to use $10,000.00 from Road Department Contingencies to replenish the sign budget. Commissioner Good offered the second and the motion passed unanimously.

Commissioner Erickson discussed temporary employees and permanent employees and district employee needs. Commissioner Erickson offered a motion to hire an employee for permanent repair work for Hurricane Sally damages as soon as possible. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson discussed the bridge on Ammons Road which is in need of repair. Discussion included:

- County workers doing all the repairs over a weekend
- There are other roads and bridges still need emergency repairs
- Multiple district crews will need to come together to complete these repairs
- Capturing the data for repairs
- Making weekend work mandatory

No formal action was taken.

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

Clerk

Chairman