

March 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.

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

- County Coordinator Liberty Partners
- Agenda Item Superpave Bid 21-01
- Attorney Item Farmer's Market
- Attorney Item Tower Lease Agreement
- Commissioner Item Vortex Springs

The following item was deleted:

- Attorney Item Bonifay Gritney Road- Driveway

Commissioner Music offered the motion to accept the amended agenda with all additions and deletions. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Music offered the motion to adopt the minutes from the February 16, 2021 Regular Session. Commissioner Newsom offered the second and the motion passed unanimously.

Rick Pettis, Melvin Engineering, presented a proposed land use change from agricultural to industrial on a 4.05 acre parcel on Flowing Well Road. Mr. Pettis explained that the land has been used for industrial use for some time. During the public hearing there were no concerns or objections voiced. Mr. Pettis presented Ordinance 21-01 executing all aspects of the amended land use change. Commissioner Music offered the motion to adopt Ordinance 21-01 with Commissioner Good offering the second. The motion passed unanimously.

(Ordinance 21-01)

Rick Pettis, Melvin Engineering, discussed his current planning services contract for \$16,000.00 and explained the funds are close to exhausted. Discussion focused on the remaining funds for planning services and length of contract. Commissioner Erickson offered the motion to have Mr. Pettis continue planning services through the end of the budget year. Commissioner Music offered the second and the motion passed unanimously.

Steve Connell, EMS Director, reported that the New Hope Station will continue to be staffed by a paramedic. Mr. Connell went on to explain that the County has hired one new full-time paramedic and several on call paramedics. These new hires have resolved the extensive over-time situation discussed at the last meeting.

Elissa Pettis, Dewberry Engineering, on behalf of the City of Bonifay, presented Resolution #21-05 expressing the County's support for the City in seeking a grant to fund the City's sidewalk project. Commissioner Erickson offered the motion to adopt Resolution #21-05. Commissioner Music offered the second and the motion passed unanimously.

(Grant Application & Resolution 21-05)

Brandon Young, County Attorney, presented the one bid received, from C.W. Roberts, for the acquiring, delivering, spreading and compacting of Superpave Asphalt Concrete on the five County roads designated, as well as two alternative bids. Alternative Bid #2 for the 57.9 miles of FEMA roads remaining and Alternative Bid #3 for the 15.9 miles of Highway 181. Commissioner Erickson offered the motion to accept the Base Bid, with no prime tack coat and extend the Notice of Intent to Award to C. W. Roberts, contingent upon the approval of the scope change for the FEMA Alternative Procedures Roads. Commissioner Music offered the second and the motion passed unanimously.

(Bid #21-01)

Bob Jones, CDBG Grant Administrator, discussed the CDBG-COVID Grant Application. Mr. Jones explained that the funds will be used to improve the Council on Aging's building. These improvements will allow the Council to serve more citizens in need.

Bob Jones, CDBG Grant Administrator, discussed memorializing a bridge in District #2 for the late H. R. Harrison, a former Commissioner. Commissioner Newsom offered to select a bridge and the bridge will be renamed via resolution.

Tim Parsons, Liberty Partners, discussed that Holmes County was awarded \$297,000.00 to provide planning services for the industrial park. Mr. Parsons pointed out that the County was fortunate to receive such a high percentage of the \$300,000 requested.

(Email)

Bob Stinebaugh, Integrity Group, explained that FEMA is asking for "bids" for repairs to damages incurred by Hurricane Sally. Discussion involved how bids can be obtained with no agreement in place and no guarantee of funding for the repairs. Further discussion included:

- How to obtain bids prior to having a FEMA Agreement in place and still follow proper procurement procedures
- Dewberry Engineering to obtain quotes for Geotech and survey services
- Ammons Road has a cost estimate prepared and will be uploaded to the portal
- Tanner Bridge and Spring Valley Bridge cost estimates have already been uploaded
- Documentation of prior bridge repairs and maintenance requested by FEMA

Bob Stinebaugh, Integrity Group, presented estimates he obtained for roof repairs to the Veterans Affairs building damaged during Hurricane Sally. Brandon Young, County Attorney, expressed concern with the process used to obtain quotes and not using proper County procurement procedures. Commissioner Music offered a motion to solicit an RFP for roof repairs to the Veterans Affairs building that follow County procurement procedures. Commissioner Newsom offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, explained that the County owes the State of Florida, Division of Emergency Management \$3,182.78 for Disaster #4399 (Hurricane Michael) for School Board expenses not covered by FEMA. Commissioner Newsom offered a motion to pay the de-obligated funds owed to the State of Florida, Division of Emergency Management using FEMA validated funds. Commissioner Erickson offered the second and the motion passed unanimously.

(Email & Invoice)

Commissioner Erickson discussed the need to hire a County Engineer. Discussion included how large of a work load the contracted Engineers can carry as well as if the County Engineer position would be a long term position. Commissioner Erickson offered a motion to create a job description for a County Engineer and to advertise for the position. Commissioner Newsom offered the second and the vote is as follows: Commissioners Erickson, Good and Newsom voted yes with Commissioners Music and Stafford voting no. The motion passed.

Cliff Knauer, Dewberry Engineering, discussed the following:

- Permit applications for Steverson, Beall Packing, and Flowing Well Roads will be ready to send in as early as next week if the scope change is granted by FEMA
- County Road 177A bridge will be submitted for BSCOP funding, Resolution #21-07
- County Road 185, will be submitted for SCRAP funding, Resolution #21-06
- Geotech service estimates for the possible site of the District #3/4 pit will be approximately \$3,800.00
- A boundary survey on the land for the possible District #3/4 pit will be \$4,950.00
- The cost estimate on the repairs to Ammons Road is \$166,530.00 will be emailed to Mr. Stinebaugh

Commissioner Erickson offered the motion to use funds from Contingencies to pay for Geotech services prior to purchasing the property considered for the District #3/4 yard site. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Erickson offered the motion to use Contingencies to pay for the boundary survey of the possible District #3/4 pit contingent upon the results of the Geotech reports. Commissioner Newsom offered the second and the motion passed unanimously.

Brandon Young, County Attorney, read Resolution #21-06 approving County Road 185 for the County's 2021 SCRAP project. Commissioner Newsom offered the motion to allow the Chairman to execute Resolution #21-06. Commissioner Music offered the second and the motion passed unanimously.

(Resolution #21-06)

Jake Mathis. Melvin Engineering, confirmed that Valee and Peak Roads are in need of permit applications if the scope change for the FEMA Alternative Procedures is approved. Mr. Mathis explained that Bonifay Gritney Road requires approximately two to three clear weather days to finish the limerock and approximately 30 clear days to finish the project.

Commissioner Erickson discussed repainting the center lines of Highway 181 from Wayne's Grocery to the Walton County line. It was determined that the road painting is part of a project that will be completed by DOT.

Brandon Young, County Attorney, presented a letter to the Bureau of Farmer's Markets requesting that ownership of the Holmes County Farmer's Market and Agricultural Center properties be transferred to the County. Commissioner Music offered the motion to allow the Chairman to sign the letter requesting ownership of the properties be transferred to the County. Commissioner Newsom offered the second and the motion passed unanimously.

(Letter)

Brandon Young, County Attorney, discussed the need to establish a procedure for distribution of the Hospital Surtax which the County receives from the State. Commissioner Music offered the motion to distribute the Hospital Surtax funds monthly via voucher payable to the bank account the Hospital opens specifically for paying Hospital indebtedness. Commissioner Newsom offered the second and the motion passed unanimously.

Brandon Young, County Attorney, presented the Non-Exclusive Tower Lease Agreement with TriTech Wireless. Commissioner Music offered the motion allowing the Chairman to execute the Agreement. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreement)

Commissioner Newsom discussed the following items:

- Angie Purvee, Finance Director, clarified that over-time is incurred when a fulltime employee exceeds 40 hours worked per week and is not based on what day per week the work occurs
- Bob Stinebaugh, Integrity Group, explained that Disaster Category effects how wages are reimbursed
- Sex Offender Limitations Ordinance may need to be updated
- Truck quotes had been obtained for new County trucks, however it was determined that the timing for such purposes is inappropriate

- Recognition to Vortex Springs for their sponsorship of multiple school programs
- Vortex Springs is sponsoring a Free-Day for the Ponce De Leon State Basketball Champion team and offering discounts to the immediate family attending the Free-Day with their athlete

(Overtime Policy & Truck Quotes)

Commissioner Erickson discussed a possible Road Department Consolidation Plan. Points of discussion included:

- Savings to the County
- Minimum Wage increase is a concern as far as salaries and budgeting
- Possible delays in servicing constituents
- Positions are cut by attrition
- Most efficient utilization of district resources if consolidated

The matter was tabled.

There being no further business at this time, the meeting was adjourned at 8:00 p.m.

