

April 19, 2022  
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.

David Corbin, Project Director, and Nathan Nolan, County Attorney, were also present.

Leigh Ann Ennis, Deputy Clerk, was present and kept the minutes.

Chairman Stafford called the meeting to order at 9:02 a.m. David Corbin, Project Director, led the prayer and pledge.

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

- |                       |                        |
|-----------------------|------------------------|
| • Commissioner's Item | Peak Road              |
| • Commissioner's Item | 79 Corridor            |
| • County Coordinator  | Development Commission |

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

Commissioner Newsom offered the motion to adopt the minutes from the April 5, 2022, Regular Session and the April 7, 2022, Special Session contingent upon the County Attorney's comments pertaining to Commissioner Erickson's abstention on the Dogwood Lakes matter be added to the April 5, 2022 minutes. Commissioner Music offered the second and the motion passed unanimously.

Kalyn Waters, County Extension Agent, presented highlights and updates of recent activities. Discussion included:

- 4-H programs growing under the leadership of the new 4-H Extension Agent, Chris Lauen
- Chick Chain program participants spoke about their experiences with their chickens and answered Commissioners questions about their projects
- The 4-H Archery program sent participants to the State competition in March
- The 4-H Shooting program sent participants to the State Shotgun match
- Commissioners were presented with the same "Garden in Bag" items that were given away free to the public by the Extension Service
- On farm peanut trials will be conducted in the County again this year
- Extension Services and University of Florida doctors have teamed up to provide Tele-med services to County residents at the Extension office
- Judy Corbus, Family Consumer Science Counselor, discussed available programs

Laura Gutcher, Certified Land Use Planner, discussed her qualifications for re-writing the County's Comprehensive Plan. Ms. Gutcher explained that Alday-Howell Engineering contacted her as a sub-consultant to assist them in reviewing the County's current plan as writing policy and code is her specialty. Discussion included:

- Approximately 12 months would be needed to update the Comp Plan

- General overview of the re-write and approval process
- Cost of this service will depend on public participation meetings as well as the number of Planning Commission meetings involved
- How the Capital Improvement Plan should be used by the County and when it should be updated as it pertains to services provided by the County
- A Code Enforcement Officer would “enforce” the codes of the Comprehensive Plan, which is a position the County does not have at this time

Commissioner Erickson offered a motion for Alday-Howell Engineering to prepare a proposal for services to rewrite the County’s Comprehensive Plan using Laura Gutcher as a sub-consultant on the project. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Erickson discussed the 2022 911 Spring State Grant Application and the letter for the Chairman to sign. Commissioner Erickson offered a motion for the Chairman to sign the letter and to approve the submission of the 2022 911 Spring Grant Application. Commissioner Music offered the second and the motion passed unanimously.

(Grant Application & Letter)

Chairman Stafford recognized David Corbin, Project Director, as the April Employee of the Month. Mr. Corbin was surprised by the recognition and thanked the Board for their thoughtfulness.

David Corbin, Project Director, presented a letter from Matthew Jonas praising Chairman Stafford for going above and beyond as the Commissioner of District 4.

David Corbin, Project Director, discussed MOT training. Discussion included:

- The 16-hour intermediate class will be held in the Board room
- Class will be held in June or July as the training is in high demand and cannot be scheduled sooner
- Training will be mandatory for District Foremen and their second in charge as well as other foreman/supervisors in need of the training
- Cost is \$245.00 per person for a total of \$3,675.00 for 15 people, which is the required minimum to hold a class
- Certification is good for four years
- Training certification stays with the person and is an asset to the individual
- Individuals who receive training will be required to sign a contract stating if they resign prior to training expiration they will be required to repay a prorated amount of the course
- Those in the class will not be available to work their regular position for 16 hours the week the training is held

Commissioner Erickson offered a motion to use approximately \$3,700.00 from Road Department Contingencies to pay for MOT training for 15 employees and to have trained employees sign a contract stating if they vacate their position prior to the expiration of the certification the employee agrees to repay the prorated amount of training to the County. Commissioner Music offered the second and the motion passed unanimously.

(MOT Outline)

Joe Rone, Holmes County Development Commission (HCDC), discussed a vacancy on the HCDC Board. Mr. Rone explained that the HCDC discussed a candidate and the “At Large” member chose to move to a “District Position” to allow a new member to take the “At Large” position. Mr. Rone presented Ms. Stephanie Cloud as the HCDC recommendation for the HCDC “At Large” member. Commissioner Erickson offered a motion to accept the HCDC recommendation of Stephanie Cloud as the HCDC “At Large” member. Commissioner Music offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, presented close out paperwork for the Hurricane Michael, FEMA DR #4399. Mr. Stinebaugh explained that Integrity Group has closed out FEMA DR #4399 on their end. He also explained that most of the funds were Category B with only a small amount of Category A money paid. Commissioner Newsom offered the motion to allow the Chairman to sign the Hurricane Michael, FEMA DR # 4399, close out paperwork. Commissioner Erickson offered the second and the motion passed unanimously.

(Closeout Sheet)

Mr. Stinebaugh answered questions about the bridges and dirt roads damaged by Hurricane Sally, FEMA DR #4564. Mr. Stinebaugh explained that there was not anything new to report on Hurricane Sally at this time. Further discussion included the delay in reimbursed funds for repairs already made by the County and the if other counties are experiencing the same delay in funding. The Board agreed by consensus for Bob Stinebaugh to check with Washington County to determine why the invoice for services provided by Holmes County to assist in clearing Davidson Road related to Hurricane Sally has not been paid.

Jim Riddel, Integrity Group, discussed the Courthouse Generator Project. Mr. Riddel explained the State had denied the 25% matching funds. He further explained that because the project is just now going out for bid there is no estimate on the amount of the 25% match. The advertisement for bids will run on April 20 and 27, 2022.

Tim Parsons, Liberty Partners, explained the Governor rejected the proposed congressional redistricting presented to him. He explained that the Governor addressed several issues at a press conference that morning including the special districts, taking away exemptions for Disney, and social media filtering. Mr. Parsons stated that the Governor has not received the budget yet and that could be due to the district mapping delay. Mr. Parsons fielded questions which led to discussion on:

- Small Business Protection Act should be reviewed by the County
- South Florida gas station and environmental groups
- The length of time for the additional funding to law enforcement and EMS

Katie Taff, Liberty Partner, provided an ARPA update stating that an audit for all projects to date are complete. The project expenditure report is due at the end of April. Ms. Taff also explained that ARPA funds could be used as a match for the Courthouse Generator Project if needed.

Travis Howell, Alday Howell, presented the close out paperwork for the Hwy 179 Resurfacing Project, Phase 1, including the Certificate of Final Completion to the County, DOT Certificate of Completion, final pay request and change order. Mr. Howell explained that the road will be checked for any issues before the warranty time expires. Commissioner Good offered a motion to allow the Chairman to sign the Certificate of Completion, the DOT Grant, Engineer's Certificate of Completion, the final pay request, #10, and the change order. Commissioner Music offered the second and the motion passed unanimously.

(Closeout Paperwork)

Cliff Knauer, Dewberry Engineering, discussed the following in reference to speed tables for Coursey Road:

- Speed tables would be most effective at 1200 to 1500 feet from each end of the road as well as at the midway point
- Option for paved, permanent speed tables installed by a company with experience at \$6,000.00 to \$8,000.00 each
- Option for bolt down types of speed tables which are low maintenance and can be moved at \$7,000.00 to \$8,000.00
- Signs prior to the speed tables are necessary and available with appropriate wording
- A 25-m.p.h. limit for the speed tables is recommended

Mr. Knauer requested direction from the Board on how to proceed. The Board agreed by consensus to obtain three quotes for speed tables and bring them to the next meeting.

Cliff Knauer, Dewberry Engineering, discussed the FEMA DR #4564 Parks Well Project and the FEMA request for archeological information. Mr. Knauer explained that a restroom is a support structure and isn't required for a park, however the State Archeologist has said that he has never done an archeological study that has prevented the installation of a structure, but rather the study provides information to determine if further study of the area should take place prior to installation. Bob Jones, CDBG Grant Administrator, reported that FURDAP would not disclose over the phone if a restroom at a park could be closed. However, a request to close with appropriate supporting information can be submitted and a decision could be made on an individual basis. Commissioner Newsom offered a motion to contact FURDAP in writing and provide requested information to determine if the restroom facilities can be closed before proceeding with an archeological study. Commissioner Music offered the second and the motion passed unanimously.

(Proposals)

Cliff Knauer, Dewberry Engineering, explained that SHIPO contacted DEP about the permit issued for Bonifay Chipley Road stating an archeological study should have been completed prior to issuing the permit and must be done prior to proceeding with any more work. Discussion revolved around the fact that digging or excavating has been done and what purpose an archeological study would serve at this time. The Board agreed by consensus to have Mr. Knauer send the permit to DOT, and to obtain a quote for the archeological study for Bonifay Chipley Road. Mr. Knauer stated that the \$76,000.00 for project mitigation costs have been removed.

Rod Adams, Melvin Engineering, discussed an erosion issue on Peak Road. Discussion included:

- Option 1 would be to concrete to ditch where the erosion is occurring
- Option 2 would be to push the rip rap rock closer to the road and install sod
- It was also noted that there are no end walls or sand bags on the culverts in this area

Commissioner Newsom explained that his crew has been pushing the rock back into place but finding sod may be an issue at this time, but he would order sod using road maintenance budget funds to do so.

(Photos & Sketches)

Rod Adams, Melvin Engineering, reported that the State Route 79 Drainage Study Grant related to Northdale Subdivision was approved for funding. Mr. Adams explained that once the study is complete another grant application can be submitted for construction costs.

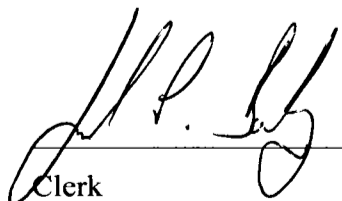
(Public Meeting Agenda)

Nathan Nolan, County Attorney, presented updated opioid litigation settlement information. Mr. Nolan explained that the pay outs to the County from three separate settlements would be approximately \$88,900.00 paid out to the County over a total 18-year period. Mr. Nolan clarified that funds received are required to be used to combat the opioid crisis in the County. Commissioner Good offered a motion allowing the Chairman to sign the opioid litigation documents. Commissioner Music offered the second and the motion passed unanimously.

Chairman Stafford presented a request from the Friends of Dogwood Lakes for the Board to pass a resolution stating how the cost for Alday-Howell Engineering to complete Task 1 and Task 2 of the lake study will be divided between the County and the Friends of Dogwood Lakes. The County Attorney will prepare a resolution for the next regular session.

Commissioner Good discussed the Highway 79 Authority Board representation. Commissioner Good explained that Commissioner Erickson has served on the Authority Board and may wish to be rotated out with the construction phase of that project coming to an end. Commissioner Erickson offered a motion nominating Commissioner Good to serve as the Board of County Commissioners' representative on the Highway 79 Corridor Authority Board with his service beginning immediately. Commissioner Music offered the second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 11:02 a.m.

  
Clerk

  
Chairman