

April 5, 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 6:02 p.m. David Corbin, Project Director, led the prayer and pledge.

Commissioner Erickson presented his cousin, Staff Sergeant Espinoza, who addressed the Board and the audience, speaking on his choice to reenlist, as well as providing a brief history of reenlistment. Commissioner Erickson presided over the reenlistment ceremony, with the Board standing in support. All appropriate documentation was presented and signed.

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

- Commissioner's Item Fencing, Bonifay Gritney Road
- Commissioner's Item Help for County Coordinator
- Commissioner's Item Agenda
- Attorney Item Deacon Road Property
- County Coordinator Surplus Equipment

The following item was deleted:

- County Coordinator Item MRO (Item B)

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

Commissioner Erickson offered the motion to adopt the minutes from the March 15, 2022 Regular Session. Commissioner Music offered the second and the motion passed unanimously.

John Feeney, Alday-Howell Engineering, presented an update on the Dogwood Lakes lake levels. Discussion included:

- The canal connecting the two lakes has been cleaned
- Alday-Howell Engineering has prepared a proposal for Phase 2 of services to determine if the big lake level can be raised through permissible actions

- The level of both lakes, the “Big Lake” and the “Little Lake” are both down now that the clean out process has allowed water to flow between the two lakes allowing them to act like one system as they once did.
- The “Little Lake” was not taken into consideration when the dam was rebuilt and permitted and the “storage space” that DEP and the Water Management are looking for displaced lake water
- Susan Curby introduced the Lake Committee to the Board
- Fundraising for the Lake Project
- Explanation of the modeling process that will help determine if permits for changes could be issues
- Preliminary discussion with DEP has a positive tone
- The County has \$10,490.00 remaining in the funds set aside for Dogwood Lakes
- Cost of Task 1 (\$7,250.00) and Task 2 (\$9,200.00) in the proposal is \$16,450.00
- At what point will Dogwood Lakes residents be “satisfied” with findings
- Dogwood lakes residents and the Friends of Dogwood Lakes are willing to fund the remaining \$5960.00 to complete Tasks 1 and 2
- The Friends of Dogwood Lakes can donate their portion to the County or Alday-Howell Engineering will invoice them for their portion of Task 1 and Task 2 services
- Commissioner Erickson explained he will abstain from voting as he is a resident of the Dogwood Lakes subdivision, and this could be viewed as a conflict of interests
- Nathan Nolan, County Attorney, expounded on Commissioner Erickson’s abstention stating it is a precaution for both the County and Commissioner Erickson to abstain from voting as it could be seen as a conflict of interest as property values may be increased by improvements to the lake as a result of this vote

Commissioner Good offered the motion to use the remaining \$10,490.00 allocated to Dogwood Lakes toward the \$16,450.00 needed to move forward with Task 1 and Task 2 of the Alday-Howell Proposal with the Friends of Dogwood Lakes paying the remaining \$5960.60 costs of Task 1 and Task 2. Commissioner Music offered the second and the motion passed unanimously.

(Abstention Form & Proposal)

Joe Rone, Holmes County Development Commission (HCDC), discussed the Rural Infrastructure Grant requirements, explain that the County must have partial ownership of the Raper Dairy property for the land to be eligible for Rural Infrastructure Grant funding. Discussion included:

- Give the County 1% ownership in the Raper Dairy property to make the property grant compliant
- The property will need to be covered by County insurance once the County is named as partial owner

- A quit claim deed can be prepared by the County Attorney to transfer partial property ownership

Commissioner Erickson offered a motion for the County Attorney to prepare a quit claim deed to transfer 1% interest in the Raper Dairy property owned by the Holmes County Development Commission to the County to make the property eligible for the Rural Infrastructure Grant requirement. Commissioner Good offered the second and the motion passed unanimously.

Bob Jones, CDBG Grant Administrator, discussed a public request to designate County Highway 185 from the Sweet Gum Head intersection to the Alabama State line as the HR Harrison Memorial Highway. He pointed out that this section of road passes by HR Harrison's former home, where his widow still resides, and that Mrs. Harrison expressed gratitude that her late-husband would be memorialized in such a way. Mr. Jones explained this would be a memorial only and not a request for a road name change. Commissioner Erickson offered the motion to designate by resolution that Highway 185 from State Highway 181 to the Alabama State line be known as HR Harrison Memorial Highway. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, Project Director, presented a list of County equipment to be declared as surplus. Discussion included:

- Selling all listed surplus equipment at auction at public auction
- #23: 1994 F800 Dump Truck, #84: 2000 F250 Pickup and #17: 2005 E150 Van could be sold at public auction
- #23: 1994 F800 Dump Truck from District 2 proceeds will be used toward the purchase of another dump truck for District 2 as a replacement
- Tri County – 2009 Chevy C5500 Bus, Tri County – 2014 Chevy 4500 Bus and Tri County - 2015 Ford E250 Bus should be sold via auction at the Road Department building on Hwy 90 to allow local buyers better access to these vehicles
- The buses could be sold via sealed bid to avoid auctioneer commission for such a small sale

Commissioner Erickson offered a motion to declare #23: 1994 F800 Dump Truck, #84: 2000 F250 Pickup, and #17: 2005 E150 Van, as well as the 2009 Chevy C5500, 2014 Chevy 4500 and 2015 Ford E350 buses from Tri County as surplus, with #23, #84 and #17 being sold at public auction and the three donated buses will be sold via sealed bid. Commissioner Music offered the second and the motion passed unanimously.

(Surplus Equipment List)

Bob Stinebaugh, Integrity Group, stated there was nothing new to report regarding FEMA projects.

John Feeney, Contracted Planner, presented a Small-Scale Land Use Map Amendment for the property located at 2957 Hwy 90 W. Bonifay, FL 32425 owned by Mr. Edward Beagell. Mr. Feeney explained that the change from Rural Residential to Urban Mixed Use was necessary for Mr. Beagell to reopen his business that was located there prior to shutting down due to COVID 19. Chairman Stafford opened the public hearing, and the Ordinance was read. Chairman Stafford closed the public hearing with no public comment. Commissioner Erickson offered a motion to approve the Small-scale Land Use Map Amendment with Ordinance #22-01. Commissioner Music offered the second and the motion passed unanimously.

(Amendment Application & Ordinance)

John Feeney, Contract Planner, discussed Commercial Development Orders. Discussion included:

- The Building Department does not perform reviews for compliance prior to issuing commercial building permits
- A minor development order could be created by ordinance for each commercial application
- The Planner recommends he review commercial applications for compliance
- Commercial building permits cost more than residential building permits but do not require much more review
- Currently municipality applications are not reviewed by the County Building Department
- The city would need to provide maps for the Planner to use as he does not have detailed zoning maps to use for review purposes
- An agreement needs to be reached with the City of Bonifay in terms of building permits and inspections
- This would fall under a Comprehensive Plan which has been discussed before

The Board agreed by consensus to send commercial building permits to the planner for review, and that Mr. Feeney and David Corbin, Project Director, will meet with City of Bonifay officials to work out essential details.

John Feeney, Contract Planner, presented a lot split for Parcel ID# 0912.00-000-000-010-000 and 0912.00-000-000-010.100 for Henly Schlabach of 1925 Hwy 177, Bonifay. Mr. Feeney pointed out that there are two parcel numbers because the parcel has already been split and a deed has been recorded without Board approval and the lot is only 0.97 acres as opposed to the required 1.0 acre. Mr. Feeney recommended approval as the split has been done and recorded. Discussion included advertising the correct process for lot splits. Commissioner Music offered a motion to approve the lot split application for Mr. Schlabach. Commissioner Newsom offered the second and the motion passed unanimously.

(Application)

Jennifer Green, Liberty Partners, discussed the ARPA procurement for the Doctors Memorial Hospital (DMH) equipment. Discussion included the bid opening and approval at the previous regular session. Ms. Green explained that the bid that was approved was for a lease on the equipment and leasing is not allowed under ARPA guidelines. Ms. Green recommended re-advertising for bids on the equipment for DMH. Further discussion included that the bid price could be negotiated after a bid is approved but not before. Commissioner Erickson offered a motion to retract the previously approved motion to act on the equipment lease for DMH and to then seek new bids for purchase of the requested hospital equipment. Commissioner Music offered the second and the motion passed unanimously.

Jennifer Green, Liberty Partners, discussed the need to form a bid evaluation committee as a step in the procurement process due to the large amount of money being procured. Ms. Green suggested a committee comprised of David Corbin, Project Director, Whitney Milburn, Administrative Assistant, and Katie Taft, Liberty Partners. Discussion included adding a Dr. Warren Bailey, DMH, and Nathan Nolin, County Attorney. Ms. Green explained that due to “Cone of Silence” procurement requirements no hospital employee may be on the committee, or it will restrict all hospital involvement in the bid process. Commissioner Newsom offered a motion to appoint a Bid Evaluation Committee made up of David Corbin, Whitney Milburn, Katie Taft, and Nathan Nolin. Commissioner Music offered the second and the vote was as follows: Commissioner Erickson: no; Commissioners Good, Music, Newsom and Stafford voted yes. The motion passed.

Jennifer Green, Liberty Partners, presented an updated ARPA Funding Request list and reviewed what items have been approved and what may be covered by Appropriations. Ms. Green clarified items B & G have been approved and purchased.

(ARPA List)

Jennifer Green, Liberty Partners, explained the Appropriations process and how Appropriations funds are expected to be spent in terms State procedures.

Cliff Knauer, Dewberry Engineering, provided an update on Phase 2 of the Bonifay Gritney Road paving project. Mr. Knauer explained he has changed the road design repeatedly to accommodate residents along Bonifay Gritney Road to obtain signatures needed for the project. Mr. Knauer explained that fencing is an issue with several landowners but with one landowner as his cattle working pens are quite close to the road. The Board agreed by consensus to have Mr. Knauer prepare a fencing cost estimate for Phase 2 of the project.

Cliff Knauer, Dewberry Engineering, reported that the Hydraulic Study for Ammons Road, FEMA 4564, is almost completed. He also explained that four contractors attended the Prebid meeting for the CR 181C project.

Cliff Knauer, Dewberry Engineering, discussed the need for an archeological study to move forward with replacing wells at Wrights Creek Wayside Park and Dogwood Lakes Park as part of FEMA 4564 project. Discussion included contacting FURDAP to ask if the bathrooms could be closed as bathrooms may not be a requirement and considered a support structure.

David Melvin, Melvin Engineering, stated he had nothing to report.

Nathan Nolin, County Attorney, discussed the rebidding CDBG grant writing services as the RFP process for this particular need was not executed properly. Mr. Nolin recommends rejecting all bids received and readvertising for bids. Two motions were offered and passed.

- Commissioner Erickson offered a motion to require the County Attorney to review and approve all RFPs for the County prior to advertising. Commissioner Good offered the second and the motion passed unanimously.
- Commissioner Erickson offered a motion to reject all bid received for the CDBG Grant Writing Services RFP and send a letter to each bidder and explain that all bids were unopened and rejected. Commissioner Music offered the second and the motion passed unanimously.

Nathan Nolin, County Attorney, discussed the Rec Center and the Dixie Youth ball program. Discussion included:

- Dixie Youth is current utilizing the Rec Center facilities
- Need to set parameters for “residents” or “occupants”
- A staff member to oversee the Rec Center
- Host a public workshop after first electric bill is received
- Liability insurance for the Rec Center
- Mold test on the building at Rec Center came back positive for mold and the building has been closed
- Conflicts can occur as the Rec Center is a public facility

The matter was tabled.

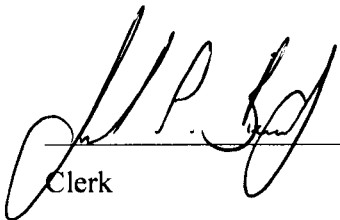
Nathan Nolin, County Attorney, discussed the CDBG and AMPG funding for the Courthouse generator and the need to move forward with the RFP process. Commissioner Newsom offered the motion to move forward with RFP process for the Courthouse generator. Commissioner Music offered the second and the motion passed unanimously.


Nathan Nolin, County Attorney, discussed complaints that have been voiced about how the County secured the services of a realtor for the sale of the Deacon Road property. Mr. Nolin explained that securing those services evolved from a consulting role to a listing and commission paying role, however proper procurement procedure was not followed, and a complaint has ensued. Commissioner Newsom offered a motion to obtain two additional bids for realtor services for the sale of the Deacon Road property to be in alignment with procurement policy. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Newsom discussed tractor-trailer traffic on Coursey Road. Commissioner Newsom suggested speed tables, which have been used on other County roads. The Board agreed by consensus that Cliff Knauer, Dewberry Engineering, will evaluate the Road for the use of speed tables.

Commissioner Erickson discussed the need to have the commissioner's binders completed on the Friday prior to meetings for the commissioners to be able to review the meeting material over the weekend. Discussion included items being added to the agenda too late to be able to prepare the binders by Thursday before the meeting. Commissioner Erickson offered a motion declaring 12:00 p.m. on Tuesday prior to a meeting the deadline for material submitted for the agenda. Commissioner Newsom offered the second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 8:27 p.m.

  
Clerk

  
Chairman