

April 6, 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, 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 following items were added prior to adopting the Agenda:

- Commissioner Item                      PDL Letter
- Commissioner Item                      Bonifay Letter
- County Coordinator                      Trailer at Prosperity Park
- County Attorney                          FEMA Roads

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

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

Becky Marsh, Library Director, explained that she has been unable to fill the part-time position at the library and requested permission to increase the number of hours worked by the current part-time employee from 28 hours per week to 36 hours per week. Discussion included a recommendation from David Corbin, Project Director, to the Board to grant permission to Ms. Marsh allowing her to increase the part-time employee's hours to 36 hours per week. Commissioner Erickson offered the motion to approve the increase in hours for the current library part-time employee from 28 to 36 hours, in lieu of filling the vacant part-time position. Commissioner Newsom offered the second and the motion passed unanimously.

Scott Duvall, Holmes Correctional Institute Warden, informed the Board that the Holmes Correctional Institute is operating at a State of Emergency due to a lack of Correctional Officers. Mr. Duvall explained that the prison is down 80 positions and there is not enough staff to continue to allow staff to supervise inmates while working in the community. Mr. Duvall apologized for the situation and any inconvenience this may create.

Miranda Hudson, Bonifay Kiwanis Club President, explained that the parking area at the Bonifay Recreation Complex as well as the rest rooms at the complex are in need of repair. Ms. Hudson explained that the appearance of this area reflects poorly on the community. Discussion included ownership of the recreation complex by the City of Bonifay and the undeveloped parking area owned by the Kiwanis Club as well as possible sources of funding to make needed repairs. Commissioner Erickson offered the motion to donate \$2500.00 previously allocated to the District # 5 barn project to the Kiwanis Club for the discussed repairs. Commissioner Newsom offered the second and the motion passed unanimously.



Commissioner Erickson discussed the County providing the equipment and the labor to complete the repairs to the City's Recreation Complex as well as to the Kiwanis parking area adjacent to the Complex. Commissioner Erickson offered a motion for the County to provide the labor and equipment to complete the necessary repairs to the Bonifay Recreation Complex and the adjacent unimproved parking area owned by the Kiwanis Club. Commissioner Newsom offered the second and the motion passed unanimously.

Kim Dillard, private citizen, discussed the need for a County animal control program. Ms. Dillard explained that stray dogs often come onto her property and there is no one to call for pick up and no local shelter available for drop off. She went on to explain that stray dogs pose various safety hazards. Commissioner Erickson let Ms. Dillard know that the Board plans to address Animal Control later on in the meeting.

Lt. Clint Smith, Communications Director & 911 Coordinator for the Holmes County Sheriff's Department, presented the Board with five 911 grant applications in need of the Chairman's signature. Commissioner Erickson offered the motion allowing Chairman Stafford to sign the five 911 grant applications as well as any follow up forms related to five grants. Commissioner Good offered the second and the motion passed unanimously.

(Grant Applications)

Angie Purvee, Finance Director, presented the 2020-21 Supplemental Budget #1. Points discussed included:

- The Sheriff's 2019-20 excess funds were returned to the Board with those funds then going to the Sheriff's building maintenance and inmate medical contingencies funds
- The CARES Act Public Safety Payroll Reimbursement money which was already spent via the Holmes County Ministerial Association on meals for County residents affected by COVID, a donation to the Bonifay Women's Club, the \$275.00 EMS performance stipend, the \$200.00 County Employee stipend, Animal Control, EMS sign on bonus and paramedic school, as well the Emergency Management reimbursement for portable toilet rental
- The Transportation Trust received surplus auction funds to offset the expense of grader rentals as well as reimbursement of the \$200.00 stipend
- The Special Transportation Trust received money for the Thomas Drive Bridge, for Gulf Power to move poles, for CenturyLink to move boxes as well as driveway paving on Bonifay Gritney Road as well as payment to REA to move poles on Bonifay Gritney Road, along with additional expense paid to Dewberry Engineering for design work on the Bonifay Gritney Road Phase 2
- Arthropod Local received additional funds to cover the stipend for the employee

Chairman Stafford opened the Public Hearing and, with no public response, the Public Hearing was closed. Commissioner Erickson offered the motion to accept 2020-21 Supplemental Budget #1. Commissioner Newsom offered the second and the motion passed unanimously.

(2020-21 Supplemental Budget #1)

Angie Purvee, Finance Director, discussed the 2020-21 Budget Amendment #1 moving money within funds as previously approved by Board actions. Points of discussion included:

- Board members travel stipend funds
- Sheriff's litter program funds
- Salary for a full-time Building Department Secretary
- Salary for full-time Building Department Assistant
- Fire Department request for funds for a new Jaws of Life
- Funds to pay a Contracted Planner for the Planning Department
- Salaries for temporary employees
- Funds to pay Dewberry Engineering for Hurricane Sally related services
- Funds required for soil testing of proposed "dirt pit" property in District #4
- Funds to pay the County's portion of employee uniforms as per new uniform policy
- Bridge Crew Boat
- Road Department Transport Truck
- District #5 Pole Barn
- District #5 Road Materials Budget reimbursement for materials needed for Hurricane Sally repairs

Commissioner Erickson offered the motion to accept the 2020-21 Budget Amendment #1. Commissioner Good offered the second and the motion passed unanimously.

(2020-21 Budget Amendment #1)

Angie Purvee, Finance Director, discussed the Supervisor of Elections' (SOE) request for \$28,440.00 for mandated cyber security updates for the remainder of the fiscal year. The SOE had attempted to procure grant funds to pay for the necessary upgrades but has been unsuccessful. Commissioner Erickson offered a motion to provide the SOE with \$28,440.00 from Board Contingencies to pay for the mandated cyber security improvements. Commissioner Newsom offered the second and the motion passed unanimously.

(Letter)

David Corbin, Project Director, presented a letter from Steve Connell, EMS Director, and an invoice for repairs completed for Pine Log Volunteer Fire Department (VFD) totaling \$3,919.67. The engine repaired is the primary engine used by Pine Log VFD and serves as backup for surrounding departments. Commissioner Erickson offered a motion to use \$3,919.67 of the funds remaining after the completion of FEMA Project #4177 to pay the invoice for Pine Log VFD. Commissioner Newsom offered the second and the motion passed unanimously.

(Letter, Invoice, VFD Budget)

John Tate, Sheriff, discussed Animal Control and the Sheriff's Department hiring an Animal Control person who will also handle litter control. He explained that the Sheriff's Department is already handling nuisance animal calls and hiring a person for these specific tasks will free up deputies who are otherwise being taken from regular duties to handle Animal Control calls. Other points of discussion included the Board's responsibility to



provide a location to house dogs as well as provide veterinary services as needed. Commissioner Erickson offered a motion to move \$37,500.00 to the Sheriff's budget for the Animal and Litter Control position as well as provide the Sheriff's Department with the equipment purchased by the County for Animal Control. Commissioner Good offered the second and the motion passed unanimously.

Brandon Young, County Attorney, reported on hiring a County Engineer as was previously discussed by the Board. Mr. Young explained that Jackson County had recently attempted a program like this but had to discontinue as the software expense was prohibitive. Commissioner Erickson rescinded his motion, made at a previous meeting, to hire a County Engineer.

David Corbin, Project Director, presented a letter from Chemical Addictions Recovery Effort, Inc. (CARE) requesting a nomination to the CARE Board of Directors. Commissioner Newsom offered a motion nominating David Corbin, Project Director, for the CARE Board of Directors seat. Commissioner Erickson offered the second and the motion passed unanimously.

(Letter)

Brandon Young, County Attorney, presented a Waiver of Liability from the City of Bonifay in regards to the building the City had asked for assistance in demolishing. Discussion included the fact that the building had been sold and the City was no longer in need of assistance and the point was considered moot.

(Waiver)

Sandra Martin, Interim Administrator of Holmes-Washington Department of Health, recommended Dr. Traci Corbin for the position of Holmes-Washington County Department of Health Administrator. Commissioner Erickson offered the motion to approve Dr. Traci Corbin as the new Holmes-Washington Department of Health Administrator. Commissioner Newsom offered the second and the motion passed unanimously.

Brandon Young, County Attorney, read an email of recognition for Amy Cutchen, Veterans Service Officer. The email was from Mr. Ken Schneider of Bay County and offered a long list of praises for Ms. Cutchen.

(Email)

Cliff Knauer, Dewberry Engineering, discussed a proposal to perform soil sampling and analysis to determine if the County has the soil that will meet the needed requirements of Tyndall Air Force Base (AFB) to facilitate an exchange of milled asphalt for soil. Mr. Knauer explained specifics of the soil desired as well as costs and time constraints involved with testing. David Corbin, Project Director, will discuss logistics of a possible exchange with Tyndall AFB and report back to the Board.

(Proposal)

David Corbin, Project Director, discussed a complaint concerning the parking of semitrailers at Prosperity Park. Photos were presented to illustrate citizens' concerns. Brandon Young, County Attorney, will use the trailer license plate to determine ownership and send a letter to the owner with instructions not to park trailers at the park.

(Photos)

Jim Riddell, Integrity Group, stated that the scope change for the FEMA Alternative Roads has been approved. Discussion included:

- FEMA Alternative Procedures Roads will be prioritized for paving as two groups of five roads each
- The first group of FEMA Alternative Procedures Roads are: Valee Road, Flowing Well Road, Steverson Road, Peak Road and Bealle Packing Road
- The second group of FEMA Alternative Procedures Roads are: Hathaway Mill Road, Sand Path Road, Hoovers Mill Road, Bradley Road, Old Mill Road
- Permit applications for three of the first five FEMA Alternative Procedures Roads have been submitted
- Permitting for the second group of five FEMA Alternative Procedures Roads could take one to two months to complete and receive permits or a letter of exemption
- A new FEMA inspection team is working in District #1 and that is the last District to evaluate for Hurricane Sally damages
- Hurricane Sally Category B work is completed has all been uploaded
- Hurricane Sally Category C work is being organized in spreadsheets
- Bob Stinebaugh, Integrity Group, is working on a repair cost estimate spreadsheet

Commissioner Erickson offered a motion to allow the Engineers to begin the permitting process for the second five FEMA Alternative Procedures Roads, as listed above. Commissioner Good offered the second and the motion passed unanimously.

Jim Riddell, Integrity Group, discussed the roof for the Veterans Affairs building explaining bids need to be obtained in order to proceed. Brandon Young, County Attorney, will work with Cliff Knauer, Dewberry Engineering, to create the request for bids for the new roof.

Jim Riddell, Integrity Group, discussed the Courthouse generator grant application changes. Discussion involved the waiver of needed matching funds as per updated Hurricane Michael relief regulations.

Cliff Knauer, Dewberry Engineering discussed the following:

- Updating the County's Capital Improvement Project list
- FRDAP (Florida Recreation Development Assistance Program) grant is due in October
- Bonifay Gritney Road at the intersection of County Road 177A will be striped to intersect on a perpendicular, however the old pavement in the curve will remain intact and unmarked
- The GeoTech report on the McCarnley Road property to purchase as a "dirt pit"
- Proceed with the Boundary Survey on the McCarnley Road property



- Baker's Landing Road has been evaluated and the options are a boundary survey, with a legal and sketch, or if something more in depth is required, then a topographic survey would also be needed
- Mr. Darling's driveway has a phone service pedestal that is creating an issue, whereas the Board instructed Mr. Knauer to contact CenturyLink about the issue with the pedestal

Commissioner Newsom offered a motion to proceed with a boundary survey on Baker's Landing Road using the money remaining in the FEMA #4177 fund to pay for the services. Commissioner Erickson offered the second and the motion passed unanimously.

(GeoTech Report)

Jake Mathis, Melvin Engineering, presented the County Road 179 contracts between the County and Roberts and Roberts Inc. for road resurfacing. Commissioner Good offered the motion to allow the Chairman to execute the contract. Commissioner Newsom offered the second and the motion passed unanimously.

(Contract)

Jake Mathis, Melvin Engineering, discussed Bonifay Gritney Road. The contractors are close to being able to pave but rain is again in the forecast. The contractors borrowed the County's Road Reclaimer to prepare the road for paving.

Brandon Young, County Attorney, presented one single bid for the purchase of the Old Gritney Fire Station from Stacy Harrison for \$16,750.00. Commissioner Erickson offered the motion to accept Mr. Harrison's bid of \$16,750.00. Commissioner Newsom offered the second and the motion passed unanimously.

Brandon Young, County Attorney, presented the bid to cut and sell the timber on Tract #1, 58 acres on Deacon Road. The bid from Long Timber Company of Cottdale Florida was an estimate per ton of timber harvested in the sum of approximately \$40,000, more or less. Mr. Young was tasked with negotiating with Long Timber and asked to report back to the Board.

(Contract)

Commissioner Erickson discussed Northdale Subdivision and drainage issues they are experiencing. Melvin Engineering will research possible grant assistance as well as possible solutions to the poorly drained areas.

Commissioner Erickson discussed a request from the City of Bonifay in regards to cleaning more ditches within the city limits along with removing trees in and around the ditches. Discussion included the number of ditches needing cleaned and amount of time that would be required. Easements to enter private property were also a concern. David Corbin, Project Director, will meet with Mayor Simms to determine how the County can be of assistance and what role the City will play.

(Letter)

Commissioner Good discussed a request from the Town of Ponce De Leon for assistance in repairing a collapsing portion of County Road 181A. Commissioner Good explained that he was seeking the Board's approval to use money from the District # 1 Road Materials Budget to make the needed repairs. Commissioner Good offered a motion to use funds, not to exceed \$750.00, from the District #1 Road Materials Budget to repair damage to County Road 181A within the limits of Ponce De Leon. Commissioner Erickson offered the second and the motion passed unanimously.

Commissioner Good discussed the need to repair County Road 181 within the Town of Westville. He explained that "chunks" of the road are being dislodged and becoming airborne as vehicles pass over this area of the road. Discussion included the urgency of needed repairs due to public safety concerns as well as how the town can assist with "flagging" while repairs are being done, and the need to alert travelers of impending road repairs the week prior to the work being done in hopes of decreasing the amount of traffic on the road. Commissioner Good offered a motion to use funds from the District #1 Road Materials Budget to repair the damaged section of County Road 181A contingent upon receiving a letter from the Town of Westville requesting assistance with this matter. 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.

