

August 17, 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 9:00 a.m. Bob Stinebaugh, Integrity Group, led the prayer and pledge.

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

- Commissioner Item Bonifay Gritney Driveway

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 July 20, 2021, Regular Session, July 20, 2021, Special Session, July 27, 2021, Special Session, and August 3, 2021, Regular Session. Commissioner Newsom offered the second and the motion passed unanimously.

Fred Tanner, private citizen, discussed the need to repair or replace Tanner Bridge. Mr. Tanner explained that it not only an inconvenience, but it is also a safety issue as no emergency vehicle can reach his home. Further discussion included the possibility of building a temporary bridge or low/high water crossing structure while waiting for FEMA funds. Commissioner Erickson offered a motion to allow Cliff Knauer, Dewberry Engineering to make recommendations for a temporary structure to replace Tanner Bridge using funds from Board Contingencies for this project. Commissioner Newsom offered the second and the motion passed unanimously.

(Photos)

Shanley Hatfield, private citizen, discussed changing the Planning Code for splitting parcels of land, and alternative procedures for subdivision approval, explaining his experience in another County. Mr. Hatfield stated he simply wanted to bring attention to this need.

Commissioner Newsom presented a letter from Florida Department of Environmental Protection (DEP) stating that seven of the FEMA Alternative Procedures Roads submitted (Hathaway Mill, Old Mill, Sand Path, Valee, Coursey, Oak Grove and Peak) are exempt from permitting as the paving project will not involve dredging or filling in of Waters of the United States (WOTUS).

(Letter)

David Brooks, private citizen, requested that the County abandon their request for fence removal along Old Mill Road. Mr. Brooks explained that he believes the fence is within his property boundary and he is not required to remove the fence as the County has requested. Discussion included:

- Location of a boundary survey marker
- State statute providing for easements on County roadways
- Safety factors involving a fence so close to the road
- Inability to pave Old Mill Road because of the location of the fence

Brandon Young, County Attorney, advised that the road is a County maintained road and subject to the easements provided for in the Florida Statutes.

(Photos & Letter)

Angela Dockery, Tourist Development Commission (TDC) Board, discussed her concern with how the TDC Board is serving the community.

- How taxpayer funds are being spent by the TDC Board
- Meetings are to be open to the public and meeting minutes are to be recorded
- Joe Rone, Executive Director of the Development Commission is to sit on the Board, but has not been notified of the meetings
- The TDC Board needs revision and direction to better serve the public

Chairman Stafford will contact current Board members to determine who may be interested in continuing to serve on the TDC Board. TDC Board will be placed on the next regular meeting agenda for further discussion

John Feeney, Contracted Planner, presented Ordinance #21-04, amending section 10.03.00 of the County's Land Development Code, allowing for an alternative procedure for subdivision approval, conflict and severability and an effective date. Commissioner Music offered a motion to advertise Ordinance #21-04 and place Ordinance #21-04 on the agenda for the next regular session. Commissioner Newsom offered the second and the motion passed unanimously.

(Ordinance #21-04)

Angie Purvee, Finance Director, discussed the need to set a cut-off date for all non-essential purchase orders to close out the fiscal year ending September 30, 2021. Commissioner Newsom offered a motion to establish September 15, 2021 as the cut-off date for purchase orders for all non-essential purchases. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Newsom discussed American Rescue Plan Act (ARPA) Funds in reference to needs Doctors Memorial Hospital (DMH) previously presented. Points of discussion included:

- Total cost of approximately \$376,000.00 for equipment, software, and hardware updates
- COVID is creating needs in the community now



- When the new County Procurement Policy is approved, the Board should move forward with the DMH needs

Commissioner Erickson offered a motion to ear-mark \$400,000.00 of ARPA funding for DMH equipment and COVID related upgrades. Commissioner Music offered the second and the motion passed unanimously.

Katie Taff, Liberty Partners, presented the Procedure for Expenditure of ARPA Funding. Discussion included:

- Purchases will be vetted through Board and the Clerk
- Essential workers (EC4) premium pay and bonus eligibility
- Administrative leave reimbursement eligibility

Commissioner Erickson offered the motion to approve the Procedures for Expenditure of ARPA funding. Commissioner Newsom offered the second and the motion passed unanimously.

(Policy)

Brandon Young, County Attorney, presented Resolution #21-19 relating to the creation, composition of, membership of, term limit, as well as effective date for the Ag Center Committee. Discussion included:

- Committee has no power but to advise
- Tim Parsons, Liberty Partners, reported grant funding is still being explored and researched
- Commissioner Erickson appointed Joe Rone as the District 5 representative
- Commissioner Newsom appointed Jeremy Rolling as the District 2 representative
- Chairman Stafford appointed Justin Williams as the District 4 representative
- Commissioners Good and Music will report back with their appointments at the next regular session

Commissioner Erickson offered the motion to allow the Chairman to execute Resolution #21-19. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #21-19)

Brandon Young, County Attorney, discussed admin leave for COVID related illness for County employees. Discussion included:

- Provision for 80 hours of admin leave related to COVID through September 30, 2021
- After September 30, 2021 what will be the County policy on leave for COVID
- Documentation for COVID related illness and or exposure will remain the same

The Board agreed by consensus to readdress the issue after September 30, 2021.

The Chairman called for a ten-minute recess at 10:25 a.m.

The meeting was reconvened at 10:35 a.m.

David Corbin, Project Director, discussed the rubber-tired excavator to be purchased for District 3. Mr. Corbin explained that the machine that was selected and assumed to be a new machine is a 2019 model and listed

at the 2021 purchase price. He went on to explain that the projected wait for a new machine is approximately six months. The Board agreed by consensus to wait for a new machine and to put a bucket and thumb control on the Komatsu at the shop to use until a new machine is available.

Bob Stinebaugh, Integrity Group, discussed the following about Hurricane Sally:

- District 4 & 5 have been “kicked back” and more information has been requested
- Tanner Bridge repair is estimated at \$629,271.00 with concrete, and FEMA has allowed approximately \$70,000.00 for repairs
- A design build for Tanner Bridge to be put out for bid and proof of contractor and engineer response demonstrating to FEMA that their allowable is irrational
- Category B funds of \$451,000.00 should be available to the County soon
- Category C on Ammons Road: FEMA believes the design submitted is outside the original footprint, therefore more information has been requested
- Adrienne Owen, Emergency Management Director, can submit a request to waive the County’s 12% match

Commissioner Newsom offered a motion that design build contracts for both Tanner Bridge and Tuberville Bridge be advertised for bid. Commissioner Music offered the second and the motion passed unanimously.

Travis Howell, Alday-Howell Engineering, discussed the CR 179 project, explaining that the completion date of December 1, 2021 has been pushed out further into December. Mr. Howell stated that COVID is impacting the contractor’s work force and causing delays. He also explained that the contractors have only billed for 15% of the work but the next invoice should catch them up.

Cliff Knauer, Dewberry Engineering, discussed the following in reference to the FEMA Alternative Procedures roads:

- Bid opening for Class 1 & 2 Alabama Rip Rap
- Johnston Trucking submitted the only bids of \$54.30 per ton, delivered, for both Class 1 & Class 2
- The estimated amount of Rip Rap needed is approximately 283 truck loads with a total price of \$306,795.00
- Mr. Knauer recommended awarding the bid to Johnston Trucking with the ability to add to the quantity requested
- The County will provide personnel to sign for the rip rap as it is delivered
- \$500,000.00 had been previously earmarked for this portion of Project 4138

Commissioner Good offered the motion to accept the bid from Johnston Trucking for Alabama Class 1 & Class 2 Rip Rap for \$54.30, delivered, with the option to exceed the estimate of 283 loads as bid, contingent upon the engineer’s recommendation. Commissioner Newsom offered the second and the motion passed unanimously.

(Bid)



Cliff Knauer, Dewberry Engineering, discussed his evaluation of drainage issues on Mr. Troy Balsters' property at 2223 Horse Barn Road. Mr. Knauer explained that there is a 250-acre area that drains to one pond. Mr. Knauer further explained that this appears to be the same drainage pattern that has always existed.

(Map)

Cliff Knauer, Dewberry Engineering, discussed expanding the Dogwood Lakes emergency spillway parcel survey and possible expansion of the spillway. Discussion included:

- Preapplication meeting with the Water Management District went well
- Water Management will approve permit when DEP approves the County's updated Emergency Action Plan
- The next step is to update the Emergency Action Plan with DEP guidance
- It is unclear if the current easement around the spillway will be adequate

(Survey)

Cliff Knauer, Dewberry Engineering, reported that DEP still needs to make a site visit to Bonifay Chipley Road.

Commissioner Good requested Cliff Knauer, Dewberry Engineering, investigate a flooding issue on Lewis Lane. Mr. Knauer stated that he would look at the area and report back.

Commissioner Erickson inquired with Cliff Knauer, Dewberry Engineering, about permitting in wetlands when harvesting timber. Mr. Knauer explained that Agricultural Exemptions and Forestry Authorizations are different than permits obtained by the County for roadways, but he would look over the information that Commissioner Erickson inquired about and report back to the Board.

Rod Adams, Melvin Engineering, stated that the permit exemption letter presented earlier by Commissioner Newsom was all that he had at this time.

Brandon Young, County Attorney, presented Ordinance #21-03 establishing a uniform County procurement policy amending and superseding all previous County procurement policies, providing for conflict and severability as well as an effective date. No public comment was expressed. Commissioner Music offered the motion to adopt and execute Ordinance #21-03 with the Chairman's signature. Commissioner Newsom offered the second and the motion passed unanimously.

(Ordinance #21-03)

Commissioner Erickson discussed garbage pick-up in the County. Mr. Erickson explained that the contract held by HDS expired on July 31, 2021, however there is a 30-day grace period to pay the Franchise Fee. Other discussion included:

- Method of garbage pick up specifically garbage trucks versus dump trailers

- DOT regulations for trailers used for garbage pickup
- Sending a letter to WastePro as they are picking up garbage in the County, but they are contracted with the City of Bonifay
- Brandon Young, County Attorney, to review wording of Franchise Agreement as well as Solid Waste Ordinance #97-01 prior to the next regular session
- Place Franchise Agreements on agenda for next regular session

Commissioner Erickson discussed relinquishing his duties as Shop Liaison to Commissioner Good. Commissioner Erickson offered a motion to relinquish his duties as Shop Liaison to Commissioner Good. Commissioner Newsom offered the second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 11:20 a.m.



Clerk



Chairman