

August 3, 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, was also present.

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

Chairman Stafford called the meeting to order at 6:05 p.m. Bob Stinebaugh, Integrity Group, led the prayer and pledge.

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

- Commissioner Item Adoption of Previous Minutes

The following item was added:

- County Attorney CDBG, Council on Aging Building
- Commissioner Item Waive Mr. Corbin's Signature on Bills

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

Katie Taff, Liberty Partners, discussed American Rescue Plan Act (ARPA) funds. Discussion included the following:

- Not obligating funds until final rules for spending ARPA funds are made available from the U.S. Treasury
- Prioritizing projects previously discussed was encouraged
- Finalizing the updated County procurement policy prior to obligating funds
- ARPA funding subrecipients will be required to follow procurement policy and will be subject to follow additional guidelines set forth by the Federal Government
- Subrecipients, as well as the County, will be audited to ensure funds were granted appropriately
- Holding off on obligating funds until final rules are published is a justifiable precaution but not a requirement
- Ms. Taff will meet with Doctors Memorial Hospital administration to determine specific needs and planned use for the equipment purchase
- The possibility of repairing the Ag Center using ARPA funds is a possibility depending on the Board's intended use of the Center in the future, such as a designated COVID testing location
- ARPA on agenda for August 17, 2021 meeting

Brandon Young, County Attorney, discussed the CDBG COVID related funding for improvements to the Council on Aging building including:

- Jones-Phillips & Associates, Inc presented the only proposal for grant administration
- Two proposals for Architectural services were received
- Evaluation forms must be completed, signed, and turned in to Grace Palmer in the Building Department by August 13, 2021

(Proposals)

Bob Stinebaugh, Integrity Group, discussed Project 4138:

- Melvin Engineering has not received paperwork for the non-permitted Alternative Procedures Roads, Phase 2

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

- “Parks Project” have a PW number
- Project 311: Category B, in the sum of \$451, 368 has been obligated and the County should receive these funds soon
- Tanner Bridge and Tuberville Bridge had mistakes in the documentation that have now been corrected and resubmitted
- FEMA conference call on Mondays at noon

Cliff Knauer, Dewberry Engineering, discussed:

- Project 4138 Rip Rap bids will be opened this coming Thursday, August 5, 2021
- Project 4138 Rip Rap bids will be awarded at the August 17, 2021, Regular Session
- Ammons Road, preliminary Hydraulic Analysis (HA) done, but a full HA has been requested
- Site plans for FEMA for the Hurricane Sally “Parks Project” are being drawn up
- Numerous cost estimates for FEMA have been completed and updated as needed for FEMA

Commissioner Newsom offered a motion to pay Dewberry Engineering hourly for the Hydraulic Analysis on Ammons Road and to finish site plans for the Hurricane Sally “Parks Project” with the total due not to exceed \$5000.00 to be payable from Board Contingencies. Commissioner Good offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, reported that surveys are being done at both Dogwood Lakes and at 3032 Old Liberty School Road. Mr. Knauer also explained that the Bonifay Chipley Road permits should come through soon. Mr. Knauer stated that Peak Road is the only FEMA Alternative Procedures, Phase 2 road that will require mitigation.

Brandon Young, County Attorney, presented the 2021-2022 Operating Plan between Florida Fire Service and the Holmes County Board of Commissioners and the Holmes County Volunteer Fire Departments. Commissioner Good offered the motion allowing the Chairman to sign the Operating Plan. Commissioner Newsom offered the second and the motion passed unanimously.

(Operating Plan)

Brandon Young, County Attorney, presented the proposed updated Procurement Policy for the Board’s review. Mr. Young pointed out various changes that were made to bring the Policy up to State standards. Mr. Young explained that the Policy must be updated by Ordinance and that Ordinance 2021-03 is on the Agenda for the August 17, 2021, Regular Session.



(Proposed Policy)

Commissioner Ericson discussed the letter from the City of Bonifay requesting assistance with ditch clean up on North Avenue. Discussion included the “hold harmless” statement within the letter that the County had requested in writing from the City. Commissioner Erickson offered the motion to accept the official request from the City of Bonifay and to provide equipment and labor and clean the ditches on North Avenue as a courtesy to the City. Commissioner Good offered the second and the motion passed unanimously.

(Letter)


Chairman Stafford explained the need for the Board to grant permission for the bills to be paid without David Corbin’s signature as he was not in attendance. Commissioner Newsom offered the motion to waive the Mr. Corbin’s initials on the bills being signed on August 3, 2021. Commissioner Erickson offered the second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 6:35 p.m.



Clerk

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Chairman

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