

December 12, 2017
Regular Session
Bonifay, Florida

The Holmes County Board of Commissioners met in a Regular Session on the above date with the following members present: Commissioner Mickey Locke, Commissioner Clint Erickson, Commissioner Bobby Sasnett, Commissioner Phillip Music and Commissioner Danny Powell, Chairman of the Board.

Joey Marsh, Acting County Coordinator, and Brandon Young, County Attorney, were present.

Angie Purvee, Deputy Clerk, was present and kept the minutes.

The next agenda item was Agenda Additions or Deletions. The following additions were made to the agenda:

- 9-A) County Annex Property
- 9-B) LOGT Agreement

Commissioner Music offered a motion to approve the amended agenda with Commissioner Locke offering a second. The motion passed unanimously.

Commissioner Erickson offered a motion to adopt the November 28, 2017 Regular Session minutes with Commissioner Music offering a second. The motion passed unanimously.

Wendy Mayo, Emergency Management Director, presented a revised Comprehensive Emergency Management Plan to incorporate the new line of succession for declaring a local state of emergency.

(CEMP Plan)

Wendy Mayo, Emergency Management Director, presented the letter of resignation from Emergency Management Program Assistant Stephanie Worley effective January 4, 2018. After using her accumulated leave, Ms. Worley's last working day will be December 28, 2017. Commissioner Music offered a motion to accept the letter of resignation and allow Ms. Mayo to advertise the position in-house. Commissioner Locke offered a second and the motion passed unanimously.

(Letter)

Commissioner Erickson discussed the pending retirement of Shop Foreman Jeff Good and the possibility of moving Mr. Good to a part-time Parts Manager position. The new position will work 20 hours per week making \$16.25 per hour and be responsible for ordering parts and obtaining purchase orders. Also, included in the discussion is moving the current Mechanic II to the Shop Foreman position making \$16.39 per hour and eliminating the Mechanic II position. The Board expressed concern about Mr. Good's availability when needed and opted to leave the positions as they are. The Board also requested that Mr. Good let the Board know his official retirement date so that steps could be taken to advertise for a new Shop Foreman.

Commissioner Sasnett offered a motion to sign the SHIP Satisfaction of Mortgage for Miranda Bell Porter. Commissioner Music offered a second and the motion passed unanimously.

(Satisfaction of Mortgage)

Kalyn Waters, Extension Office Director, requested to hire Diane Adams as the 4-H Program Assistant effective 01/02/2018. Commission Erickson offered a motion to grant the request with Commissioner Locke offering a second. The motion passed unanimously.

Doug Smith, Council on Aging, presented quotes for a new heating and cooling unit for the County building leased by the Council on Aging. He stated that the Council does not currently have the funds to cover the entire \$6,000 amount. Discussion included past repairs on the unit, the need to update the building lease agreement and the current budget. Commissioner Erickson offered a motion to give \$4,000 to the Council on Aging from the Contingency Fund to pay the lowest bidder, Tri County Gas, to install a new unit. Commissioner Music offered a second and the motion passed unanimously.

(Quotes)

Todd Abbott, Interstate Commercial Services, discussed the company's wish to extend their janitorial services contract with the County for one year. Discussion included the company's history of service to the County and negotiating the price to include janitorial services for the library into their existing contract. Discussion also included the bid entered by Global Maintenance and Cleaning Services, hiring an individual for janitorial services and the methods used to advertise for bids. Commissioner Music offered a motion to select Interstate Commercial for the County's janitorial services contingent on approval of the final contract price to be negotiated by the Acting County Coordinator. Commissioner Locke offered a second. Commissioner Erickson abstained from voting due to conflict of interest. Commissioner Locke, Sasnett, Music and Powell voted yes. The motion passed.

(Abstain from Voting Form)

Commissioner Music offered a motion to accept the letter of resignation from County Coordinator Wesley Adams with Commissioner Erickson offering a second. The motion passed unanimously.

(Letter)

Chairman Powell discussed hiring an interim County Coordinator and advertising the vacant position. Discussion included the following:

- Ordinance providing for a County Administrator
- County Coordinator vs. County Administrator
- Need to update Policy and Procedures manual to reflect County Coordinator
- Need to update County Coordinator job description

A Special Session is scheduled for January 9th to review the job description and approve advertising the position. Commissioner Music offered a motion to have FEMA Director Joey Marsh serve as Acting County Coordinator until the position is filled. Commissioner Sasnett offered a second and the motion passed unanimously.

Joey Marsh, FEMA Director, reported that the 22 projects completed on the FEMA 4138 project have netted a \$4,865,523.82 savings.

Jake Mathis, Melvin Engineering, presented the close-out paperwork for the CR 181 paving project stating that the completion date was 11/06/2017 and the project has a one year warranty. Mr. Mathis also presented Change Order #1 showing the increased cost of the project for approval. Commissioner Erickson offered a motion to execute the close-out paperwork and change order. Commissioner Locke offered a second and the motion passed unanimously.

(Close-out Paperwork & Change Order)

Jake Mathis, Melvin Engineering, presented the close-out paperwork for the CR 183A paving project showing the completion date was 11/03/2017 and Change Order #1 showing the decreased cost of the project for approval. Commissioner Erickson offered a motion to execute the close-out paperwork and change order. Commissioner Locke offered a second and the motion passed unanimously.

(Close-out Paperwork & Change Order)

Jake Mathis, Melvin Engineering, presented Change Order #1 for the Deacon Road paving project allowing for a total of 53 additional days to complete the project pushing the completion date to the middle of February. Commissioner Erickson offered a motion to accept the change order with Commissioner Music offering a second. The motion passed unanimously.

(Change Order)

Cliff Knauer, Dewberry/Preble-Rish Engineers, advised that the Northride Lane and Deacon Road paving projects were proceeding and should be paved at the same time. Mr. Knauer also advised that the culverts have been ordered for the Southride Lane project and paving will be at a later time.

Cliff Knauer, Dewberry/Preble-Rish Engineers, stated that clearing and installing culverts have commenced on the Tobe Retherford Road paving project.

Cliff Knauer, Dewberry/Preble-Rish Engineers, advised that DOT has approved reducing the CR 181C paving project to the three miles from SR 90 to Old Mt Zion Road revising the cost of the project to \$1,096,047.85. However, Mr. Knauer stated that DOT wanted to reduce the scope through a change order and wants the bid awarded at the original amount. Commissioner Music offered a motion to award the bid to C.W. Roberts at the amount of \$1,493,551.25 with Commissioner Sasnett offering a second. The motion passed unanimously. Commissioner Music offered a motion to accept Change Order #1 reducing the scope of work and the amount of the project by \$397,503.40 with Commissioner Sasnett offering a second. The motion passed unanimously.

(Agreement, Notice of Award and Change Order #1)

Brandon Young, County Attorney, advised that there have been some developments in the search for property on which to build a County Annex. Mike Alvis, County Annex Building Committee, presented a 58 acre parcel available at the intersection of CR 173 and Deacon Road that has the room and infrastructure needed to house the proposed County Annex. Mr. Alvis advised that the property will cost \$250,000 to include the timber on the property or \$210,000 with the seller retaining all timber and given the time to remove the timber. Discussion of the matter included the following:

- Rejection of offer made on the Bonifay Elementary School building
- Projected closing costs on the transaction
- Exit strategy in case alternate site becomes available for annex
- Requirement of annex to be within the city limits
- Farmer's market property not adequate and can only be leased for 99 years
- Suitability and cost of an available 19 acre parcel
- Availability of funds to purchase property
- Advantages of retaining timber versus purchasing without timber
- Surveying property using metes and bounds
- Modifying the grant applications turned into the legislature
- Possibility of Community Center, parks, gazebos and walking trails on property site

The following citizens discussed this matter:

- Harry Bell, Tax Collector and County Annex Building Committee
- Kyle Hudson, Clerk of Court
- Debbie Wilcox Morris, Supervisor of Elections and County Annex Building Committee
- Cliff Knauer, Engineer and County Annex Building Committee
- Bryan Bell, Property Appraiser and County Annex Building Committee

Commissioner Locke offered a motion to authorize the Chairman to sign the contract to purchase the 58 acre parcel for \$250,000 using funds from the sale of the fairgrounds with the balance to be paid from the General Contingency Fund. Commissioner Erickson offered a second and the motion passed unanimously.

Commissioner Erickson offered a motion to sign the 99 year lease for the Farmer's Market building contingent on the County Attorney's approval of the contract. Commissioner Music offered a second and the motion passed unanimously.

(Lease)

Joey Marsh, Acting County Coordinator, advised that he received a quote of \$1,200 per truck to have a vibrator installed in the bed of the County's dump trucks. Mr. Marsh also advised that the Mack truck dealer has informed him that he has five new Mack trucks available to the County's specifications. The dealer is willing to negotiate the price of the trucks and include a vibrator in each truck free of charge. Mr. Marsh and Albert Jordan, Special Road Project Manager, will negotiate the price of the trucks, review the budget and have the information ready for the January 9th Special Session.

Harry Bell, Committee member, expressed his appreciation to the Board, his fellow committee members and the County Attorney for their work to obtain property for a County annex building.

The Board expressed their appreciation to the committee members for their diligence in finding suitable property.

Commissioner Erickson offered a motion to dissolve the County Annex Building Committee with Commissioner Music offering a second. The motion passed unanimously.

Brandon Young, County Attorney, requested the authority to have the municipalities sign the new LOGT interlocal agreement with the understanding that Ponce de Leon has accepted the offer of an additional 1% of the County's LOGT disbursement. Mr. Young stated that the new agreement will reflect the following distribution schedule: County – 85%, Bonifay – 10%, Ponce de Leon – 2%, Noma – 1%, Esto – 1% and Westville – 1%. Commissioner Erickson offered a motion to give the County Attorney the authority to take the interlocal agreement to each municipality for approval with Commissioner Locke offering a second. The motion passed unanimously.

Commissioner Erickson suggested that the approval of a utility tax should be on the 2018 ballot. Debbie Wilcox Morris, Supervisor of Elections, discussed this matter. The County Attorney will work on getting this matter on the ballot.

Commissioner Erickson suggested that the matter of assessing a Fire Rescue Municipal Service Benefit Unit to fund the fire/rescue program at the end of the Safer Grant period should be on the 2018 ballot. Debbie Wilcox Morris, Supervisor of Elections, discussed this matter. The proposed rate and description will be discussed at the January 9th Regular Session. Steve Connell advised that he would have the special charter for the Safer Grant ready at that time as well.

Commissioner Erickson offered a motion to allow the Board's employees to leave after the Christmas party on December 14th with pay. Commissioner Locke offered a second and the motion passed unanimously.


Albert Jordan, Special Road Projects Manager, stated that, with no flex time policy in place, he advised the Animal Control officer to no longer take calls after hours and requests for services are to go through the Board's office during business hours.

Brandon Young, County Attorney, will develop a flex policy and have it available for approval at the next Regular Session.

Albert Jordan, Special Road Projects Manager, advised of the need for a full time Animal Control Officer authorized to trap nuisance beavers. Mr. Jordan and the Acting County Coordinator will create a new job description for the County's Animal Control Officer and Kalyn Waters, Extension Office Director, will request information on the regulations for trapping beavers.

There being no further business at this time the meeting was adjourned at 11:31 a.m.


Clerk


Chairman