

June 12, 2018
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, County Coordinator, and Brandon Young, County Attorney, were present.

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

Chairman Powell called the meeting to order at 9:00 a.m. Steve Connell, EMS Director, led the prayer and pledge.

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

- 6-B) Audit Contract Extension
- 6-C) Highway 2 Boat Ramp Agreement
- 6-D) Equipment Advertisements
- 6-E) Budget Issues
- 6-F) EMS EMT Positions
- 6-G) Rescheduling August Board Meeting
- 8-B) Policy and Procedures Manual
- 8-C) Garbage Franchise Agreements
- 10-A) Tree Removal

Commissioner Erickson 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 May 29, 2018 Special Session and Regular Session minutes with Commissioner Music offering a second. The motion passed unanimously.

Ewan Moore of 3201 Moore's Private Drive, Bonifay, discussed meeting with Water Management and EPA officials regarding the garbage buried in a wet water creek adjoining his property near Wrights Creek. Jace Albury of the Health Department will provide documentation of the protocol followed when he addressed Mr. Moore's complaint and County Coordinator Joey Marsh will work to resolve the problem.

Ted Everett, Executive Director, Washington County Chamber of Commerce, advised that per the Highway 79 Corridor Interlocal Agreement between Holmes County, the City of Bonifay and Washington County it is time to activate the Authority. Discussion included that the Authority will consist of a representative from each of the three entities to ensure equal representation. Commissioner Locke offered a motion to activate the Corridor Authority with Commissioner Music offering a second. The motion passed unanimously.

Wendy Mayo, Emergency Management Director, requested a \$1.00 per hour raise for her program assistant, Adrienne Owen, beginning July 1st to coordinate with the start date of the Emergency Management grant program. Ms. Mayo advised that the raise would bring Ms. Owen's pay from \$12.60 to \$13.60 per hour

and that Emergency Management salaries and benefits are grant funded. Commissioner Music offered a motion to grant the request with Commissioner Sasnett offering a second. Commissioner Locke, Sasnett, Music and Powell voted yes and Commissioner Erickson voted no. The motion passed.

Wendy Mayo, Emergency Management Director, presented the 2018-2019 Emergency Preparedness Grant Agreement with the State for approval. Ms. Mayo advised that the amount of the grant and the required scope of work remain unchanged from last year's agreement. Commissioner Locke offered a motion to approve the grant with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Wendy Mayo, Emergency Management Director, presented the Statewide Mutual Aid Agreement to ensure State assistance to the County during disasters and emergencies. Ms. Mayo advised that the agreement was sent to each municipality for approval. County Attorney Brandon Young reviewed and approved the agreement. Commissioner Music offered a motion to adopt the agreement and Resolution 18-11 with Commissioner Locke offering a second. The motion passed unanimously.

(Agreement & Resolution 18-11)

Joey Marsh, County Coordinator, presented a letter from Thompson Tractor, Inc. offering to pay half of a \$23,370 transmission repair on a Caterpillar grader that is one month out of warranty. Commissioner Music offered a motion to pay the County's portion of the repair in the amount of \$11,865 from the Road Department Maintenance Fund. Commissioner Locke offered a second and the motion passed unanimously.

(Letter)

Joey Marsh, County Coordinator, presented a letter from the Building Department requesting to use contingency funds to purchase a new Canon copier through a 36 month lease with a \$1 buyout at the end of the term. Commissioner Erickson offered a motion to grant the request with Commissioner Music offering a second. The motion passed unanimously.

(Letter)

Joey Marsh, County Coordinator, requested an extension of the County's audit contract with Carr, Riggs and Ingram for one year and putting the service out for bid in April 2019. Commissioner Erickson offered a motion to extend the contract with Commissioner Music offering a second. The motion passed unanimously.

Joey Marsh, County Coordinator, requested approval of a \$25,000 agreement with Dewberry Engineers to complete the design and construction engineering services for the Highway 2 boat ramp renovations. Mr. Marsh advised that the fee was included in the grant funds. Commissioner Erickson offered a motion to approve the agreement with Commissioner Locke offering a second. The motion passed unanimously.

(Agreement)

Joey Marsh, County Coordinator, requested approval to advertise and accept sealed bids on the five 2007 Mack dump trucks rather than waiting for the next auction in September. Mr. Marsh advised that the approved transmission repair for one of the dump trucks had been completed. Commissioner Erickson offered a motion to grant the request with Commissioner Music offering a second. The motion passed unanimously.

Joey Marsh, County Coordinator, advised that he had met with the Road Department foremen regarding the equipment that needs to be replaced. Discussion included needed equipment, advertising for an Alamo, lease purchase of two more graders and the need for a forklift with a telescopic arm.

Joey Marsh, County Coordinator, sought direction from the Board on some pending budget issues. The following tasks were given to the County Coordinator regarding the 2018-2019 budget:

- Meet with all department heads and constitutional officers to discuss their budget requests
- Budget \$20,000 for the study on how best to assess the MSBU tax
- Determine the best way to retain IT services, whether to contract collectively as a County with a company or hire in-house help
- Hiring a grant writer

The following citizens discussed this matter:

- Raymon Thomas, Holmes County Development Commission

Joey Marsh, County Coordinator, advised that the EMS department had hired the following EMTs with a 6/28/2018 start date:

- Brandon Justice
- Cameron Golden
- Ricky Thomason
- Meredith Lee

Joey Marsh, County Coordinator, advised that the second regular session in August falls on the night of the election. The Board agreed by consensus to change the meeting to Monday, August 27th at 6:00 p.m.

Cliff Knauer, Dewberry Engineers, offered his services at no cost to apply for available grants through the Florida Recreation Development Assistant Program which provides financial assistance for acquisition or development of land for public outdoor recreation.

Cliff Knauer, Dewberry Engineers, advised that contractors Roberts and Roberts have amended the cost to finish paving Southridge Lane to an increased amount of \$94,360. Mr. Knauer stated that the work should be completed in 30 to 45 days with the County to do the finish work. Discussion included hiring contractors versus having County workers complete the work. Commissioner Erickson offered a motion to hire Roberts and Roberts for the amended contract price with the additional money to be paid from LOGT funds. Commissioner Locke offered a second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineers, advised that the contractors should begin work on CR 181C soon.

Alyssa Pettis, Dewberry Engineers, presented the Notice of Substantial Completion for the Tobe Retherford Road paving project. Ms. Pettis stated that this notice means the road is available for use and gives the contractors 30 days to complete all punch list items. Commissioner Erickson offered a motion to execute the notice with Commissioner Locke offering a second. The motion passed unanimously.

(Notice)

Alyssa Pettis, Dewberry Engineers, advised that the Bonifay/Gritney Road and Bonifay/Chipleway Road paving projects are ready for the property owners to sign releases. The community meeting is scheduled for July 31st at 4:00 p.m.

Brandon Young, County Attorney, presented Ordinance 18-02 for Ad Valorem Tax Abatement for review. He advised that the ordinance lists the requirements and procedure for a business to qualify for the tax exemption. Mr. Young stated the ordinance will be advertised and approval is scheduled for the June 26th meeting.

Brandon Young, County Attorney, advised that the revised Policy and Procedures Manual is available for review and approval is scheduled for the June 26th meeting. Discussion included a uniform allowance for Road Department employees and requiring them to wear long pants and closed toe shoes. Steve Connell, EMS Director, discussed the uniform allowance currently used by EMS employees.

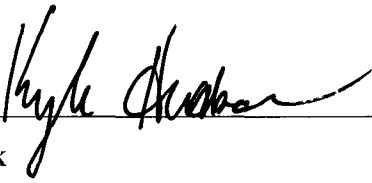
Brandon Young, County Attorney, advised that the Garbage Franchise Agreements are due for renewal in July and August. He requested scheduling a workshop to discuss new and stricter requirements. A workshop is scheduled for July 10th at 8:00 a.m. with the Board's office to notify all involved parties.

Commissioner Erickson discussed the County's responsibility for tree removal off a County right of way when private property is involved. County Attorney Brandon Young advised that a property owner would have to give the County permission to enter their property in order to remove a tree that has fallen onto a County road unless it forms a safety hazard. Ewan Moore, a private citizen discussed this matter. Wendy Mayo, Emergency Management Director, discussed programs available to help property owners in need of tree removal.

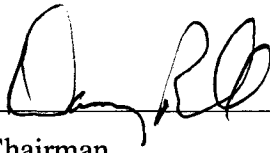
Commissioner Sasnett discussed a request for assistance from a resident of Pettis Crossroads without water because of a broken pump. Discussion included available programs to assist the resident.

Commissioner Sasnett discussed a driveway on CR 181C that is washing onto the road, creating a safety hazard. County Attorney Brandon Young discussed the County's driveway policy and the need for the property owner to grant an easement for the work. County Coordinator Joey Marsh and Engineer Cliff Knauer discussed the use of milling to repair the driveway.

There being no further business at this time the meeting was adjourned at 10:58 a.m.



Clerk



Chairman