

November 14, 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 Danny Powell, Commissioner Phillip Music, Commissioner Bobby Sasnett and Commissioner Clint Erickson, Chairman of the Board.

Wesley Adams, County Coordinator, and Brandon Young, County Attorney, were present.

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

Chairman Erickson called the meeting to order at 9:00 a.m. Wesley Adams led the prayer and pledge.

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

- 6-C) Job Title & Description of Special Road Projects Manager
- 6-D) Phone Allowance for Animal Control Employee
- 6-E) December Board Meetings

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

Commissioner Music offered a motion to approve the October 24, 2017 Regular Session and November 2, 2017 Special Session minutes. Commissioner Sasnett offered a second and the motion passed unanimously.

A public hearing for Ordinance 17-05 imposing an additional 1% bed tax was convened. Rebecca Prince, Tourist Development Council, explained the bed tax stating that this was not a tax against the County's citizens and described the allowable uses of the money. No one from the public spoke. Commissioner Music offered a motion to adopt Ordinance 17-05 increasing the bed tax from 2% to 3% with Commissioner Locke offering a second. The motion passed unanimously.

(Ordinance 17-05)

Lee Duke, Arthropod Director, presented the 2017-2018 agreement between the Florida Department of Agriculture and Consumer Services and Holmes County Mosquito Control defining the expected scope of work and budget. Commissioner Powell offered a motion to execute the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Lee Duke, Arthropod Director, presented two Budget Amendments modifying the amounts of the State and Local funds available for mosquito control. Discussion included that the amendments were needed to organize the finances for the new fiscal year. Commissioner Music offered a motion to accept both budget amendments with Commissioner Powell offering a second. The motion passed unanimously.

(Budget Amendments)

Tammy Bozeman, Holmes County Sheriff's Office Finance Director, presented the revised Akimeka Statement of Work on the 911 database. County Attorney Brandon Young reviewed the document and advised that the revision was added verbiage regarding confidentiality of project data. Commissioner Powell offered a motion to accept the revised statement of work with Commissioner Music offering a second. The motion passed unanimously.

(Statement)

Betty Scott, Emergency Medical Services, presented the EMS County Grant Application to the Florida Department of Health stating that the funds will be used to purchase four new computers. Commissioner Sasnett offered a motion to approve the grant application with Commissioner Locke offering a second. The motion passed unanimously.

(Application)

Brandon Young, County Attorney, presented two versions of a surplus spoil dirt policy for the Board's consideration. The first version offers delivery of two loads of spoil dirt per year to only those 911 addresses adjoining a County road right-of-way. The second version offers delivery of two loads of spoil dirt per year to any 911 address adjoining a road right-of-way within the County. Discussion included the following:

- Current dirt policy
- Definition of spoil dirt
- Selling spoil dirt accumulated at the pit
- Statute prevents the County from incurring any expense for delivering spoil dirt

Commissioner Music offered a motion to adopt the second version of the spoil dirt policy allowing delivery of two loads of spoil dirt per year to any 911 address adjoining a road right-of-way within the County. Commissioner Locke offered a second. Commissioners Locke, Music, Sasnett and Erickson voted yes with Commissioner Powell voting no. The motion passed.

(Surplus Dirt Policy)

Brandon Young, County Attorney, presented a draft of a policy regarding private roadways and driveways adjoining county roads. The drafted policy states that no County money can be expended to repair private drives and roads except for a ten foot skirt to maintain a County Road and a fifty foot expanse to protect a County Road or right-of-way with the owner's approval. Discussion included the following:

- Policy has no provisions for citizens adjoining a State highway
- Special Road Projects Manager to determine if repair is needed to private roads and drives
- Need for documentation of damage to county road or right-of-way
- Property owner's approval needed

Commissioner Music offered a motion to adopt the policy regarding private roadways and driveways with Commissioner Powell offering a second. The motion passed unanimously.

(Private Roadways and Driveways Policy)

Wesley Adams, County Coordinator, presented a letter from the Florida Department of Agriculture and Consumer Services approving the appointment of Lee Duke as Director of the Holmes County Mosquito Control Program.

(Letter)

Wesley Adams, County Coordinator, advised that Tri-County Community Council, Inc., has requested appointment of a commissioner to their Board of Directors to represent the public sector for Holmes County. Discussion included the scheduling dilemma for the commissioners to attend the Council's meetings.

Wesley Adams, County Coordinator, presented the job description for the Director of Special Projects for the Road Department and Public Works Supervisor position currently held by Albert Jordan. Commissioner Powell offered a motion to approve the job title and description with Commissioner Music offering a second. The motion passed unanimously.

(Job Description)

Wesley Adams, County Coordinator, recommended furnishing the Bush Hog/Animal Control employee Jamie Cooper a cell phone allowance of \$50.00 per month to be paid using contingency funds. Discussion included the necessity of the cell phone for Mr. Cooper to perform his Animal Control duties during the course of the day. Commissioner Powell offered a motion to give Mr. Cooper the allowance with Commissioner Music offering a second. The motion passed unanimously.

Wesley Adams, County Coordinator, requested the schedule for the December Board meetings stating that normally only one Board meeting is held in December. Commissioner Powell offered a motion to have only the December 12<sup>th</sup> Regular Session at 9:00 am for the month of December. Commissioner Locke offered a second and the motion passed unanimously.

Joey Marsh, FEMA Director, gave an update on the following open FEMA projects:

- DR 4337 Hurricane Irma project
  - All necessary documentation has been submitted for reimbursement
- DR 4138 project
  - 22 of the 55 projects are completed
  - Alternative procedures projected to start August 2018
  - Meeting scheduled with FEMA first week of December to discuss alternative procedures
  - Lease for Kenworth Trucks up for renewal in February
- DR 4177 project
  - 26 of 37 project worksheets are completed
  - Consolidating the books to finalize the project
- DR 1831 project from 2009
  - FEMA has requested more environmental reviews

Chairman Erickson suggested scheduling a Special Session in December to discuss renewing the leases on the Kenworth trucks for FEMA Project DR 4138. Joey Marsh, FEMA Director, and Albert Jordan, Special Road Projects Manager, discussed this matter.

Commissioner Locke offered a motion to execute the SCOP Agreement for the Bonifay-Chipley Road paving project with Commissioner Powell offering a second. The motion passed unanimously.

(Agreement)

Commissioner Locke offered a motion to execute the SCOP Agreement for the Bonifay-Gritney Road paving project with Commissioner Powell offering a second. The motion passed unanimously.

(Agreement)

Commissioner Sasnett offered a motion to execute the SCRAP Agreement for the design of County Road 162 resurfacing project with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

John Whittington, Dewberry/Preble-Rish Engineers, presented the Sam Ard Road HMGP proposal for survey, design and permitting for replacing pipes and culverts at two road sites. This matter is tabled until the next meeting.

John Whittington, Dewberry/Preble-Rish Engineers, gave an update on the Tobe Retherford Road paving project stating that relocating power poles and clearing will begin after Thanksgiving.

John Whittington, Dewberry/Preble-Rish Engineers, gave an update on North Ride/South Ride Lanes and Deacon Road stating that work is proceeding in order to pave the projects at the same time.

John Whittington, Dewberry/Preble-Rish Engineers, advised that the additional funding request for CR 181C had been denied and he asked how the Board wished to proceed. He stated that any change in the scope of work will have to be approved by DOT, but the following options are available:

- Removing the widening of the road
- Reducing the project from 5.2 miles to the 3 miles from Westville to Old Mt. Zion Road
- Obtaining a line of credit to complete the entire project & other projects

Commissioner Sasnett offered motion to reduce the project from 5.2 miles to 3 miles with Commissioner Locke offering a second. The motion passed unanimously.

Joey Marsh, FEMA Director, advised that the Sam Ard Road HMGP proposal was part of a \$24,875.00 grant that had already been approved and that tasks in the agreement needed to be completed in order for the work to continue. Commissioner Powell offered a motion to accept the proposal from Dewberry/Preble-Rish with Commissioner Locke offering a second. The motion passed unanimously.

(Proposal)

Wesley Adams, County Coordinator, advised that the Tri-County Community Council, Inc. request for a board member mentioned earlier in the meeting is currently held by Commissioner Music. Commissioner Powell offered a motion to re-appoint Commissioner Music to the board with Commissioner Locke offering a second. The motion passed unanimously.

Brandon Young, County Attorney, advised that Ponce de Leon has tentatively agreed to accept the offer of an additional 1% of the County's LOGT disbursement and that a new interlocal agreement may be presented at the next session.

Chairman Erickson set a Special Session for December 12<sup>th</sup> at 8:00 a.m. to discuss renewing the leases on the Kenworth trucks.

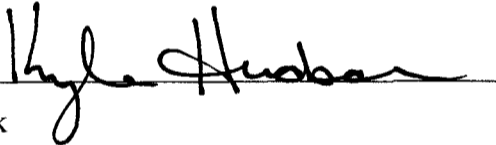
Chairman Erickson advised that the next session will involve reorganizing the Board.


Chairman Erickson stated he would like an updated Policy and Procedures Manual completed before January. Discussion included the following:

- Updating the manual every 5 years rather than 10 years
- Current manual refers to County Administrator rather than County Coordinator
- Standard Operating Procedures needed for each department
- Authority of Department Heads

Workshops will be scheduled beginning the second week of January to complete this task.

There being no further business at this time the meeting was adjourned at 10:47 a.m.

  
Clerk

  
Chairman