

October 10, 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 900 a.m. Wesley Adams led the prayer and pledge.

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

- 6-H) Bridge Materials Request - add
- 9-A) 79 Corridor Legal Services Agreement – add
- 9-B) Bed Tax - add
- 5-E) Employee Incentive Money – add

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

Commissioner Music offered a motion to approve the September 26, 2017 Regular Session and September 30, 2017 Special Session minutes. Commissioner Locke offered a second and the motion passed unanimously.

Jessica Sunday, West Florida Regional Planning Council, presented the Small Quantity Generator Program (SQG) Agreement stating they will ensure that local businesses are compliant with the State's hazardous waste management requirements. Commissioner Sasnett offered a motion to approve the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Jeana Prescott, Holmes County Sheriff's Office, presented the Certificate of Participation in the Justice Assistance Grant (JAG) Program. Commissioner Powell offered a motion to approve the certificate with Commissioner Music offering a second. The motion passed unanimously.

(Certificate)

Bob Jones, CDBG Director, presented a list of names of applicants for the Rehabilitation or Replacement Housing grant program. The Board advised Mr. Jones there are no conflicts with the list of applicants.

(List)

Travis Cook, EMS Paramedic Supervisor, requested permission to hire two regular part-time non-emergency personnel for 32 hours per week paying \$9.18 per hour to be responsible for handling transports. Discussion included the difficulty of having EMTs available to handle transports and the revenue received from providing the transport service. Commissioner Sasnett offered a motion to grant the request with Commissioner Locke offering a second. The motion passed unanimously.

Commissioner Locke requested to institute an employee incentive pay program. Discussion included qualifications needed to receive incentive pay and budgeting for the program. County Coordinator Wesley Adams was directed to structure an employee incentive pay program and present the plan for the Board's approval.

Wesley Adams, County Coordinator, recommended Heather Meyers for the position of FEMA Project Monitor stating that the job description had been amended. Commissioner Locke offered a motion to approve the recommendation with Commissioner Music offering a second. The motion passed unanimously.

Wesley Adams, County Coordinator, advised that Jamie Cooper had been hired for the Bush Hog/Animal Control position paying \$10.50 per hour. Discussion included that no classes were currently available for Mr. Cooper to receive his certification as an Animal Control Officer but he is on a waiting list and is scheduled to shadow the Washington County Animal Control officer to learn the job requirements.

Wesley Adams, County Coordinator, requested permission for Lee Duke, Holmes County Mosquito Control Director, to purchase a 2002 Chevy S-10 truck for \$1,100.00 from the Lee County Mosquito Control. Discussion included that the vehicle will be used to save on fuel when checking mosquito traps and that the money for this purchase is within Arthropod's budget. Commissioner Powell offered a motion to grant the request with Commissioner Sasnett offering a second. The motion passed unanimously.

Wesley Adams, County Coordinator, recommended the imposition of a flex time policy for the County that would be utilized at the discretion of the Department Heads. Discussion included the following:

- Flex time would have to be used within the same work week
- Money this will save in lieu of paying overtime
- Reasons that flex time could be approved
- Policy and procedures manual will need to be revised to incorporate the new flex time policy

The following Department Heads discussed flex time:

- Wendy Mayo, Emergency Management Director
- Kalyn Waters, Extension Office Director

The Board directed Mr. Adams to work with County Attorney Brandon Young to create a proposed flex time policy to present for approval.

Wesley Adams, County Coordinator, advised that, in order to accommodate their customers, the current operating hours for the Extension Office of 8:30 a.m. to 5:00 p.m. needed to be amended to 8:00 a.m. to 4:30 p.m. with the employees still taking an hour for lunch. Commissioner Powell offered a motion to rescind the previous motion to change the operating hours of the Extension Office to 8:30 a.m. to 5:00 p.m. with Commissioner Sasnett offering a second. The motion passed unanimously. Commissioner Powell offered a motion to set the operating hours of the Extension Office to 8:00 a.m. to 4:30 p.m. with the employees still taking an hour for lunch. Commissioner Locke offered a second and the motion passed unanimously.

Wesley Adams, County Coordinator, advised that only one bid had been received for the duct work repairs to the Tax Collector/Property Appraiser office building. Mr. Adams stated that Hasty Heating and Cooling had bid \$15,871.00 to complete the work which is over the amount allocated for this repair. Discussion included the use of Global Plasma System (GPS) devices to kill the mold in the air conditioning system and having the Special Project manager complete the work to prevent water leaks. Commissioner Music offered a motion to disqualify the bid placed on this project and have Special Project Manager Johnny Mathis complete the wall capping work and install the GPS devices. Commissioner Locke offered a second and the motion passed unanimously.

Wesley Adams, County Coordinator, presented the list of the County Annex Building Committee members. The list included the following members:

- Harry Bell, Tax Collector
- Bryan Bell, Property Appraiser
- Debbie Wilcox Morris, Supervisor of Elections
- Mike Alvis
- Wesley Adams, County Coordinator
- Cliff Knauer, Dewberry/Preble-Rish Engineers

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

Wesley Adams, County Coordinator, requested permission to purchase bridge materials in the amount of \$11,010.00 to repair multiple bridges around the County. Commissioner Locke offered a motion to grant the request with Commissioner Sasnett offering a second. The motion passed unanimously.

(List of Materials)

Wesley Adams, County Coordinator, advised that the bid for the Bridge Pile Driver is going out this week.

Rod Adams, Melvin Engineering, presented Resolution 17-10 and the First Amendment to the SCOP Agreement reducing DOT's financial obligation for paving Tobe Retherford Road. Discussion included the County Attorney's review and approval of the documents. Commissioner Locke offered a motion to adopt Resolution 17-10 with Commissioner Music offering a second. The motion passed unanimously. Commissioner Music offered a motion to approve the amended SCOP agreement with Commissioner Locke offering a second. The motion passed unanimously.

(Resolution and Agreement)

Cliff Knauer, Dewberry/Preble-Rish Engineers, presented the Notice to Proceed for the Tobe Retherford Road paving project. Discussion included the start date and completion date of the project. Commissioner Locke offered a motion to approve the notice with Commissioner Music offering a second. The motion passed unanimously.

(Notice to Proceed)

Cliff Knauer, Dewberry/Preble-Rish Engineers, advised as to the outcome of the meeting he and Chairman Erickson had with Senator George Gainer stating that they were advised about the reimbursement schedule for the advanced funding agreements and the use of advanced funding to complete the design, permitting and right-of-way work on projects DOT has approved.

Cliff Knauer, Dewberry/Preble-Rish Engineers, provided the current Five Year Work Program list from FDOT and reviewed the projects listed for Holmes County. Discussion included the following:

- Bonifay/Chipley and Bonifay/Gritney paving projects have not been approved yet
- CR 181C request for additional funding has not been approved yet, value engineering still an option

(DOT Five Year Work Program)

Cliff Knauer, Dewberry/Preble-Rish Engineers, requested permission to send an application for construction of a County Annex and renovations to the Holmes County Jail to the House Appropriations Committee. Commissioner Locke offered a motion to grant the request with Commissioner Music offering a second. The motion passed unanimously.

Brandon Young, County Attorney, presented the Revised Highway 79 Corridor Authority Legal Services agreement for approval stating that a \$10,000.00 spending cap had been added to the agreement. The agreement had been approved at an earlier session so Mr. Young requested the Chairman's signature.

Rebecca Prince, Tourist Development Board, was present to discuss the process to officially increase the local bed tax from 2% to 3%. County Attorney Brandon Young advised that he would have an ordinance drafted and the public hearing will be held at the next regular session.

Chairman Erickson inquired as to the status of the application to the State for the County Annex. County Coordinator will check on status and advise the Board.

Chairman Erickson inquired as to the new job description for Road Foremen Albert Jordan for his additional responsibilities as Special Road Project Manager. County Coordinator will have that prepared for a later meeting.

Chairman Erickson stated he had received complaints about the road work done on North Ride and South Ride Drives. Discussion included the following:

- Ditches have caved in along with mail boxes
- North Ride road prep for paving is completed but waiting on culverts to be installed
- South Ride culverts could not be ordered until the new fiscal year
- Workers have been pulled off project for other road work

Commissioners directed that North Ride paving project needed to go forward immediately.

Chairman Erickson stated that Senator George Gainer advised about a State road safety program that Holmes County might qualify for to get needed traffic lights. Engineer Cliff Knauer advised that a letter sent to DOT Engineer Jared Perdue might get the County on the list for potential projects.

Chairman Erickson inquired as to the status of the 2 Komatsu excavators purchased at an earlier session. County Coordinator Wesley Adams advised that one of the excavators is scheduled for delivery this week and the other is being prepped for delivery.

Chairman Erickson requested an update on the sale of surplus items. County Coordinator Wesley Adams advised that some items have been listed on the auction site and others are being repaired before being listed.

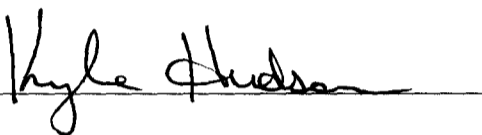
Chairman Erickson inquired as to the status of the LOGT agreement with Ponce de Leon. County Attorney Brandon Young advised that a response has not been received as of today.

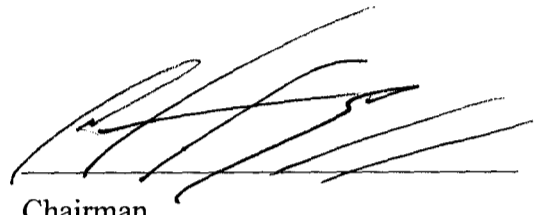
Commissioner Powell offered a motion to move the Regular Session scheduled for October 31st to October 24th at 6:00 p.m. Commissioner Locke offered a second and the motion passed unanimously.

Chairman Erickson advised that he is currently getting information from West Florida Electric looking at how a utility tax would affect the County. Discussion included the following:

- The need to create revenue streams
- Money needed to keep and hire good employees
- Possible cuts in all departments in next year's budgets

There being no further business at this time the meeting was adjourned at 10:41 a.m.


Clerk


Chairman