

December 1, 2020  
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, Phillip Music, Jeff Good, and Commissioner Earl Stafford, Chairman of the Board. Commissioner Brandon Newsom was in attendance via telephone.

Brandon Young, County Attorney, and David Corbin, Project Director, were also present.

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

Chairman Stafford called the meeting to order at 6:00 p.m.

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

- County Coordinator Library Grant Formula

The following items were added:

- County Coordinator Century Link: Bonifay-Gritney Road
- County Coordinator Christmas Party: County Employees
- County Coordinator Mill Overlay
- County Attorney State Funded Grant Agreement
- County Attorney Resolution #20-74
- Commissioner Item Road Department Shop Camera

Commissioner Music offered the motion to accept the amended agenda. Commissioner Erickson offered the second and the motion passed unanimously.

Eddie Nelson, private citizen, addressed the Board in regards to the updated Travel Policy giving each Commissioner a monthly travel allowance of \$350 plus an additional \$50 per month for the Chairman. Mr. Nelson explained that while he does believe the Commissioners are deserving of travel allowances that perhaps the timing of the policy update was not appropriate.

Mary Balint, Panhandle Public Library Cooperative System Administrator, presented David Corbin, Project Director, with a certificate of recognition for his past service as Chairman of the PPLCS Board.

Steve Connell, EMS Director, presented a plan calling for an increase in the hourly wages of on-call EMTs and paramedics, paying to send a County EMT to paramedic school and issuing a one-time bonus to full-time EMS personnel. Mr. Connell advised that the wage increase for on-call personnel as well as the cost of the paramedic school would be absorbed into his existing budget. Commissioner Erickson offered a motion to change the on-call paramedic hourly wage to \$15.25 per hour with an added \$0.25 per card, with a three card maximum, and change the on-call EMT hourly wage to \$13.25 per hour with an added \$0.25 per card, with a three card maximum. The motion also included offering a one-time \$275 performance stipend for full-time EMTs and paramedics to be funded by the CARES Act payroll reimbursement. Commissioner Newsom offered the second and the motion passed unanimously. The Board agreed by consensus that the pay increases should be effective at the start of the next pay period.

(Proposed EMS Plan)

Angie Purvee, Finance Director, explained that FEMA funds are not available to cover design work for Phase 2 of the Bonifay-Gritney Road project and there is an invoice from Dewberry Engineering requiring payment. Ms. Purvee asked the Board for direction as to which funds to use to pay the invoice. Discussion included changing the scope of the FEMA work to be completed on Bonifay-Gritney Road to include the cost of the design work. The matter was tabled.

David Corbin, County Coordinator, proposed a \$200 per employee performance incentive for all County employees. Discussion included the cost of the bonus and the County's bonus policy. Commissioner Erickson offered a motion to give all County employees a \$200 bonus with funds being taken from the CARES Act payroll reimbursement funds. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, County Coordinator, presented a quote to install a pole barn with bathroom facilities at the dirt pit for District 1. Discussion included:

- The District 1 yard is rented and not owned
- Service to portable toilets has been a problem in the past
- A new facility on County owned land in District 1 would cost over \$30,000
- Possible installation of a commode and holding tank on the current yard, which can be pumped by a septic service on a regular basis

Commissioner Good will report back to the Board after obtaining more information about a holding tank and pumping services as well as speaking to the property owner. Mr. Corbin will arrange for a portable toilet until further action is taken.

(Quote)

David Corbin, County Coordinator, reported that CenturyLink would prefer to cut the new asphalt on Bonifay-Gritney Road to run new lines rather than bore under the asphalt. The Board agreed by consensus to deny CenturyLink permission to cut the asphalt on Bonifay-Gritney Road.

David Corbin, County Coordinator, reported that the Christmas Party for County employees will be held December 10, 2020 at 11:00 a.m. at New Smyrna Church. The meal has been donated.

David Corbin, County Coordinator, discussed the possibility of applying a 0.75 inch to 1 inch thick asphalt overlay on the FEMA alternative procedures roads that are currently covered with milled asphalt. Mr. Corbin presented three quotes. Discussion included:

- Complaints from citizens about milled asphalt roads
- Safety hazards due to the poor condition of some milled asphalt roads
- Capping some milled asphalt roads with asphalt to preserve the integrity of the road
- Prep work necessary prior to capping a road with asphalt
- Green Book standards for paving roads was discussed by Cliff Knauer, Dewberry Engineering

The matter was tabled.

(Quote X 3)



Angie Purvee, Finance Director, asked for direction from the Board as to which employees would be eligible to receive the \$200 bonus approved earlier in the meeting. Ms. Purvee questioned if it was for all regular full time and regular part time employees, if length of employment would have any influence and when should the payment be made. Commissioner Erickson specified that it was for all employees except on-call employees and length of employment with the County was not important. Commissioner Erickson also specified that payments should come directly from the Board.

Cliff Knauer, Dewberry Engineering, explained that the FEMA scope of the Bonifay-Gritney Road, Phase 2, could possibly be written to cover the design costs referred to earlier by Angie Purvee, Finance Director. Mr. Knauer went on to explain that the amount of money allocated for paving cost could possibly be reallocated to cover items that are currently under budgeted including earth work and grass work. Mr. Knauer stated that he would work with Bob Stinebaugh, Integrity Group, who could possibly re-write the scope of the project.

Bob Stinebaugh, Integrity Group, reported that all bridge inspections for Hurricane Sally damage have been completed. The road inspections will begin next week. The CARES Act expenses have been uploaded but the State is requiring some additional paperwork which has been provided.

Cliff Knauer, Dewberry Engineering, reported that the Community Meeting for Bonifay-Gritney Road, Phase 2 went well. Mr. Knauer stated that the project should be ready to bid in January. Mr. Knauer explained that the Thomas Drive Bridge project is approximately half finished.

Jake Mathis, Melvin Engineering, reported that the plans for the CR 179 project have been submitted to DOT.

Jake Mathis, Melvin Engineering, explained that pay request #8 for Gum Creek Farms for the Bonifay-Gritney Road project has not been submitted to Finance but he will have it ready tomorrow. Commissioner Erickson offered a motion allowing Melvin Engineering to submit pay request #8 and approving the payment of the request. Commissioner Music offered the second and the motion passed unanimously.

Jake Mathis, Melvin Engineering, stated that the contractor will be submitting a change order for the Thomas Drive Bridge project for an additional \$5,800 for additional work that needs done beyond the original scope of the project. There will also need to be three additional days added to the project length to complete this work. Commissioner Newsom offered a motion to take the funds from the Road Department Bridge Materials account, if there are insufficient funds in that account then the money should be taken from the District 3 Road Materials fund. Three additional days will also be added to the time allowed to complete the project. Commissioner Music offered the second and the motion passed unanimously.

Brandon Young, County Attorney, presented a Request for Grant Adjustment for the Sheriff's Department Jail Appropriations Grant. The Grant Adjustment asks for more time to complete improvements to the jail which have been hindered by COVID-19 restrictions. Commissioner Music offered a motion granting David Corbin, Project Director, permission to execute the request. Commissioner Good offered the second and the motion passed unanimously.

(Request)

Brandon Young, County Attorney, presented the State Funded Grant Agreement as well as Resolution #20-74 for the CR 179 Resurfacing-Phase 1. Commissioner Erickson offered the motion allowing the Chairman to execute the documents. Commissioner Good offered the second and the motion passed unanimously.

(Agreement & Resolution)

Commissioner Erickson presented a quote for replacement and installation of three security cameras at the Road Department Shop. Commissioner Erickson offered a motion to replace the security cameras at the shop with Commissioner Music offering the second. The motion passed unanimously.

(Quote)

Commissioner Erickson requested Angie Purvee, Finance Director, print a copy of the FEMA Validated Funds transactions for the Board.

Commissioner Newsom inquired about a ditch on Pennsylvania Avenue. Commissioner Erickson explained that the Mayor of Bonifay plans to present a list of ditches to be cleaned out to the Board after January 1, 2021.

There being no further business at this time, the meeting was adjourned at 8:40 p.m.

  
Clerk



  
Chairman

