

December 7, 2021  
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, Jeff Good, Phillip Music, Brandon Newsom, and Commissioner Earl Stafford, Chairman of the Board.

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. David Corbin, Project Director, led the prayer and pledge.

David Corbin, Project Director, presented Brandon Young, County Attorney, with a token of appreciation for his service to the citizens of Holmes County. Mr. Young has been appointed as a circuit judge for the 14<sup>th</sup> Circuit and will no longer be serving as the County Attorney.

The first agenda item was Agenda Additions and Deletions. The following item was added:

- Project Director Sheriff Cemetery Maintenance Request

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

Commissioner Good offered the motion to accept the minutes from the Regular Session, November 8, 2021. Commissioner Newsom offered the second and the motion passed unanimously.

Lee Duke, Arthropod Control, presented Arthropod Control Budget Amendments #1 and #2 for the Arthropod State and Local departments. Commissioner Erickson offered the motion to approve the Arthropod Control Budget Amendments. Commissioner Newsom offered the second and the motion passed unanimously.

(Budget Amendments 1 & 2)

Commissioner Newsom presented quotes for resurfacing Cypress Lane, Sweet Gum Drive, and Pine View Drive from Jerry Davis Construction, C.W. Roberts Contracting Inc, and Greensouth Solutions. Commissioner Newsom explained that the Board had previously earmarked \$75,000.00 for these resurfacing projects which is approximately \$4658.00 less than the lowest quotes total of \$79,658.00. Commissioner Newsom suggested using LOGT funds for the shortfall. Commissioner Erickson offered a motion to use LOGT funds of approximately \$4,658.00 to the already budgeted \$75,000.00 for the resurfacing of Cypress Lane, Sweetgum Drive and Pine View Drive projects and to award the three resurfacing projects to Jerry Davis Construction, who presented a three-project total of \$79,658.00 which includes labor at \$46,002.00 and materials at \$33,656.00. Commissioner Good offered the second and the motion passed unanimously.

(Quotes)

David Corbin, Project Director, presented a memorandum from Emerald Coast Regional Council regarding Wendy Herberth, SHIP recipient, and her pending lien payoff. Mr. Corbin explained that Ms. Herberth is selling her house before the mandatory 15-year lien period has ended. Commissioner Music offered the motion allowing the Chairman to sign the Release of Lien for Wendy Herberth. Commissioner Good offered the second and the motion passed unanimously.

(Memorandum)

Angie Purvee, Finance Director, presented a proposal from the Florida League of Cities for services required to prepare the GASB 75 Disclosure for the County. Ms. Purvee explained that very few agencies provide these services. The quote of \$7,200.00 covers one year of service with the expense included in the 2021-22 budget. Commissioner Erickson offered a motion to approve the scope of services provided by the Florida League of Cities and to allow the Chairman to sign the document. Commissioner Good offered the second and the motion passed unanimously.

(Proposal)

David Corbin, Project Director, presented an email from DOT regarding the following: Small County Road Assistance Program (SCRAP), Small County Outreach Program (SCOP), Bridge Repair: Small County Outreach Program (B-SCOP) and County Incentive Grant Program (CIGP). The matter was tabled as not all the engineers were in attendance.

(Email)

David Corbin, Project Director, discussed the Sheriff's Office (HCSO) overseeing the cemetery maintenance for the City of Bonifay. Discussion included:

- The City of Bonifay has requested an inmate crew to cut grass etc. at the cemetery
- The City of Bonifay will pay the County \$25,000.00 for services
- The HCSO will create a part time position to oversee the inmate crew
- A contract will be needed much like dispatch agreement
- More detail of what the \$25,000.00 specifically covers will need to be provided for the County Attorney to draft a contract

Commissioner Good offered the motion to enter into an agreement with the City of Bonifay wherein the County will pay the \$25,000.00 that the Sheriff has estimated to pay a part time employee to supervise the trustee crew needed for grounds keeping at the cemetery, and the City will reimburse the County for these services. Commissioner Music offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, reported that the paving of the FEMA Alternative Procedures Roads, Phase 2 is finished. Discussion of closeout documents included what is needed from contractors and



subcontractors before the project can be closed out and what the timetable to close the project may look like. Commissioner Erickson offered a motion to return the monthly-rented roller used to prepare the FEMA Alternative Roads for paving when it has reached the end of this month's rental. Commissioner Music offered the second and the motion passed unanimously.

Bob Stinebaugh, Integrity Group, discussed Hurricane Sally projects explaining that Tuberville Bridge, Tanner Bridge and the District 4 and District 5 road projects have all been submitted for appeal. Mr. Stinebaugh explained if FEMA funds are not approved for Hurricane Sally, then Integrity Group will not be able to invoice the County for services associated with Hurricane Sally. Commissioner Erickson offered a motion requesting that the County Attorney prepare an agreement between the County and Integrity Group specifying that Integrity Group will not charge the County for services associated with Hurricane Sally if no funds are granted for administrative type fees. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Erickson discussed accounting and reporting procedures for current and future FEMA projects. Discussion included:

- Type of monthly reporting being turned into the County and to whom
- Bob Stinebaugh turns in a report of funds that have been validated as spent that month
- Expenses remaining for Disaster #4138
- Integrity Group will have more invoices for Disaster #4138
- FEMA's auditing process can take up to a year
- Integrity will likely not be involved in the audit process because of exemplary data submission

Commissioner Erickson offered a motion requiring Integrity Group submit a monthly report to the Board itemizing monthly expenses, as well as a total spent on the project and available funds remaining. Commissioner Music offered the second and the motion passed unanimously.

Jennifer Green, Liberty Partners, presented an updated ARPA Funding Requests List. Discussion included:

- EMS has purchased the Lucas Chest Compression System as well as the PPE items
- The Federal RFP for medical equipment requested by Doctor's Memorial Hospital has been written
- Software for the Property Appraiser has been added to the list
- An RFP for Ag Center renovation and repair has been drafted and is being reviewed by the County Attorney

Commissioner Erickson offered the motion to move forward with the RFP for Ag Center renovation and repair. Commissioner Music offered the second and the motion passed unanimously.

Jennifer Green, Liberty Partners, presented a proposed letter to Senator George Gainer and Representative Brad Drake containing funding requests for a new County IFAS Extension Office building, a new Public Safety Facility, and to purchase the State-Owned Agricultural Center Property. Discussion included:

- Representative Drake chose to combine the three into one appropriation request calling it a Government Efficiency Center
- Senator Gainer submitted as separate requests
- The request was for partial funding
- The remaining funds could come from ARPA funds or other sources
- There is time to determine where the remainder of the funds could come from
- If the funds are granted, they can be refused or only spent partially
- The County has been granted the first right of refusal on the Ag Center property in writing
- The State will have the Ag Center property appraised
- Renew the Ag Center lease as soon as a lease is available to keep it under County control

Commissioner Erickson offered the motion to approve the letter to Senator Gainer and Representative Drake. Commissioner Music offered the second and the motion passed unanimously.

(Letter)

Katie Taff, Liberty Partners, requested approval to make application for the Rural Infrastructure Grant Fund. Ms. Taff explained that multiple applications can be made to this fund, and this is for Phase 2 of the Raper Dairy Project (Industrial Park Property) with the Development Commission. Commissioner Good offered the motion granting Liberty Partners permission to seek funding via the Rural Infrastructure Fund for Phase 2 of the Raper Dairy Project to include cooperation with Melvin Engineering on the project. Commissioner Music offered the second and the motion passed unanimously.

Jennifer Green, Liberty Partners, addressed the following issues concerning grants and County planning:

- Liberty Partners will keep a spreadsheet that will have all grants applied for, to be applied for and “of interest”
- An organized plan for funding often increases the chance of receiving funding
- Liberty Partners is willing to provide direction to assist in creating a Capital Improvement Plan (CIP) and a Comprehensive Plan

Brandon Young, County Attorney, discussed updating the Comprehensive Plan with the help of the John Feeney, Contract Planner, who is currently researching other counties’ comprehensive plans. Discussion included updating the existing plan or starting from scratch due to the age of the existing document, as well as land usage updates.



Rod Adams, Melvin Engineering, presented an update on the FEMA Alternative Procedures Roads, Phase 2. Mr. Adams explained the roads Melvin Engineering was responsible for CEI services on have been driven and several spots need repair due to edges cracking, washouts, and potholes. Mr. Adams requested direction from the Board regarding holding payment until the contractor completes requested repairs. Mr. Adams and Commissioner Newsom will meet and examine these issues.

Rod Adams, Melvin Engineering, offered a reminder regarding the CR 181C project. Mr. Adams explained that Melvin Engineering has been awarded CEI Services however the RFP for a contractor needs to be advertised so the project can move forward. The Board agreed by consensus that David Corbin, Project Director, will contact Cliff Knauer, Dewberry Engineering, project engineer to discuss the RFP.

Rod Adams, Melvin Engineering, presented the completed Rural Infrastructure Fund (RIF) grant application for Board approval. This grant would be used to reimburse the funds used for the drainage study for the Northdale Subdivision project, however due to eligibility requirements, the grant required the scope be expanded to include more of the 79 Corridor, from CR 173 to CR 177. Commissioner Erickson offered the motion to approve the Rural Infrastructure Grant application, as well as add it to the Local Mitigation Strategies list, and provide a letter of support on County letterhead to be submitted with the grant application. Commissioner Music offered the second and the motion passed unanimously.

(Grant Application)

John Feeney, Alday-Howell Engineering, presented an update on the CR 179 resurfacing project, explaining that the project will not be finished before the deadline of December 21, 2021 and an extension from DOT has been requested and approved, with a new completion date of March 31, 2022. Mr. Feeney explained the project is 90% complete and only 64% of the project has been billed.

Brandon Young, County Attorney, presented Resolution #21-46 allowing for the automatic renewal of the homestead exemption for senior citizens 65 and older who meet certain statutory requirements, and allowing for random audits by the Property Appraiser. Commissioner Erickson offered the motion to approve Resolution #21-46. Commissioner Music offered the second and the motion passed unanimously.

(Resolution #21-26)

Brandon Young, County Attorney, presented an update on the Deacon Road property listing.  
Discussion included:

- According to State statute County property must be sold by bid and not simply listed at a set price
- The Board may accept the highest bid or reject all bids, but no minimum bid can be advertised

- Mike Alvis, Performance Realty, offered to meet with the Board to offer marketing suggestions
- The land can be listed with a realtor for marketing purposes and then direct a prospective buyer to submit a bid on the property

Commissioner Erickson offered a motion to list the Deacon Road property with Mike Alvis, Performance Realty and accept bids for a period of 60 days and Commissioner Music offered the second. The vote was: Commissioners Erickson, Good, Music, and Newsom voting yes and Chairman Stafford voting no. The motion passed.

Brandon Young, County Attorney, presented the score sheet for the Emergency Disaster Debris Removal Services, Bid #21-04. Discussion emphasized the location of the service providers and if advertising allowed local service providers to hear about the opportunity. Mr. Young explained that Emergency Management verified all companies are registered on SAM.gov and eligible for federal funding and this type of registration is essential for a service provider to with FEMA on disaster clean up. Commissioner Music offered the motion to accept D&J Enterprises, Inc as the Emergency Disaster Debris Removal service provider. Commissioner Good offered the second and the vote is as follows: Commissioners Good, Music and Newsom voting yes and Commissioners Erickson and Stafford voting no. The motion passed.

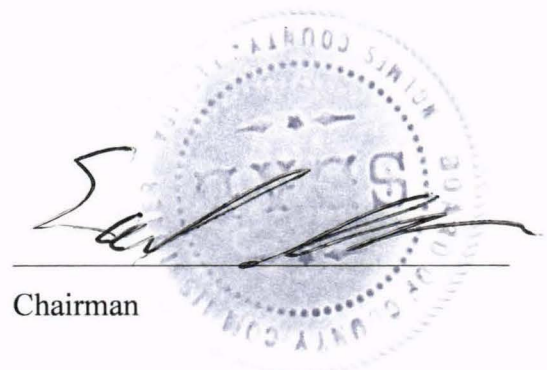
(Scoresheet)

Commissioner Erickson discussed the need to keep up to date with the employee of the month designation. Commissioner Good expressed remorse for not keeping better track of the Employee of the Month program and stated he would meet with David Corbin, Project Director, to get the program back on track.

There being no further business at this time, the meeting was adjourned at 7:51 p.m.



Clerk



Chairman