

February 16, 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, Phillip Music, Jeff Good, 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 9:00 a.m. David Corbin, Project Director, led the prayer and pledge.

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

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| • Agenda Item | EMS |
| • Agenda Item | Approve February 2, 2021 Minutes |
| • Commissioner Item | Brush Cutting Detail |
| • Commissioner Item | Old Mill Road |
| • Commissioner Item | Building Department Reimbursements |
| • County Attorney | Land Purchase |

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

Commissioner Erickson offered the motion to adopt the minutes from the February 2, 2021 Regular Session. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, Project Director, introduced Travis Howell, Alday-Howell Engineering, who will be providing CEI services on the Highway 179 project. Mr. Howell will be the Senior Project Engineer and stated he will be providing Mr. Corbin and DOT with weekly updates. He will also attend one meeting per month to provide monthly updates in person.

Steve Connell, EMS Director, discussed EMS staffing and overtime. Points of discussion included:

- Currently the EMS department is short three full time paramedics and one more just resigned
- Overtime pay for the paramedics is beginning to become a budget concern
- Offering newly hired paramedics a \$5,000.00 "Sign On Bonus" with a three year contract
- Temporarily staffing New Hope with an EMT rather than a paramedic
- Offering a \$3,000.00 bonus to paramedics employed as of March 1, 2021 for a year and a half contract
- Emergency hiring procedures will be implemented for new hire paramedics
- Sending EMTs to paramedic school
- Contracts will require repayment if the employee resigns prior to the end of the contract term

Commissioner Erickson offered a motion to move \$65,000.00 of the CARES Act Payroll Reimbursement funds to the EMS budget with \$50,000.00 to be used for sign on bonuses and \$15,000.00 to be used for training. Commissioner Music offered the second. The motion passed unanimously.

Richard Chamberlain, private citizen, presented a request to have Seminole Lane and Tri-County Airport Road paved. Discussion included past road maintenance and other road repair options. Commissioner Music and the District #3 Road Foreman will assess the condition of the roads after the meeting to determine what can be done to improve the condition of the roads and possibly produce a long term solution.

(Petition & Photos)

Chris Lauen, Tobacco Free Florida, discussed updating Ordinance #01-02 which aids in regulating the sale and advertising of tobacco and tobacco related products to minors. Mr. Lauen and his team outlined how key updates and a new ordinance can help prevent businesses that sell tobacco products from building close to places where children will consistently be present.

(Power Point & Ordinance #01-02)

Adrienne Owen, Emergency Management Director, discussed the 2021 Local Mitigation Strategy (LMS) Project List. She explained that the five year plan expires in May 2021 and that projects seeking federal funding must be on the list. Commissioner Erickson offered the motion to approve the list as presented. Commissioner Music offered the second and the motion passed unanimously.

(List)

Bob Stinebaugh, Integrity Group, stated that the scope change for FEMA Alternative Project Roads has been submitted. Other discussion included the following update on the Hurricane Sally FEMA project:

- FEMA requested maintenance records on Tanner Bridge for the prior seven years
- FEMA wants an estimate for the repairs to Ammons Road
- Integrity Groups responsibilities in data collection

Commissioner Newsom integrated Commissioner's Item G with the discussion of data collection stating the County is accountable in later audits. Commissioner Newsom offered the motion to hire two full time project monitors with David Corbin, Project Director, negotiating salaries and benefits. Commissioner Erickson offered the second. Commissioners Erickson and Newsom voted yes and Commissioners Good, Music and Stafford voted no. The motion did not pass.

Cliff Knauer, Dewberry Engineering, discussed the following Hurricane Sally related issues:

- He will write up the Project Worksheet (PW) for Ammons Road
- The possibility of declaring Ammons Road as an emergency repair
- All bridges damaged by Hurricane Sally have PWs written
- FEMA does not have personnel available to write PWs at this time
- If there are remaining projects needing to be written up, Dewberry and Melvin will write PWs

Commissioner Good offered a motion to declare Ammons Road an emergency and in need of immediate repair. Commissioner Erickson offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, discussed the following:

- Survey complete on the Keenan Powell property, legal and sketch to follow
- County Road 185 cost estimates due to DOT in March
- He will look at the drainage issues at 1824 Highway 177A and report back to the Board
- The cost difference of six inches of limerock as opposed to 4 inches of limerock on Old Mill Road

Commissioner Erickson offered a motion to use six inches of limerock on Old Mill Road, a FEMA Alternative Procedures Road. Commissioner Newsom offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, presented a Task Order for FEMA 2021 Roadway Permitting with a cost of \$4368.00 per mile. Mr. Knauer explained that services would cover the submittal of the permit applications to the North West Florida Water Management District and FDEP for Valee Road, Old Mill Road, Peak Road, Sand Path Road, and Hathaway Mill Road as well as a wide range of engineering services. Commissioner Erickson offered a motion approving the Task Order contingent upon the scope change approval by FEMA with work beginning immediately upon FEMA approval. Commissioner Music offered the second and the motion passed unanimously.

(Task Order)

Rod Adams, Melvin Engineering, discussed the County Road 179, Phase 1 bid. Mr. Adams stated that Roberts and Roberts Inc. was the low bidder at the amount of \$3,629,137.41. Commissioner Erickson offered the motion to award the County Road 179 Phase 1 Resurfacing Project to Roberts and Roberts Inc. Commissioner Newsom offered the second and the motion passed unanimously.

(Bid Tabulation & Notice of Award)

Rod Adams, Melvin Engineering, stated that the John Clark Road SCOP Project information has been submitted to the Board office.

The Board took a short recess.

The Board reconvened.

Jake Mathis, Melvin Engineering, discussed the Bonifay/Gritney Road Project stating that they had been able to put down more limerock and it was holding up well.

Brandon Young, County Attorney, presented a Release of Lien for the SHIP mortgage of Kayla Ratcliff. Commissioner Newsom offered a motion allowing the Chairman to sign the Release. Commissioner Erickson offered the second and the motion passed unanimously.

(Release of Lien)

Brandon Young, County Attorney, presented the Federally Funded Subaward and Grant Agreement for Hurricane Sally. Commissioner Music offered the motion allowing the Chairman to sign the agreement. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreement)

Brandon Young, County Attorney, advised that a parcel of land can be purchased for a new District #4 pit location. Commissioner Erickson offered a motion to purchase the 40 acres for the new District #4 pit contingent upon the survey and core sampling results, taking the funds from the CARES Act Payroll Reimbursement funds and to be repaid when timber from various parcels of County owned property are logged and sold. Commissioner Music offered the second and the motion passed unanimously.

(Timber Parcel Records)

Brandon Young, County Attorney, discussed the two CAT graders and transport truck, previously approved to be sold at auction, and the possible need for a reserve bid. The Board agreed by consensus not to place a reserve on the equipment.

Commissioner Erickson discussed a driveway on Bonifay/Gritney Road that is maintained by the County. Discussion focused on how to best maintain the driveway. The matter was tabled.

Commissioner Newsom discussed the use of the tower lease revenue. Commissioner Newsom offered a motion to use \$17,000.00 of County tower lease revenue from AT&T, when it becomes available, to increase rates of pay for Sheriff's dispatchers. Commissioner Music offered the second and the motion passed unanimously.

Commissioner Newsom discussed the need to widen the road at Baker's Landing. The Board agreed by consensus to have Cliff Knauer, Dewberry Engineering, look at the current road to determine what can be done and report back to the Board.

Commissioner Newsom discussed changing the title of the Emergency Management Program Assistant. Commissioner Newsom deferred to Adrienne Owen, Emergency Management Director, who explained that the position is not truly an assistant's position. Ms. Owen explained that in other counties the position title is Emergency Management Coordinator. Commissioner Newsom offered the motion to change the position title to Emergency Management Coordinator. Commissioner Erickson offered the second and the motion passed unanimously.

(Position Description)

Commissioner Newsom discussed drainage issues at 2270 Hwy 181 in Westville. Melvin Engineering will assess the issues and report back to the Board.

Commissioner Good discussed the Brush Cutting Schedule. Commissioner Good offered a motion to discontinue the Brush cutting schedule and each district will cut their own brush. Commissioner Erickson offered the second. The vote was as follows: Commissioners Erickson and Newsom voted no and Commissioners Good, Music and Stafford voted yes. The motion passed.

Commissioner Erickson discussed the Building Department's utilities. Commissioner Erickson offered a motion to change the proportion of phone and utilities bill paid, with 60% paid by the Building Department and 40% paid by the Board, as well as the Building Department working on getting their own independent phone line. Commissioner Newsom offered the second and the motion passed unanimously.


Commissioner Newsome discussed trading in Road Department Foremen trucks. Discussion included:

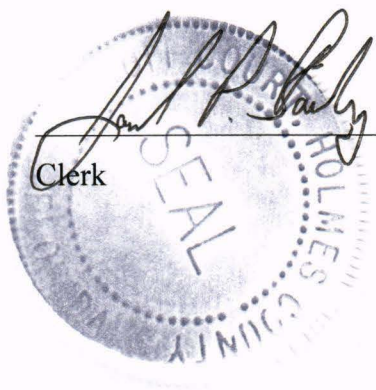
- Short beds instead of long bed trucks
- Diesel engines instead of gas engines
- The Emergency Management and EMS Directors vehicles

The Board directed David Corbin, Project Director, to look at trucks and obtain estimates.

Commissioner Music discussed repairing the Donut Express parking lot that has previously been repaired by the County. Brandon Young, County Attorney, to check into the legal issues associated with this repair.

There being no further business at this time, the meeting was adjourned at 11:50 a.m.


Clerk




Chairman

