

July 20, 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, Brandon Newsom, Phillip Music and Commissioner Earl Stafford, Chairman of the Board.

David Corbin, Project Director, was present and Brandon Young, County Attorney, was present via telephone.

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

Chairman Stafford called the meeting to order at 9:05 a.m.

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

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| • Commissioner Item  | Recognition Program                      |
| • County Coordinator | Lawn Mowers for Special Projects Manager |
| • County Attorney    | Emergency Management                     |

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

Don Smith and David Trepanier, private citizens, discussed the desire of Dogwood Lakes Estates residents to restore the water level in the lake. Discussion included:

- Necessary changes to the spillway to raise the lake and meet DEP regulations
- The amount of overflow space required to meet DEP regulations
- The lack of original permitting when the lake was built
- Undesirable plant growth in low water areas at the edge of the lake
- The investment the County has made in the lake is worth maintaining

Dennis Barnes, Barnes Insurance and Financial Services, presented the proposed health insurance options from United Healthcare and Florida Blue explaining what lead to the insurance committee recommending Florida Blue:

- No rate change from Florida Blue
- Increase in Proshare percentage to 50%
- Reduced the prescription deductible
- Premium holiday for the month of November which will decrease the annual premiums paid to be less than that offered by United Healthcare
- Possible uses for the November premium holiday savings by department
- The matter of how to use the November premium saving was tabled

Commissioner Erickson offered the motion to continue with Florida Blue as the County insurance provider. Commissioner Music offered the second and the motion passed unanimously.

(Insurance Cost Analysis)

David Clark, private citizen, discussed the possibility of reopening McDonald Road and closing Sharpe Road. Chairman Stafford explained he has looked at these roads, but he would like to investigate further before any decision is made.

Commissioner Erickson offered the motion to adopt the minutes from the July 6, 2021 Regular Session and July 13, 2021 Workshop. Commissioner Music offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, discussed the following about the Dogwood Lakes project:

- July 14, 2021, Preapplication Meeting with Water Management District regarding raising the water level in the lake
- Updating the Emergency Action Plan, which includes types of inspections required, operation of the dam and maintenance of the dam
- DEP will need to approve the changes to the Emergency Action Plan prior to the Water Management District issuing the required permits
- The emergency spillway will need to be widened
- A survey of the property surrounding the spillway is a logical first step

Commissioner Erickson offered a motion to move forward with the survey of the property surrounding the emergency spillway paying the \$800 survey cost from District 5 Maintenance Budget funds. Commissioner Music offered the second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, discussed the proposed Sheriff's office building expansion project using American Rescue Plan Act (ARPA) funds:

- The addition would include a bathroom, conference room and office space
- The addition would be approximately 2600 square feet and would cost approximately \$500,000.00 (at an estimate of \$200.00 per square foot)
- The cost could be less if inmate labor is used

Cliff Knauer, Dewberry Engineering, discussed the following:

- Bonifay Gritney Road, Phase 2, meeting is scheduled for July 21, 2021, and "Dredge and Fill" permits will be applied for by the end of the week.
- Still waiting on permits from DEP for Bonifay Chipley Road
- FEMA Alternative Procedures Roads, Phase 2, are flagged for inspection
- RFP on Rip Rap for FEMA Alternative Procedures Roads, Phase 2, has been advertised and contractor packets will be delivered to the County Office on July 21, 2021
- Ag Center building plans are necessary to bid for internal demolition
- Internal demolition of the Ag Center is thought to be cheaper than mold remediation due to the amount of mold in the building
- The H-VAC system in the Ag Center has all metal duct work and can be sanitized rather than torn out and replaced

Tammy Bozeman, Holmes County Sheriff's Office Finance Director, presented quotes for foam insulation at the Jail as part of the Jail Appropriations Grant Project. Ms. Bozeman explained that the budget for the



insulation project is \$31,000.00. The matter was tabled to allow the Board time to study the quotes. Ms. Bozeman reminded the Board that the work needs to be completed by August 31, 2021.

(Bids)

Tammy Bozeman, Holmes County Sheriff's Office Finance Director, presented the Certificate of Participation in the Justice Assistance Grant (JAG) Program for Board approval. Commissioner Erickson offered a motion allowing the Chairman to sign the Certificate of Participation for the JAG Program. Commissioner Music offered the second and the motion passed unanimously.

(Certificate)

Adrienne Owen, Emergency Management Director, presented the agreements for the Emergency Preparedness and Assistance Grant, the Emergency Management Performance Grant, the Hazardous Analysis Grant, which are annually recurring grants, and the Emergency Management Performance Grant-American Rescue Plan Act (ARPA). Discussion included Ms. Owens meeting with Liberty Partners to discuss the implications and benefits of the ARPA grant. Commissioner Erickson offered a motion allowing the Chairman to sign the three recurring grant agreements. Commissioner Music offered the second and the motion passed unanimously. Commissioner Erickson offered a motion to move forward, allowing the Chairman to sign the ARPA grant agreement. Commissioner Music offered the second and the motion passed unanimously.

(Grant Applications)

Leigh Ann Ennis, Deputy Clerk, discussed the need for the Board to choose representation for the Value Adjustment Board (VAB) from both the Board as well as a homestead property owner. It was agreed by consensus that Commissioner Good and Commissioner Music would serve as Board representation to the VAB, and that Mr. Brian Lemieux would serve as the Homestead Property Owner.

Garret Griffin, Emerald Coast Regional Council, presented a special exception to the LHAP increasing the Replacement Housing Strategy maximum from \$85,000.00 to \$125,000.00 for one SHIP project by Resolution #21-16. Commissioner Erickson offered the motion allowing the Chairman to execute Resolution #21-16. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #21-16)

Garret Griffin, Emerald Coast Regional Council, presented Resolution #21-15 approving the LHAP for fiscal years 2019-2020, 2020-2021 and 2021-2022. The plan proposes raising the maximum allowable rehab limit from \$35,000.00 to \$50,000.00 as well as raise the maximum allowable demolition and reconstruction limit from \$85,000.00 to \$100,000.00. Mr. Griffin explained raising these limits is necessary due to increases in the costs of building materials as well as contractor services. Commissioner Erickson offered the motion to allow the Chairman to execute resolution #21-15 to adopt the plan with the proposed increases. Commissioner Good offered the second and the motion passed unanimously.

(Resolution #21-15 and LHAP)



David Corbin, Project Director, presented quotes for a John Deere rubber-tired excavator with a monthly lease price of \$3,210.00 and a purchase in full price of \$212,000.00. The matter was tabled until sources of the funds for the purchase could be located.

(Quotes)

David Corbin, Project Director, discussed the need for representation of the Panhandle Public Library Cooperative Services (PPLCS) Board. Commissioner Erickson offered the motion to elect Melinda Good and Ann Rogers to the PPLCS Board. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, Project Director, presented a quote for two lawn mowers for the Parks Department. Mr. Corbin explained that three bids were obtained and the one from HP Outdoors and Equipment was the least of the three as the mowers are being sold at cost. The Parks Department budget is approximately \$2000.00 short from being able to purchase the two mowers. Commissioner Erickson offered a motion to proceed with the purchase of the mowers and to use funds from Board Contingencies to supplement the funds needed. Commissioner Music offered the second and the motion passed unanimously.

(Quote)

Bob Stinebaugh, Integrity Group, discussed:

- Confirmation via phone call with FEMA that the Hurricane Sally, Project 133, Category B work has been obligated
- Bridge projects and dirt road projects are “in process” and the projects appear in the portal with approximate dollar figures
- Tanner Bridge is presenting a problem as FEMA is denying the request to replace the wooden bridge with concrete
- Piles on Tanner Bridge will be an issue and a Geo-Tech is necessary to create a bid package for Tanner Bridge
- A letter from the County to DOT requesting DOT add Tanner Bridge to the inspection list is necessary as it is not on DOT’s inspection list
- Cliff Knauer, Dewberry Engineering, cautioned the Board to not accept the bridges as “Small Projects” but to hold out for them to be replaced as “Large Projects”

Commissioner Erickson offered a motion to move forward with the Geo-Technical on Tanner Bridge and Spring Valley Bridge. Commissioner Newsom offered the second and the motion passed unanimously.

Travis Howell, Alday-Howell Engineering, presented an update on the County Road 179 project. Mr. Howell explained the project began on June 9, 2021, and has 140 days left for the project. Mr. Howell also explained that specific areas on the Phase 2 portion of CR 179 will need to be cut and patched to create an acceptable base for resurfacing. The Board agreed by consensus to obtain a quote from Roberts and Roberts to cut and patch the necessary areas as designated by Commissioner Good on Phase 2 of County Road 179.

Jake Mathis, Melvin Engineering, presented close out documents for Bonifay Gritney Road, Phase 1, with a final payment of \$288,766.23 due to Gum Creek Farms Inc, as well as a final change order for grassing and hydroseeding which added \$69,079.75 to the project cost. Commissioner Erickson offered a motion allowing the



Chairman to sign the close out paperwork and the change order for Bonifay Gritney Road, Phase 1. Commissioner Music offered the second and the motion passed unanimously.

(Closeout & Change Order)

Brandon Young, County Attorney, stated that he and Liberty Partners are continuing to work on the Procurement Policy, and it should be finished soon.

Brandon Young, County Attorney, presented a two-year lease extension agreement with Locke Investments for office space used by Extension Services. The rent will remain \$2000.00 per month and the 90-day written notice cancellation also remains the same. Commissioner Erickson offered the motion to sign the lease extension with Locke Investments. Commissioner Music offered the second and the motion passed unanimously.

(Agreement)

Brandon Young, County Attorney, presented Resolution #21-17 authorizing the County to join with the State and other local governments as a participant in the Florida Plan for allocation of proposed opioid settlements. Commissioner Music offered the motion allowing the Chairman to execute Resolution #21-17. Commissioner Erickson offered the second and the motion passed unanimously.

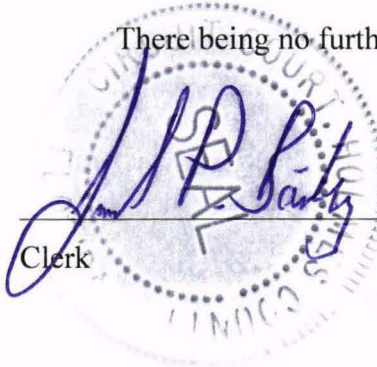
(Resolution #21-17)

Brandon Young, County Attorney, discussed the need to put out and RFP for a three-year contract for emergency debris removal. Commissioner Music offered the motion to move forward in the RFP process for emergency debris removal. Commissioner Newsom offered the second and the motion passed unanimously.

Brandon Young, County Attorney, briefly discussed placing the supervision of the Emergency Management Department under the Sheriff's Department primarily to better serve the public. Commissioner Good offered the motion to include Emergency Management as a division of the Sheriff's Department effective July 21, 2021. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Good discussed implementing a county employee recognition program. The Board agreed by consensus that Commissioner Good and David Corbin, Project Director, will work out the logistics of an employee recognition program and report back to the Board.

There being no further business at this time, the meeting was adjourned at 11:20 a.m.



Clerk



Chairman