

September 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.

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

- |                     |                            |
|---------------------|----------------------------|
| • Commissioner Item | ARPA Funding Stipend       |
| • Commissioner Item | Hwy 181 Patching           |
| • Attorney Item     | Resolution #21-21 Hwy 181C |

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

Commissioner Music offered the motion to adopt the minutes from the Regular Session, August 17, 2021, Regular Session. Commissioner Newsom offered the second and the motion passed unanimously.

Kimber Roberts, Eastern Diesel, discussed wrecker rates and rotation contract. Ms. Roberts discussed changes to the new rates which went into effect June 7, 2021. The requested changes included:

- Increases to hourly rate after the first 30 minutes on scene
- Changing quarter hour increments to half hour increments
- Increase to storage fees for Class C and D vehicles
- Extra manpower rate of \$100.00 per hour as extra manpower and vehicles are necessary when debris is spread across the roadway
- Addition of an administration fee to cover the cost per VIN# to search for and attempt to contact owners of abandon vehicles

The matter was tabled.

(Rate Sheet)

Joe Rone, Development Commission, requested Board permission to apply for a CDBG Disaster Recovery Grant to rebuild the Ag Center. Mr. Rone stated that there is no cost for the County to apply. Discussion included eligibility for the grant if the State owns the building, and the County continues to lease the building. Commissioner Music offered a motion granting permission to proceed with the CDBD Disaster Recovery Grant application. Commissioner Erickson offered the second and the motion passed unanimously.

(Letter)

Becky Marsh, Library Director, presented the State Aid to Libraries Grant Agreement and requested the Board approve the agreement for submission. Discussion focused on the formula for the calculation of grant funds and how County funding to the Library factors into the estimated grant amount. Commissioner Music offered the motion to allow the Chairman to execute the agreement and submit the grant agreement. Commissioner Erickson offered the second and the motion passed unanimously.

(Agreement)

Garett Griffin, Emerald Coast Regional Council (ECRC), presented the SHIP Annual Report for the year 2018/2019. Mr. Griffin requested the Chairman execute the document as proof of accuracy and validity. Commissioner Music offered the motion allowing the chairman to sign the SHIP 2018/2019 Annual Report. Commissioner Good offered the second and the motion passed unanimously.

(Report)

Garett Griffin, ECRC, presented proposed changes to the Local Housing Assistance Plan (LHAP) which dictates how SHIP funding may be spent. Changes included the use of mobile or modular homes, as well implementing a new construction strategy allowing for the acquisition of newly constructed homes and land purchase for a home to be built on. Commissioner Music offered a motion allowing the Chairman to execute the LHAP document. Commissioner Newsom offered the second and the motion passed unanimously.

(Plan)

Garett Griffin, ECRC, presented updates to the Hurricane Housing Replacement Plan (HHRP) that increases the amount allowed from \$100,000.00 to \$150,000.00 due to the increased cost of building materials. Commissioner Newsom offered the motion to sign the HHRP document which increases the maximum HHRP award from \$100,000.00 to \$150,000.00. Commissioner Erickson offered the second and the vote was as follows: Commissioners Erickson, Good, Newsom and Stafford: Yes, and Commissioner Music: No. The motion passed.

(Plan)

Sam Bailey, Clerk of Court, requested a portion of the ARPA funds for the purchase new accounting software. The current software program is 30 years old and is not capable of allowing an employee to work from home in the case of a COVID type shut down. Mr. Bailey explained he is seeking reimbursement of purchase cost as well as service fees for the first five years. The Board requested Mr. Bailey work with Katie Taff, Liberty Partners, to determine what portions of this expense are eligible for reimbursement and report back to the Board.

(Request)

Sam Bailey, Clerk of Court, asked the Board for direction as to where to deposit funds from the “waive of premium” month for County employee health insurance, where Florida Blue is waiving the November 2021 premium, which is the deductions and benefits collected in October 2021. Mr. Bailey went on to explain that the



money to pay the premium has already been budgeted and the constitutional officers are billed monthly for their portion. Not billing the constitutional officers will leave the money in each officers' budget. Motions are as follows:

- Commissioner Erickson offered a motion to not withhold the employee portion of the insurance for the month of October. Commissioner Music offered the second and the motion passed unanimously.
- Commissioner Erickson then offered a motion allowing funds budgeted for November insurance premiums to remain in the constitutional officers' budgets by not billing the constitutional officers for the premiums for November. Commissioner Music offered the second and the motion passed unanimously.
- Commissioner Erickson offered a motion to roll the County's portion of the budgeted November insurance premium money into Board Contingencies. Commissioner Newsom offered the second and the motion passed unanimously.

Brandon Young, County Attorney, discussed Ordinance #04-07 and the attached bylaws for the Tourist Development Committee (TDC). Mr. Young explained that there was a referendum done during the election that year and a Tourist Development Tax or "Bed Tax" was established. Discussion included that the TDC has not met the requirements for a quorum since August 2019 and the active membership of the Board needs to be determined and the reestablished. It was also noted that the tax brings in approximately \$100,000.00 per year.

David Corbin, Project Director, discussed the flooding on Hathaway Mill Road. Purchasing pipe to be buried and water pumped from one location to an existing waterway. Discussion included:

- Currently pumping water to multiple locations to relieve flooding
- Water Management District has approved burying pipe to get water to the creek
- Other options have been examined but burying .2 miles of pipe appears to be the best option

Commissioner Erickson offered a motion to move \$17,500.00 from Road Department Contingencies on the 2021/2022 budget to purchase the pipe necessary to alleviate the flooding on Hathaway Mill Road. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, Project Director, discussed the sale of the District 3 and District 5 Foremen's "old" trucks to possibly replace another County truck if need be. Further discussion included selling surplus equipment and exactly what equipment to sell. Commissioner Erickson offered a motion to declare the following items as surplus: the "CRV" being used in District 2, the backhoe from PDL, the truck driven by Johnny Mathis, the van, and the chipper and sell them at auction. Commissioner Music offered the second and the motion passed unanimously.

Steve Connell, EMS Director, presented a letter and invoice from Pittman Fire Department. Mr. Connell explained that the invoice is for the grant writing fee that and the 5% match for the grant received to purchase a new tanker truck. Mr. Connell requested these needed funds be taken from the 2021/2022 budget year funds. Discussion included:

- The grant application was not discussed with the Board prior to hiring a grant writer



- The invoice may not be the County's responsibility to pay as the grant writing services were not procured via County policy
- The possibility of another grant opportunity that may pay for the 10% owed for the grant received.
- 5% for the grant writing fee would need to be paid prior to the end of the budget year as it was received prior to the end of the budget year
- 5% for the match offering for the tanker truck is due in January when the truck is delivered
- EMS Director involvement is necessary prior to fire departments applying for grants
- Liberty Partners is willing to write grants under currently contracted services
- EMS Director was charged with initiating communication with all County fire departments that this cannot continue to happen and that the Board must be consulted prior to, rather than as an after-thought, when looking for funds
- David Corbin, Project director, will be involved to ensure fire departments understand the weight of this matter and the appropriate County procurement process

Commissioner Erickson offered a motion, contingent upon the Pittman Fire Department receiving the grant for the tanker truck, that \$16,000.00 be moved to Pittman's appropriations in the Budget Year 2021/2022. Commissioner Music offered the second and the motion passed unanimously.

David Corbin, Project Director, presented a letter requesting that the Board fill the County's vacant seat on the Panhandle Public Library Cooperative System (PPLCS) Board. Mr. Corbin explained that there is one vacancy for a term of September 2021 through September 2023 and the at-large PPLCS Board member must be a registered voter residing in Holmes County. A private citizen in the audience expressed interest and Mr. Corbin stated he would meet with the citizen after the meeting.

(Letter)

David Corbin, Project Director, presented a letter from the Tri-County Airport Authority (TCAA) requesting that Jack Locke be re-appointed to the TCAA Board. Commissioner Erickson offered the motion to allow Jack Locke to continue to serve on the TCCA Board, for the term October 1, 2021 through September 30, 2024. Commissioner Newsom offered the second and the motion passed unanimously.

(Letter)

David Corbin, Project Director, presented a renewal proposal from Public Risk Management (PRM) for Property and Casualty Insurance coverage effective October 1, 2021 through October 1, 2022 at a 9.8% increase in premium. Mr. Corbin explained that PRM attributes the increase in premium to COVID-19 expenses. Further discussion included that the Budget Committee had budgeted for a 10% increase due to COVID-19 when submitting budget recommendations, and that when this coverage was bid out in 2019 no companies were willing to give more than a one-year agreement due to the uncertainty of COVID-19. Commissioner Erickson offered the motion allowing the Chairman to sign the PRM renewal proposal as the binding authority. Commissioner Good offered the second and the motion passed unanimously.

(Proposal)



Bob Stinebaugh, Integrity Group, reported that FEMA had denied the Hurricane Sally funding for Districts 4 and 5 due to FEMA treating non-paved roads as dirt roads, and FEMA is not providing funding to repair dirt roads. Mr. Stinebaugh further explained that Holmes County has not submitted data on dirt roads but do have rock and gravel roads. His team has already started compiling the documentation necessary for the appeal process with the assistance of Florida Department of Environmental Resources (DEM). Mr. Stinebaugh explained that Tanner and Spring Valley Bridges are still unresolved, but they are being pursued for funding.

Cliff Knauer, Dewberry Engineering, discussed the following:

- Five out of the six permits have come through for the FEMA Alternate Procedures Roads paving project
- Department of Environmental Protection (DEP) 404 permits will be issuing letters of exemption for the FEMA Alternate Procedures Roads paving project
- A pre-application meeting has been requested via Zoom with DEP regarding the modifications to the Emergency Action Plan (EAP) regarding Dogwood Lakes
- After DEP in Tallahassee approves the EAP modifications, applications for permit modification through the Water Management District will be pursued for the Dogwood Lake spillway modification
- Old Liberty School Road drainage improvement project includes a completed Wetland Delineation; A topographic survey in progress; sketches of proposed channel design in progress
- Rip Rap bid for FEMA Alternate Procedure Roads was previously awarded to Johnston Trucking, but no representative from Johnston Trucking has signed the bid award
- Graham Land Company is not paying the sub-contractor for the work on the FEMA Alternate Procedure Roads and the sub-contractor has ceased work on the roads
- Old Mill Road ditch needs approximately 25 loads of Alabama Class 2 rock due to a landowner clearing land allowing for runoff to erode bank above ditch
- Follow up inspection of curve on Hathaway Mill Road by engineer
- All survey information for Northdale subdivision completed and turned in to Melvin engineering
- FEMA Alternate Procedure roads may be paved prior to ditch work being completed
- Use of a pump in Northdale to alleviate flooding

Katie Taff, Liberty Partners, discussed the possibility of a County employee stipend for those who did not receive one under the CARES Act. Ms. Taff explained that there is a "Premium Pay to Eligible Workers" avenue, not as a lump sum payment but as an increase in pay over time. Ms. Taff stated that she will research additional avenues that may work better with County policy.

Brandon Young, County Attorney, opened the public hearing and presented Ordinance 21-04 amending section 10.03.00 of the County's land development code, allowing for an alternate procedure for subdivision approval, providing for conflict and severability, and providing an effective date. There was no public comment, and the hearing was closed. Commissioner Newsom offered the motion to approve Ordinance 21-04 and allow the Chairman to sign Ordinance 21-04. Commissioner Music offered the second and the motion passed unanimously.



(Ordinance 21-04)

Brandon Young, County Attorney, presented the CDBG CV Grant Administration Ranking Summary for the 2020 CDBG CV Grant, as well as the Architectural Ranking Summary for the 2021 CDBG CV Grant.

- Commissioner Newsom offered a motion to award Grant Administrative Services for the 2020 CDBG CV Grant to Jones, Phillips, and Associates. Commissioner Music offered the second and the motion passed unanimously
- Commissioner Music offered the motion to award the Architectural services to Donofro and Commissioner Music offered the second. The motion passed unanimously.

(Summary & Tally Sheets)

Bob Jones, Jones, Phillips, and Associates requested Board permission to draft a contract for services with Donofro with the contract being contingent upon receiving the grant. The Board agreed by consensus to allow Mr. Jones to do so.

Brandon Young, County Attorney, presented Non-Exclusive Solid Waste Franchise Agreements for Northwest Florida Sanitation and Household Disposal (HDS). Discussion focused on the pickup and hauling of solid waste using covered trucks or trailers. Commissioner Music offered the motion allow the Chairman to sign the non-exclusive agreements with Northwest Florida Sanitation and HDS to provide solid waste removal in the County. Commissioner Newsom offered the second and the motion passed unanimously.

(Agreements)

Brandon Young, County Attorney, reported that he had spoke with Waste Pro Inc. about picking up solid waste in the unincorporated areas. Mr. Young stated that he will send a certified letter to the company's headquarters and will report back to the Board.

Brandon Young, County Attorney, presented Resolution #21-21 approving the State-funded grant agreement with DOT regarding the widening and resurfacing of CR 181C and authorizing the Chairman to execute the same. Mr. Young explained that this is a SCOP project for 2022. Commissioner Newsom offered the motion allowing the Chairman to execute Resolution #21-21. Commissioner Music offered the second and the motion passed unanimously.

(Agreement & Resolution)

Commissioner Erickson discussed a proposal from Roberts and Roberts to patch all the potholes on CR 179, north of Pheil Drive to the Alabama line for approximately \$2000.00. Commissioner Erickson explained that Roberts and Roberts will charge for the cost of materials only. Commissioner Good offered the motion to

proceed with Roberts and Roberts patching the potholes in CR 179 north of Pheil Drive to the Alabama line for a sum of no more than \$2,000.00 using funds from the District 1 Road Materials Budget. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Music nominated Tink Brown as the District 3 Ag Center Committee member. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Newsom presented the length and width of 13 areas on Hwy 181 in need of patching. Commissioner Newsom explained that Hwy 181 is due to be partially resurfaced in 2023 but that these spots cannot wait until then and if patched will provide a better base to resurface in 2023. Commissioner Erickson offered the motion to move up to \$25,000.00 from Road Department Contingencies, after October 1, 2021, to the District 2 Road Maintenance Budget to be used for the Hwy 181 patching project. Commissioner Newsom offered the second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 8:35 p.m.

  
Clerk

  
Chairman