

September 20, 2022
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.

David Corbin, Project Director, and Nathan Nolin, County Attorney, were also present.

Angie Purvee, Finance Director, was present and kept the minutes.

Chairman Stafford called the meeting to order at 9:05 a.m. David Corbin, Project Director, led the prayer and pledge.

The first item of business was Agenda Additions and Deletions. The following additions were made to the agenda:

- Agenda Item D) CDL Classes
- County Coordinator Item C) Health Department Update
- Commissioner Item B) PTO Time
- Commissioner Item C) Duties, Responsibilities and Chain of Command
- County Attorney Item A) Special Session to Open Insurance Bids
- Commissioner Item D) Medical Examiner's Contract
- County Attorney Item B) Alcohol Ordinance Update

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

Chairman Stafford announced that the Final Budget Hearing has been rescheduled to Monday, September 26th at 5:01 p.m.

Commissioner Music offered the motion to adopt the minutes from the September 6, 2022 Special Session and the September 6, 2022 Regular Session. Commissioner Newsom offered the second and the motion passed unanimously.

Susan Spencer, Friends of Dogwood Lakes, announced that the *Pathway to Education Walk-a-Thon* is scheduled for Saturday, September 24th and that the purpose of the event is to raise money to assist the Holmes County Library.

Becky Marsh, Library Director, discussed the intended uses of the funds raised through the walk-a-thon. She also requested permission to close the Library to the public from Saturday through Tuesday starting October 1st. Ms. Marsh explained that, due to the number of citizens that utilize the Library's services throughout the day, her staff is unable to keep up with their job duties. Her intentions are for the employees to work on Saturdays to clean the Library and Annex buildings and work on Tuesdays to catch up on paperwork and data entry. Discussion included using the Chipola Workforce program for staffing needs and the reduction made to Ms. Marsh's 2022-23 budget request. Sam Bailey, Clerk of Court, explained that the Library's budget was not cut, but the increase requested by Ms. Marsh was rejected the Budget Committee. The Board tabled the request to reduce the Library's hours until the budget request can be revisited.

John Tate, Holmes County Sheriff, presented a maintenance agreement between the County, the Sheriff's Office and the City of Bonifay. He explained that the City has agreed to pay \$65,000 annually for the Sheriff to maintain the City's cemetery and streets. Commissioner Erickson offered a motion to approve the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Donnie Sellers, Florida Forest Service, presented the 2021-2022 annual report to the Board. Mr. Sellers discussed the number of wildfires, prevention efforts and assistance offered across the country.

(Report)

Traci Corbin, Holmes County Health Department, presented the 2022-2023 annual contract between the County and the Health Department, stating that the only changes are to the Medicaid and Medicare reimbursement rates. Commissioner Newsom offered a motion to allow the Chairman to sign the annual health department contract and fee schedule. Commissioner Music offered a second and the motion passed unanimously.

(Contract & Fee Schedule)

Traci Corbin, Holmes County Health Department, updated the Board on the new services provided by the Health Department. She advised that a women's health care provider has been added to the staff.

Adrienne Owen, Emergency Management Director, presented the 2022-2023 Emergency Management Performance Grant (EMPG) for the Board's approval. Commissioner Erickson offered a motion to approve the grant agreement with Commissioner Newsom offering a second. The motion passed unanimously.

(Agreement)

Commissioner Newsom advised that Florida law now requires the completion of a 10-week class before a CDL can be issued. He presented information on two courses offered locally and discussed the possibility of sending Road Department employees to the course. Discussion of this matter included:

- Creating Road Department positions that do not require a CDL
- Current policy requires obtaining a CDL within six months of employment
- Paying an employee while taking the course
- Creating a contract requiring a certain length of service if County pays for class
- Enforcement of the contract
- Waiting period of one year for one of the classes
- County's need to get competitive by offering schooling and sign-on bonuses

The following citizens discussed this matter:

- County Attorney Nate Nolin
- Shan Hatfield

David Corbin, Project Director, will continue to work on a plan to increase the County's future work force.

Shan Hatfield, Kiwanis President-Elect, expressed his appreciation to the Board, the Sheriff and the inmate crews for their clean-up efforts ahead of Bonifay's Northwest Florida Championship Rodeo.

David Corbin, Project Director, recognized Tim Howard, Sheriff's Office Inmate Crew Supervisor, as the September Employee of the Month. Mr. Corbin read a letter of appreciation from Holmes County resident, Jenny Williams. Sheriff John Tate expressed his gratitude for Mr. Howard's hard work and the Board's help in creating the work crews.

(Letter)

Commissioner Erickson expressed his appreciation for Commissioner Good's efforts in implementing the Employee of the Month program.

David Corbin, Project Director, presented a quote from Mainstreet Property Services in the amount of \$2,338 per month to clean the Tax Collector/Property Appraiser's Office and the Veterans Building. He advised that this is the second quote the Board directed him to obtain at the last regular session. Inter-State Commercial Services has quoted a price of \$1,488 per month to clean the two buildings. Discussion of this matter included the following:

- \$18,000 has been budgeted next year for the service
- Budget Committee's efforts to budget for the service after originally cutting it from the budget
- Tax Collector and Property Appraiser are pleased with Inter-State Commercial Services
- Trash disposal method

Commissioner Music offered a motion to contract with Inter-State Commercial Services to clean the Tax Collector/Property Appraiser's Office and the Veterans Building with Commissioner Good offering a second. Commissioners Good, Music, Newsom and Stafford voted yes. Commissioner Erickson abstained from voting. The motion passed.

(Abstain from Voting Form)

Bob Stinebaugh, Integrity Group, discussed the progress of the Hurricane Salley FEMA #4564 project. He advised that he would be working with Dewberry Engineering to produce the requested information on the Turbeville/Spring Valley Road bridge. FEMA has disqualified Tanner Bridge due to lack of any DOT inspections prior to the disaster and the Board will need to decide on the future of that structure. Mr. Stinebaugh stated that the FEMA appeals on the roads are still pending. Tim Parsons, Liberty Partners, advised that Jennifer Green has spoken with Congressman Neal Dunn's office about the County's issues with FEMA assistance and the Congressman's office will be sending out a letter of support on behalf of Holmes County.

John Feeney, Contracted Planner, presented the Proposed Final Plat for Parcel ID #0604.00-000-000-003.000, dividing 227 acres on Highway 90 into 24 residential lots known as Dror Acres. Mr. Feeney explained that all conditions have been met and the Planning Commission has recommended approval of the plat. Discussion of this matter included:

- Land use designation as agricultural
- Land use designation determines what can be placed on the property
- Taxation designation determines the amount of ad valorem taxes assessed

- Dror is a homeowners' association that will maintain the property
- Restrictions on the property to prevent permanent RV sites
- Signage that roads are not County maintained
- Bryan Bell, Property Appraiser, advised that only two bigger pieces of property within the subdivision will qualify for an agricultural designation, the remaining lots will be residential

The following citizens discussed this matter:

- Harry Bell, Holmes County Tax Collector
- Bryan Bell, Holmes County Property Appraiser
- Shan Hatfield

Commissioner Erickson offered a motion to approve the Proposed Final Plat for Dror Acres contingent on the deed restrictions put in place that only the two pieces of property will be designated as agricultural. Commissioner Newsom offered a second. Commissioners Erickson, Newsom, Music and Stafford voted yes with Commissioner Good voting no. The motion passed.

(Summary and Application)

Allara Mills Gutchner, The Planning Collaborative, presented the Evaluation and Appraisal of the 2010 Holmes County Comprehensive Plan that was adopted in August of 2000. Discussion of the evaluation included the following:

- An update to the language in the current comp plan is needed
- Decisions about local policies such as grandfathering are needed
- The evaluation is a tool that can be used to update the County's Comp Plan
- Need to update the Capital Improvements Plan (CIP)
- Cost of updating comp plan will depend on the amount of public participation desired
- Comp plan should be updated every seven years and CIP annually
- Once the evaluation is submitted to the State, the Board will have 12 months to update the County's comp plan
- The Land Development Regulations (LDR) has to be submitted 12 months after the comp plan is updated with the State
- Grants are available through DEO to help with the costs of updating a comp plan

The Board directed Project Director David Corbin and County Attorney Nate Nolin to research how much it would cost to update the County's comp plan with minimal public involvement.

(Evaluation)

Chairman Stafford called for a five-minute recess.

Meeting reconvened at 11:17 a.m. following recess.

Tim Parsons, Liberty Partners, advised that there may be grants available to raise the level of Dogwood Lakes possibly through DEP resiliency grants or the Water Management District. Commissioner Erickson offered a motion to have Liberty Partners search for grants to help raise the level of Dogwood Lakes with Commissioner Newsom offering a second. The motion passed unanimously.

Tim Parsons, Liberty Partners, requested letters from local businesses in support of the Beautification Grant from the Florida Department of Transportation to improve the rights of way on State Roads 79 and 81.

Tim Parsons, Liberty Partners, advised that the County's purchase of the old Ag Center is waiting for the legal description and the County's decision about requiring title insurance on the property. Mr. Parsons stated that Jennifer Green is checking to see if the cost of the title insurance is covered by the appropriations funds. Commissioner Erickson offered a motion to add EMS Director Steve Connell, Holmes County Sheriff John Tate and Emergency Management Director Adrienne Owen to the Ag Center Committee and to schedule a workshop on Wednesday, September 28th. Commissioner Good offered a second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, advised that two landowners on the Bonifay/Gritney Road Phase 2 project are requesting that the right-of-way be re-staked again and for a reverter clause to be written into the easement. Discussion included efforts made to please the landowners, that DOT will not allow the paving to skip that portion of the road and concerns that DOT has not granted enough money to complete the paving project. Commissioner Erickson offered a motion to have the two landowners (Faircloth and Morris) sign an agreement that, if the ROW is re-staked and the reverter clause is incorporated into the easement, they will sign the easements. Commissioner Newsom offered a second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineering, advised that the Bonifay/Chipley Road paving project is waiting for the archaeological determination from the State Historic Preservation Office (SHIPO) as well as the extension approval from DOT. He stated that when the State releases the project to proceed, it will be ready to advertise for construction bids and the paving should start within two months of the State's release.

Cliff Knauer, Dewberry Engineering, stated he will work with Bob Stinebaugh on the Turbeville/Spring Valley Road Bridge to satisfy FEMA for DR #4564. He knows that new pylons will be needed and the Geotech services firm has been given the go-ahead to start the study.

Cliff Knauer, Dewberry Engineering, told the Board he was retiring from Dewberry Engineering by the middle of October, and he introduced his colleagues that will now be working with the County.

Rod Adams, Melvin Engineering, presented the Department of Economic Opportunity grant agreement in the amount of \$154,000 to conduct a comprehensive drainage study of the north State Road 79 commercial corridor which includes the Northdale subdivision. Mr. Adams also presented a Task Order for Melvin Engineering to complete the preliminary engineering on the drainage study of the north State Road 79 commercial corridor including the Northdale subdivision for the amount of \$154,000. Commissioner Erickson offered a motion to have the chairman sign both the agreement and the task order. Commissioner Music offered a second and the motion passed unanimously.

(Agreement and Task Order)

John Feeny, Alday-Howell Engineering, advised that the contractors on the CR 179 SCRAP project have fixed the areas of concern and will re-stripe the road after 14 days to allow everything to dry. Mr. Feeny also advised that the road will be re-inspected.

Nate Nolin, County Attorney, requested scheduling a Special Session to open the insurance bids. The Board agreed by consensus to schedule the Special Session for Friday, September 23rd at 3:00 p.m.

Nate Nolin, County Attorney, discussed the progress of the alcohol ordinance. He advised that the election was not contested so businesses are now able to submit an application for a liquor license, however, the Board will need to adopt an ordinance to place local restrictions on the sale of alcohol. Discussion included mirroring Washington County's ordinance. The Board agreed by consensus to place this matter on the agenda for the September 23rd Special Session for further discussion.

Commissioner Good presented a proposed Interlocal Agreement Regarding Revenue Sharing Between the Highway 79 Corridor Authority, Washington County and Holmes County. He advised that the Authority is wanting a percentage of the ad valorem for the corridor area based on the 2019 rate plus a \$60,000 annual payment. The ad valorem would go towards the maintenance of the property and the \$60,000 annual payment will cover administrative costs. Discussion included the County's budget constraints. Commissioner Good offered a motion to not sign the agreement due to the clause requiring a portion of the County's ad valorem revenue but the County will continue sending the one-time annual payment as long as the budget allows. Commissioner Music offered a second. Commissioners Good, Music, Newsom and Stafford voted yes. Commissioner Erickson abstained from voting. The motion passed.

(Agreement)

(Abstain from Voting Form)

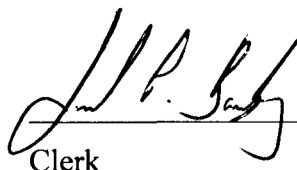
Commissioner Erickson reiterated that Mr. Corbin has the authority to move the Road Department equipment among the districts. Discussion included that Commissioners should go directly to Mr. Corbin with any equipment needs or repairs and not interact with the foremen.

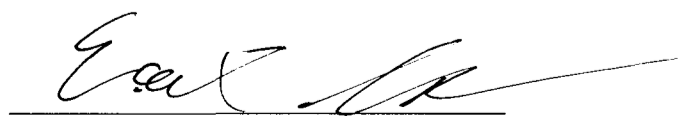
Commissioner Erickson discussed the County employees' paid time off (PTO) to ensure that no employee is given a difficult time when requesting to use PTO.

Chairman Stafford presented the Amended Interlocal Agreement for Medical Examiner Services. Commissioner Newsom offered a motion for the Chairman to sign the agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Having no further business at this time, the meeting was adjourned at 12:00 p.m.


Clerk


Chairman