

May 16, 2023  
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, and Commissioner Brandon Newsom, Acting Chairman of the Board.

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

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

Acting Chairman Newsom 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 changes were made to the agenda:

- Commissioner Item A) I79 Corridor - deleted
- County Coordinator Item B) PDL Fire Support Letter – deleted
- Commissioner Item B) Additions and Deletions – deleted
- Commissioner Item C) Little John Lane Survey – added
- Commissioner Item D) County Equipment – added
- Agenda Item D) Noma Fire Department – moved to Commissioner Item E
- Agenda Item F) Planner update – moved up in agenda

Commissioner Music offered the motion to accept the amended agenda with Commissioner Good offering the second. The motion passed unanimously.

Douglas Rimmel, Ponce de Leon Fire Chief, advised that Ponce de Leon has been awarded \$2 million in appropriations to build a new fire station pending the Governor's approval. He requested the Board's commitment to assist with the removal of trees and dirt work on the site of the new station. Discussion included that the initial appropriations request was for \$4 million, the need for more information about the requested assistance and the potential of selling the current building. The Board agreed by consensus to table this matter until the Governor approves the appropriations and a conceptual design is presented.

John Tate, Holmes County Sheriff, stated that Nick Guettler, Florida Department of Transportation (DOT), has offered an \$8,700 annual contract to the County for inmate crews to maintain the State rights-of-way in Esto. Discussion included that Esto is no longer contracted with DOT to perform road maintenance, and the money could be used to offset the County's inmate crew expense. Commissioner Erickson offered a motion to have Project Director David Corbin and County Attorney Nate Nolin pursue the DOT contract. Commissioner Music offered a second and the motion passed unanimously.

John Tate, Holmes County Sheriff, advised that his offices should be moved into the old Ag Center by July. He updated the Board on the costs of the renovation and his intentions of repurposing the old Ag

Center's sign for his new offices. The Board discussed how the County could use the Sheriff's old office buildings.

Robin Phillips, Jones-Phillips & Associated, presented an amendment to the CDBG Council on Aging agreement increasing the contract price by \$1,910 for additional survey and engineering work completed. Discussion included that the Department of Economic Opportunity (DEO) has funds available if additional grant funding is needed. Commissioner Good offered a motion to approve the contract amendment with Commissioner Music offering a second. The motion passed unanimously.

(Amendment)

Lesley Krampe, Conexon, requested a letter of support for her company's efforts to work in conjunction with the local electric co-op to provide broadband to the County. Discussion included the company's plan to provide service, pricing, and funding for the project. Commissioner Erickson offered a motion to provide a letter of support for the project. Commissioner Good offered a second and the motion passed unanimously.

Adrienne Owen, Emergency Management Director, presented an updated Interlocal Agreement for Emergency Shelters between the County and the School Board. She stated that the only change to the previous agreement is a more definite time limit for repayment of the School Board's shelter expenses. Ms. Owen also discussed the use of RAPTOR software to manage the occupancy of the shelters. Commissioner Erickson offered a motion for the Chairman to sign the agreement with Commissioner Good offering a second. The motion passed unanimously.

(Agreement)

Adrienne Owen, Emergency Management Director, presented the hazard analysis State-Funded Grant Agreement in the amount of \$1,699.82 for July 1, 2023 through June 30, 2024. Commissioner Erickson offered a motion for the Sheriff to sign the agreement as he oversees the Emergency Management Department. Commissioner Good offered a second and the motion passed unanimously.

(Agreement)

Adrienne Owen, Emergency Management Director, discussed FEMA's Florida Recover Obligation Calculation (FROC) program. Discussion of the program included the following:

- The County's score will determine the rate of immediate reimbursement following an event
- Attending the classes will earn the County an immediate 20% reimbursement
- An accredited Emergency Management agency will increase the County's score but will cost money not currently in Emergency Management's budget
- FROC program offers a free audit of the County's policies and procedures to ensure compliance with FEMA requirements

- Program is open to all potential applicants for FEMA funds (i.e., municipalities, churches)

The Board directed Ms. Owen to research the requirements and costs for becoming accredited.

John Feeney, Contracted Planner, advised that the County has one year to update the Comp Plan upon submitting the Evaluation and Appraisal of the 2010 Holmes County Comprehensive Plan to the State. He recommended submitting the evaluation as the County is working to update the Comp Plan. Commissioner Erickson offered a motion to submit the evaluation to the State. Commissioner Good offered a second and the motion passed unanimously.

(Evaluation)

John Feeney, Contracted Planner, stated that public hearings needed to be scheduled for changes on the accessory apartment and lot split ordinances. Commissioner Good offered a motion to schedule a Special Session for Tuesday, May 23<sup>rd</sup> at 5:00 pm to hold the required public hearings. Commissioner Music offered a second and the motion passed unanimously.

John Feeney, Contracted Planner, discussed a property owner on John Marsh Road installing multiple mobile homes and septic tanks on a parcel contrary to the County's code. Discussion of this matter included the following:

- Need for a Code Enforcement Officer
- Collaborative meeting between the Contracted Planner, Building Official, Project Director, County Attorney, Clerk, Property Appraiser, Water Management, and the Health Department has yet to be scheduled
- Options available to the County without a Code Enforcement Officer
- Code Enforcement will require services of a magistrate or a Code Enforcement Board
- Imposing fines will offset the cost of the new position

The Board directed Project Director David Corbin to gather information on hiring a full-time Code Enforcement Officer versus contracting the position.

David Corbin, Project Director, presented Emerald Coast Regional Council's 2022 Report of Small Quantity Hazardous Waste Generator's Program in Holmes County and the 2023 annual contract renewal for this service. He advised that there are no changes from the prior year's agreement. Commissioner Music offered a motion for the Chairman to sign the agreement renewal with Commissioner Good offering a second. The motion passed unanimously.

(Report and Agreement)

David Corbin, Project Director, advised that the recommendation for the members of the Rec Center Committee will be presented at the June 6<sup>th</sup> Regular Session.

David Corbin, Project Director, advised that seven bids were received for replacing the roof on the Health Department building. Keith Bennett, Building Official, prepared the scope of work to include replacing up to ten sheets of plywood and the project information was sent to contractors licensed in Holmes County. The following bids were received:

<u>Contractor</u>	<u>Shingled Roof Bid</u>	<u>Metal Roof Bid</u>
Arondi Roofing	\$49,600 w/5 yr. Warranty	\$66,200 w/5 yr. Warranty
Hall Roofing, Siding & Building	\$53,120 w/10 yr. Warranty	\$51,800 w/10 yr. Warranty
Esquared Roofing	No Bid	\$60,000
Kevin Smith Contracting	No Bid	\$92,950
Holley Development	\$119,692.31 w/1 yr. Warranty	\$148,676.92 w/1 yr. Warranty
Johnson Roofing Solutions	\$42,095.38 w/50 yr. Shingles	\$56,600 w/5 yr. Warranty
C & C Construction	\$51,800	\$62,000

Discussion included that Florida requires a one-year warranty on new roofs and that the length of the warranty can be negotiated once the bid is awarded. Discussion also included the County purchasing the materials then bidding out the labor. The following citizens discussed the matter:

- Keith Bennett, Building Official
- John Tate, Holmes County Sheriff
- Hunter Walsingham, Johnson Roofing Solutions

Commissioner Good offered a motion to accept the shingled roof bid from Johnson Roofing in the amount of \$42,095.38 contingent on insurance verification and the issuance of a five-year warranty. Commissioner Music offered a second and the motion passed unanimously.

David Corbin, Project Director, deleted the District 3 Planning Commission Board Member agenda item due to the recommended member declining the nomination.

Bob Stinebaugh, The Integrity Group, gave the following updates on FEMA projects:

- Hurricane Sally FEMA #4564:
  - Dogwood Lakes Park – working with engineer on the archeological monitoring requirement
  - Second round of appeals have been received by FEMA
  - Ammons Road culvert project is in an Environmental and Historic Preservation (EHP) review which could take up to one year
- FEMA #4399 Courthouse Generator – submitting paperwork to request an extension

Commissioner Good offered a motion for County Attorney Nate Nolin to prepare a letter to FEMA listing the dangers that are created by the continuing disrepair of the Ammons Road culvert. Commissioner Music offered a second and the motion passed unanimously.

Keith Bennett, Building Official, presented a revised fee schedule to reduce some of the imposed fees to be more in line with the surrounding counties. He also added plan revision and commercial only

fire safety fees that are not currently being charged. Commissioner Erickson offered a motion to adopt the revised fee schedule with Commissioner Good offering a second. The motion passed unanimously.

(Revised Fee Schedule)

Keith Bennett, Building Official, announced that, after a State audit, the County was issued an insurance score of four which helps with insurance rates for the County and its citizens.

Jennifer Green, Liberty Partners, stated that the annual reports for the ARPA funds were submitted to the U.S. Treasury as required.

Jennifer Green, Liberty Partners, advised that the first reimbursement request for the Government Efficiency Center appropriations has been submitted to DEO and that the Sheriff's renovation of the old Ag Center into the new Sheriff's office is falling well below the budgeted amount. She stated that EMS Director Steve Connell is proposing to renovate a portion of the Farmer's Market facility into the new EMS building using inmate labor. Ms. Green suggested that estimates of the renovations should be collected so that a budget can be set for the project. The Board tabled this matter until Cliff Knauer, Dewberry Engineering, presents the site plan and estimates for the new Ag Center later in the meeting.

Jennifer Green, Liberty Partners, discussed searching for grant funding to create a rec facility at Prosperity Park. She stated that currently the Rural Infrastructure grants require no matching County funds and that FRDP grants may be a possibility as well.

Meeting reconvened at 11:03 a.m. following a five-minute recess.

Cliff Knauer, Dewberry Engineers, presented a proposed site plan for the new Ag Center stating that the best placement for the building is on the south end of the parking lot where the pole barn sits currently. Mr. Knauer presented the following items for the Board to consider:

- Engineer's recommendation is an 80-foot x 180-foot metal building which will be 14,400 square feet with 6,400 square feet finished costing an estimated \$4 million
- An 80-foot width metal building is the most economical
- Alternate bids for lengths from 180-foot to 120-foot will allow flexibility
- Unfinished interior work can be finished with future monies
- Arena will be closed in with dirt floors and no HVAC system
- Present parking lot can be re-organized and repaired to have 125 to 150 parking spaces since a new parking lot is not a requirement of the appropriations
- Pole barn must be removed

Commissioner Erickson offered a motion to house the new Ag Center on the south end of the parking lot contingent on the soil testing results. Commissioner Good offered a second and the motion passed

unanimously. Mr. Knauer advised that, with the Board making that building site decision, he can finalize floor plans, engage the engineers and start the permitting process.

(Site Plan)

Cliff Knauer, Dewberry Engineers, stated that the Hurricane Sally FEMA #4564 Ammons Road culvert repair is in permitting status with a site visit pending.

Nate Nolin, County Attorney, presented the Melvin Engineering Task Order in the amount of \$338,500 for the engineering services on the DEO (#D0233) Project Gateway water and sewer grant. Commissioner Erickson offered a motion for the Chairman to sign the task order with Commissioner Good offering a second. The motion passed unanimously.

(Task Order)

Nate Nolin, County Attorney, presented the RFP response received from Jones-Phillips & Associates for administrative services for a CDBG housing rehabilitation program grant. He stated that only the one response was received, that all the required documentation was included in the proposal and that it can be awarded as a sole source. Commissioner Erickson offered a motion to award the CDBG administration services contract to Jones-Phillips & Associates contingent on DEO approval and Project Director David Corbin negotiating their fee. Commissioner Good offered a second and the motion passed unanimously.

Nate Nolin, County Attorney, presented estimates from Melvin Engineering to grade or pave Robin Hood Lane. Attorney Nolin advised the Board that the County is not legally required to provide road access to the platted lots on Robin Hood Lane. No action was taken by the Board on the proposal.

(Estimates)

Commissioner Erickson discussed the issues on Little John Lane discovered when Dewberry surveyed and staked the road. The survey of the platted road revealed that property maintained and built up by private property owners along the road encroached on the County's right-of-way. Attorney Nolin advised the Board that the County is not legally required to provide road access to the platted lots on Little John Lane. Discussion included that a private property owner currently building a house is demanding road access to his property and other property owners want the County to surrender the road property to each connecting property owner along the platted road. Commissioner Erickson offered a motion to have the Road Department create a dirt road for the property owner building a house. The motion died for the lack of a second. Attorney Nolin advised that the County would need to go through the road abandonment process to return the property to each owner adjoining the platted road. No action was taken by the Board at this time.

Commissioner Erickson discussed the high milage and age of the County's backhoes and the Road Department Foremen's trucks. Discussion included selling the equipment before all value is lost and replacing next budget year. The Board directed the Budget Committee to consider this possibility when working on next year's budget.

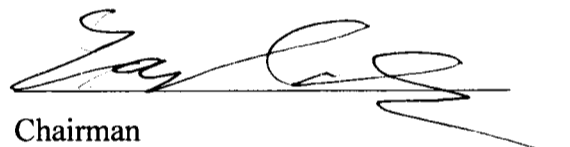
Commissioner Erickson offered a motion to set a \$400,000 budget for EMS to renovate a portion of the Farmers' Market building into the new EMS facility as part of the Government Efficiency Center appropriations. Commissioner Good offered a second and the motion passed unanimously.

Steve Connell, EMS Director, advised that Noma Fire Department has been re-instated and is requesting the Board funds that were transferred to Pine Log Fire Department earlier in the budget year. Commissioner Erickson offered a motion to award \$2,000 to Noma Fire Department using funds from Board Contingencies. Commissioner Good offered a second and the motion passed unanimously.

Commissioner Good offered a motion to adopt the minutes from the May 2, 2023 Regular Session. Commissioner Music offered the second and the motion passed unanimously.

There being no further business at this time, the meeting was adjourned at 11:40 a.m.

  
Clerk

  
Chairman