

June 20, 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, Brandon Newsom and Commissioner Earl Stafford, 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.

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 changes were made to the agenda:

- Commissioner Item B) CR 185 Interlocal Agreement with Geneva County – added
- County Coordinator Item B) FWC Chronic Wasting Disease Update - added
- Agenda Item B) Unused Salary Funds Extension – deleted
- County Attorney Item B) Little John Lane Update - added

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

Commissioner Music offered a motion to adopt the minutes from the June 6, 2023 Regular Session. Commissioner Newsom offered the second and the motion passed unanimously.

Becky Marsh, Library Director, presented an update on the use of the \$12,000 grant from the Early Learning Coalition of Northwest Florida. She also informed the Board that the County received approximately \$3,461.00 more in State Aid than was accounted for in the 2022-2023 fiscal year budget. Ms. Marsh requested Board approval to use \$2,590 of those additional grant funds to reimburse the Library for the cleaning expenses that were paid from her budget due to a janitorial contract misunderstanding with Interstate Commercial Services. David Corbin, Project Director, recommended using the additional State Aid funds to reimburse the Library as requested. Commissioner Erickson offered a motion approving the request with Commissioner Music offering a second. The motion passed unanimously.

Lt. Warren Walsingham, Florida Fish and Wildlife Conservation Commission (FWC), presented an update on FWC's response to the first positive case of Chronic Wasting Disease in a Holmes County deer. The discussion included scheduling a public meeting, plans for testing the County's deer population and the process to eradicate the disease which may consist of stricter hunting regulations in a regional zone.

Kalyn Waters, Extension Director, requested storing the disassembled pole barn on the Ag Center property until its future use can be determined. Discussion included using inmates or 4H volunteers to

take down the pole barn and that the pole barn can be re-permitted when it is reassembled. Commissioner Music offered a motion to store the pole barn items under a tarp at the Ag Center property until a decision can be made about the future placement. Commissioner Newsom offered a second and the motion passed unanimously.

Kalyn Waters, Extension Director, advised that plans are in place to build a scale house for the Ag Center in-ground scales to make the scale head independent from the building so that the renovations for the new EMS building can proceed.

Angie Purvee, Finance Director, presented Budget Amendment #2 for the 2022-23 fiscal year. She advised that this amendment moves contingency and FEMA validated funds for expenditures previously approved by the Board and moves money within departments for overspent line items. Commissioner Music offered a motion approving the budget amendment with Commissioner Good offering a second. The motion passed unanimously.

(Budget Amendment #2)

Chairman Stafford advised that the homestead property owner to serve on the Value Adjustment Board (VAB) needs to be appointed. Commissioner Newsom offered a motion to appoint Chairman Stafford, Commissioner Jeff Good and homestead property owner, Joe Rone, to serve on the VAB. Commissioner Good offered a second and the motion passed unanimously.

Adrienne Owen, Emergency Management Director, presented the 2023-2024 Emergency Preparedness and Assistance (EMPA) Grant agreement for approval. Commissioner Newsom offered a motion to approve Holmes County Sheriff John Tate signing the grant agreement. Commissioner Music offered a second and the motion passed unanimously.

(Agreement)

John Feeney, Contracted Planner, advised that \$2,000 of additional costs associated with updating the County's comp plan have been assessed due to the need for a particular mapping software. Discussion included that the contracted work can be approved through the continuing services contract with Alday-Howell Engineering and the funding source for the additional expense. Commissioner Good offered a motion approving the \$2,000 quote using money from the Board's travel line item. Commissioner Music offered a second and the motion passed unanimously.

Keith Bennett, Building Official, advised that the County now has two Certified Permit Techs working in the Building Department and discussed the benefits of these positions.

John Feeney, Contracted Planner, presented a lot split application from Four Hills Woodlands for parcel number 0507.00-000-000-005.000. He stated that the application is to split 19.36 acres from the

480-acre parcel for residential use and that this will be the one-time lot split allowed for this parcel by the comp plan. Commissioner Newsom offered a motion to approve the application with Commissioner Music offering a second. The motion passed unanimously.

(Application)

John Feeney, Contracted Planner, proposed using a FAQ page and Land Use Letter Application template on the Board's website. He advised that the FAQ page is simply common questions with boilerplate answers and may reduce the number of telephone calls to the Planner, therefore, saving the County money. Discussion included that this method is used by surrounding counties. The Board tabled this matter until the next meeting so that County Attorney Nate Nolin could research the recommendation.

(Templates)

John Feeney, Contracted Planner, presented an update on the grant application for the technical assistance grant that will convert the paper land use maps into digital GIS maps. He stated that the application has been submitted for \$66,000 and he will keep the Board updated if awarded.

John Feeney, Contracted Planner, presented a variance application filed by Kenneth Alexander of 3277 Harvey Carter Road. Mr. Feeney advised that Mr. Alexander wishes to place a mobile home on his property for his elderly parents, however, multiple residences accessing the property through one easement violates the comp plan. Discussion included that Mr. Alexander has not applied for any permits and that a subdivision application may be necessary if the variance is not approved. The Board directed Mr. Feeney to go over the comp plan restrictions with Mr. Alexander and took no further action at this time.

(Application)

Jennifer Green, Liberty Partners, discussed the Governor's veto of the State purchasing the Holmes County Work Camp property from the Development Commission.

Jennifer Green, Liberty Partners, presented an update on the progress and budget for the Government Efficiency Center. She advised that her firm continues to search for other funding to use for the center and that a Request for Proposal (RFP) will be needed for the construction of the new Ag Center. Commissioner Erickson offered a motion for Ms. Green to work with County Attorney Nate Nolin and Engineer Cliff Knauer to create the RFP. Commissioner Newsom offered a second and the motion passed unanimously.

Cliff Knauer, Dewberry Engineers, presented the building concept for the new Ag Center. Discussion of this matter included the following:

- Permitting and drainage needed for the plan
- Work for the proposed parking lot can be done by the County

- Proposed placement of Ag Center on the property
- Proposed floor plans for the Ag Center
- Alternate bid item for concrete floors of the pavilion
- Other alternate bid items possible as project progresses
- Expect interest from approximately 5 to 6 metal building companies
- Public access into the new Ag Center
- Electrical and mechanical engineers will add to plan for the RFP
- Addition of a covered entrance
- 16-foot eave height for air flow and clearance

The following citizens discussed this matter:

- Kalyn Waters, Extension Service Director
- Jennifer Green, Liberty Partners

The Board will view the revised site plans and the proposed RFP at the July 18th Regular Session.

(Site Plans Available Upon Request)

Jake Mathis, Melvin Engineering, stated that the survey work for the CR 181 design project is currently in progress.

Jake Mathis, Melvin Engineering, advised that the CR 181C resurfacing project has been delayed due to rain, but the asphalt should be down today with the striping and signage completed by next week.

John Feeney, Alday-Howell, advised that the CR 185 design project is currently in progress. Discussion included the construction date for the project and that the caution light in Leonia could be incorporated into the design.

Brian Lemieux, Hanson Professional Services, stated that the John Clark Road design is 60% complete.

Nate Nolin, County Attorney, presented a proposed safety policy that could save the County on property and liability insurance premiums if adopted. Discussion of this matter included the following:

- County could receive a 5% savings if a safety program is implemented
- Safety program was attempted in the past, but became expensive due to time and repairs
- Safety training and frequency of meetings
- Creating a team to do safety inspections in County buildings
- Cost of implementing program versus savings
- Scheduling a Special Session to approve the safety policy by June 30th deadline
- Safety program could affect departments' repair and maintenance budgets

The following citizens discussed this matter:

- Keith Bennett, Building Official

- Kalyn Waters, Extension Service Director

The Board took no action on this matter.

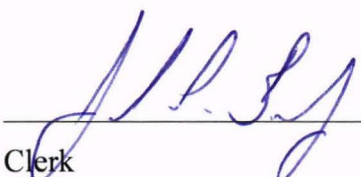
Nate Nolin, County Attorney, advised that he had received a call from a law firm representing a property owner on Little John Lane to discuss the County's responsibility for providing access to their client's property. Discussion included obtaining a title search of the unrecorded plats and that the survey shows the powerline poles are in the middle of the County's easement. Attorney Nolin advised that no action is required at this time. The Board tabled this matter until further action is needed.

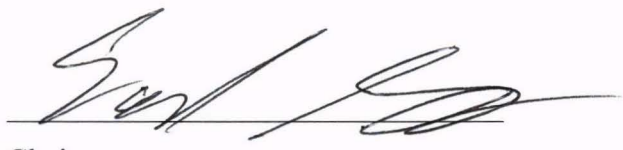
Chairman Stafford discussed cancelling the first Regular Session in July due to the 4th of July holiday and Commissioners on vacation. Clerk Sam Bailey advised that his office will be paying bills as usual that first week of July. Commissioner Newsom offered a motion to cancel the July 6th Regular Session with Commissioner Music offering a second. The motion passed unanimously.

Commissioner Newsom discussed entering into an interlocal agreement with Geneva County to complete work on CR 185. He advised that the cost of the work would come from District 2's Road Materials budget. Commissioner Newsom offered a motion for the Chairman to sign the interlocal agreement when it becomes available. Commissioner Music offered a second and the motion passed unanimously.

(Agreement)

There being no further business at this time, the meeting was adjourned at 10:32 a.m.


Clerk


Chairman