

November 28, 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.

Chairman Stafford stepped down as Chairman and offered a motion to nominate Commissioner Good for the position. Commissioner Music offered a second. Commissioners Erickson, Stafford, Music and Good voted yes with Commissioner Newsom voting no. The motion passed. Commissioner Newsom offered a motion to nominate Commissioner Music as Vice-Chairman with Commissioner Erickson offering a second. The motion passed unanimously.

The Board agreed by consensus to table the 2023-2024 Commissioner Assignments until the next meeting.

Commissioner Music offered a motion to adopt the minutes from the November 7, 2023 Workshop and the November 7, 2023 Regular Session. Commissioner Newsom offered a second and the motion passed unanimously.

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

- Agenda Item A) Bradley Road to Bowers Road - change
- Agenda Item G) Noise Ordinance – deleted
- County Coordinator Item C) December 19th Regular Session – added
- County Coordinator Item D) Christmas Party – added
- County Coordinator Item E) Fees for Public Records Request – added
- County Attorney Item B) Development Commission Charter – added
- County Attorney Item C) School Bus Stops – added
- County Attorney Item D) Financial Form 1 – added
- County Attorney Item E) Building Official - added

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

Andrea Jarrard, 1925 Skinner Road, discussed the disrepair of Bowers Road and requested the County pave the road. Discussion included paving the road with FEMA funds should they become

available. The Board directed Project Director David Corbin to make the necessary repairs on Bowers Road to ensure the road is drivable.

Angie Purvee, Finance Director, presented Budget Amendment #4 for the 2022-2023 fiscal year moving money within the budget to cover overdrawn line items. She stated that the amendment was needed to close the books on the 2022-2023 fiscal year. Commissioner Erickson offered a motion to approve Budget Amendment #4 with Commissioner Stafford offering a second. The motion passed unanimously.

(Budget Amendment #4)

David Corbin, Project Director, advised that the presentation for the Fuel Master Fuel System has been delayed until after the first of the year.

Robin Phillips, Jones-Phillips and Associates, presented the Contract for Professional Grant Administration Services for her company to administer the CDBG housing grant. She advised that the Board awarded the contract to Jones-Phillips & Associates on May 16, 2023 and the Department of Commerce has recently issued final approval of the contract. Commissioner Stafford offered a motion for the Chairman to sign the contract with Commissioner Erickson offering a second. The motion passed unanimously.

(Contract)

Robin Phillips, Jones-Phillips and Associates, presented Modification Number 1 to the CDBG-CV Council on Aging grant project. She advised that the modification extends the project deadline and changes the State agency from the Department of Economic Opportunity (DEO) to the Department of Commerce. Ms. Phillips stated that the architect completed 95% of the design work for the project. Commissioner Erickson offered a motion for the Chairman to sign the agreement modification with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)

Bob Stinebaugh, The Integrity Group, presented a Contract Extension Agreement for Professional Consulting Services extending Integrity's contract to March 20, 2024 so that their work on FEMA #4564 can continue. He advised that the County's second appeal has been denied and that the only FEMA #4564 funds approved is for the parks, the Ammons Road culvert project, and the Category Z funds. Mr. Stinebaugh advised that the contract extension will not cost the County any money since Integrity will be paid through the FEMA #4564 Category Z money. Discussion included requesting local citizens send letters seeking road repair assistance to the State so that pressure is placed on FEMA to release funding and reaching out to the surrounding counties having the same FEMA issues. Commissioner Stafford offered a motion for the Chairman to sign the contract extension. Commissioner Erickson offered a second and the motion passed unanimously.

(Extension)

Steve Connell, EMS Director, presented a billing rate schedule for Fire Departments to use when filing PIP claims for responding to motor vehicle accidents. He advised that this is another source of revenue for the fire departments since the insurance money will be paid directly to each department and that he will train them on filing the insurance claims. Commissioner Stafford offered a motion approving the billing rates presented by Mr. Connell with Commissioner Newsom offering a second. The motion passed unanimously.

(Rates)

Commissioner Newsom discussed the lack of response from the Development Commission for requested public records. Discussion included the upcoming Joint Venture Committee meeting and revisiting a bond issue for the remaining Project Gateway loan payments. Nate Nolin, County Attorney, advised that the Board can require more transparency from the Development Commission. Commissioner Erickson offered a motion for the Chairman and Project Director David Corbin to attend the Joint Venture Committee meeting to discuss the Board's Project Gateway concerns. Commissioner Newsom offered a second and the motion passed unanimously.

David Corbin, Project Director, stated that the SCRAP/SCOP applications are due by March 2024 and the Board needs to determine which projects to submit. Rod Adams, Melvin Engineering, advised that the Florida Department of Transportation (DOT) will more likely consider paving a dirt road if the property releases are submitted with the application and that the SCOP program has the most funding available. Discussion included submitting Bowers Road and Malcolm Taylor Road as paving projects. Commissioner Stafford offered a motion to resubmit CR 179 Phase 2 and CR 177A as SCOP projects using the same engineers that prepared the previous applications. Commissioner Newsom offered a second and the motion passed unanimously. The Board agreed by consensus to determine the SCRAP projects at the next meeting.

David Corbin, Project Director, announced that the tax deeds agenda item will be tabled until the next meeting so that Tax Collector Harry Bell can attend and answer any questions on the matter.

David Corbin, Project Director, advised that in previous years the Board cancelled the second December Regular Session due to the holidays. Commissioner Stafford offered a motion to cancel the December 19th meeting, but later rescinded the motion due to Planning applications needing approval at the meeting. The Board agreed by consensus to hold the December 19th Regular Session as scheduled.

David Corbin, Project Director, recommended giving County employees administrative leave for December 26th in lieu of holding a Christmas party. Discussion included the cost of having a Christmas party and the cost to the EMS department because first responders are not able to take the day off. The Board directed EMS Director Steve Connell to return to the next Board meeting with the amount needed by his department to pay his paramedics and EMTs for 10 hours of administrative leave for December 26th.

David Corbin, Project Director, discussed the cost of a public records request submitted to the Development Commission. The Board agreed by consensus to have the Joint Venture Committee discuss the requested information in the upcoming meeting.

Bob Stinebaugh, The Integrity Group, advised that the County has complied with all requirements for the FEMA #4564 Ammons Road culvert project. The Environmental and Historic Preservation (EHP) approval is now pending.

John Feeney, Contracted Planner, stated that there are currently gray areas in the Board's land use code, and he requested approval to look at neighboring counties for conditional use language that the Board could adopt. Commissioner Newsom offered a motion approving the request with Commissioner Erickson offering a second. The motion passed unanimously.

Tim Parson, Liberty Partners, advised that the procurement used to purchase the Clerk's accounting software may not meet the U.S. Treasury rules for the use of ARPA funds. He recommended using the ARPA funds to reimburse the County for Sheriff's expenses and then the Board approving the use of those funds to reimburse the Clerk for the software. Commissioner Erickson offered a motion to use \$115,085 of ARPA funds to reimburse the County for Sheriff expenditures and then using those reimbursed funds to pay the Clerk for the accounting software. Commissioner Stafford offered a second and the motion passed unanimously.

(Memo)

Jon Sims, Dewberry Engineers, advised that the permits for the FEMA #4564 Ammons Road culvert project have been received and FEMA's approval is currently pending.

Jon Sims, Dewberry Engineers, stated that the bid opening for the Bonifay/Chipley Road paving project has been pushed back to December 4th due to multiple questions submitted by the contractors and the holidays.

Jon Sims, Dewberry Engineers, stated that the bid opening for the new Ag Center building is scheduled for Friday, December 8th.

Jon Sims, Dewberry Engineers, advised that an archeological survey will be needed for the Bonifay/Gritney Road paving project, however, he recommended delaying the survey until all the property releases have been received. The Board agreed by consensus to wait for the property releases and requested that Mr. Sims withdraw the permits until the easements are received.

Rod Adams, Melvin Engineering, advised that the design for the CR 181 Phase 1 project is 30% complete and will be finished by April 2024 with construction to start in June 2024.

Rod Adams, Melvin Engineering, advised that the design for the CR 181 Phase 2 project is 60% complete and will be finished by January 2024 with construction funded for fiscal year 2026. He stated that a request has been submitted to DOT to move the funding for the project to fiscal year 2025.

Rod Adams, Melvin Engineering, presented the preliminary site plan for the Busy Bee store. He stated that a traffic study will be needed and that all attempts are being made to eliminate any permitting issues for the project. Mr. Adams advised that the CDBG grant will be for public road work only on the west side of SR 79.

(Site Plan Available Upon Request)

Rod Adams, Melvin Engineering, stated that options and recommendations from the Hwy 79 Drainage Study will be available for the Board to consider by the end of next month.

John Feeney, Alday-Howell Engineering, presented a task work order in the amount of \$366,425 for the Holmes County Vulnerability Assessment grant. He stated that his firm will provide the consultant services for the resiliency grant. Commissioner Newsom offered a motion for the Chairman to sign the task order with Commissioner Music offering a second. The motion passed unanimously.

(Task Order)

Nate Nolin, County Attorney, advised that the Public Consulting Group offering to handle the Public Emergency Medical Transportation Program (PEMT) for the County qualifies as a sole source for this service and he approved the County entering into an agreement with the company. Commissioner Newsom offered a motion for the Chairman to sign the agreement with Commissioner Erickson offering a second. The motion passed unanimously.

(Agreement)

Nate Nolin, County Attorney, discussed the need to amend the Development Commission charter. Discussion on this matter included the need to update the terms of the charter, holding a workshop on the matter, term limits, and changing the number for a quorum. Commissioner Erickson offered a motion for the upcoming Joint Venture Committee meeting to discuss the need and process of updating the Development Commissioner charter. Commissioner Stafford offered a second and the motion passed unanimously.

Nate Nolin, County Attorney, stated that he discussed amending the ordinance prohibiting sex offenders from being within 2,500 feet of a school bus stop with School Superintendent Buddy Brown. Mr. Brown stated that he would support the Board's decision on the issue. Attorney Nolin recommended that the Board take no action at this time but advised that the ordinance may be challenged in the future since the Florida Statute only prohibits within 1,000 feet. The Board agreed by consensus to follow the County Attorney's recommendation.

Nate Nolin, County Attorney, recommended requiring the Planning Commission and the Tourist Development Commission (TDC) to file Form 1 as required by the Ethics Commission. Discussion included that the Development Commission is exempt as a special dependent district. Commissioner Newsom offered a motion to require the Planning Commission, TDC and Development Commission to all file Form 1. The motion was later rescinded, and the Board agreed by consensus to have County Attorney Nate Nolin to get an official opinion from the Ethics Commission on the matter.

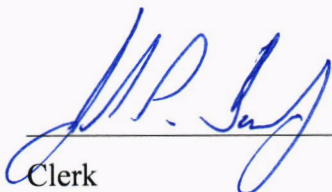
David Corbin, Project Director, led a discussion on limiting the number of meeting agenda additions to emergency matters only.

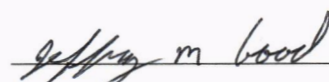
Nate Nolin, County Attorney, advised that the only qualified applicant for the vacant Building Official position was previous Building Official Keith Bennett and he is requesting a \$105,000 salary. Discussion included the following:

- Readvertising the position
- Hiring a provisional inspector with the understanding they will become certified
- Building Official versus Building Inspector
- Contracting the job
- Building Department revenue supporting the salary increase

Commissioner Music offered a motion to hire Keith Bennett with a beginning annual salary of \$100,000 to be increased to \$105,000 after six months of successful employment. Commissioner Stafford offered a second. Commissioners Music, Stafford and Good voted yes with Commissioners Erickson and Newsom voting no. The motion passed.

There being no further business at this time, the meeting was adjourned at 11:34 a.m.


Clerk


Chairman