

November 7, 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 6:04 p.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:

- Agenda Item F) EMS Shift Change – added
- Agenda Item G) RFQ and Letter of Intent for Ambulance Purchase – 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 October 17, 2023 Regular Session, the October 30, 2023 Workshop and the November 1, 2023 Special Session. Commissioner Newsom offered a second and the motion passed unanimously.

Nate Nolin, County Attorney, read a statement advising the public that each individual shall have three minutes to speak on their proposition before the Board.

George Warthen, Florida Fish and Wildlife Conservation Commission, presented the proposed lease agreement to set up a Chronic Wasting Disease testing site on the County's old landfill property. He advised that the 99-year lease can be terminated at any time by either party with the FWC leaving any improvements made on the property to the County. Nate Nolin, County Attorney, advised that the survey of the 2.5 acres needed for the testing site has been completed. Mr. Warthen stated that no new cases of Chronic Wasting Disease have been found in Holmes County with over 300 deer tested. Commissioner Music offered a motion approving the lease contingent on Attorney Nolin reviewing the survey and approving the terms of the lease. Commissioner Good offered a second. Commissioners Good, Music and Stafford voted yes with Commissioner Erickson and Newsom voting no. The motion passed.

(Proposed Lease)

A juvenile involved in vandalizing the Rec Center offered an apology to the Board for his actions.

Noragene Green, a Three Mile Road resident, discussed property owner Cyril Gazagnaire setting up a trailer park on John Marsh Road without securing the proper permits and in violation of the Board's ordinance. She discussed her concerns over the County's lack of a Code Enforcement Officer. The Board discussed the Code Enforcement process, the money needed to establish a Code Enforcement department and advised Ms. Green that once the County's Comp Plan is updated the need for code enforcement will be revisited.

Nate Nolin, County Attorney, presided over opening the bids received in response RFQ 23-02 for engineering services for the Project Gateway CDBG road improvements grant. Melvin Engineering submitted the only response received to RFQ 23-02. Attorney Nolin advised that the required paperwork had been submitted. Commissioner Newsom offered a motion to award the Project Gateway CDBG engineering services to Melvin Engineering with Commissioner Good offering a second. The motion passed unanimously.

Nate Nolin, County Attorney, presided over opening the bids received in response RFP 23-01 for grant writing/administrative services for the Project Gateway CDBG road improvements grant. Melvin Engineering submitted the only response received to RFP 23-01. Attorney Nolin advised that the required paperwork had been submitted. Commissioner Music offered a motion to award the Project Gateway CDBG grant writing/administrative services to Melvin Engineering with Commissioner Newsom offering a second. The motion passed unanimously.

Nate Nolin, County Attorney, presented a Satisfaction of Mortgage for the SHIP lien against Curtis Jackson. He stated that the lien was paid off and all terms were met. Commissioner Newsom offered a motion for the Chairman to sign the Satisfaction with Commissioner Music offering a second. The motion passed unanimously.

(Satisfaction of Mortgage)

Steve Connell, EMS Director, advised that the Public Emergency Medical Transportation Program (PEMT) offered a way for the County to recoup Medicaid funds. He introduced Alissa Narode, Public Consulting Group, to discuss the program. Ms. Narode stated that the supplemental payment program is based on EMS ambulatory costs and the deadline to sign the agreement is November 30<sup>th</sup> or entry into the program would be delayed to next year. She advised that the program has the potential to generate \$12,000 of revenue in the first year and up to \$80,000 in the years thereafter with her company charging a 6% collection fee. Discussion included whether the service could be deemed as sole source due to being a web-based program, if the service needs to be bid out, or if the County could piggyback off another county's procurement of the services. The Board agreed by consensus to table this matter until the November 28<sup>th</sup> Regular Session to give County Attorney Nate Nolin time to research the procurement issue.

Douglas Remmel, Ponce de Leon Fire Chief, discussed the 2023-2024 budgeted funds received by his department and requested that the Board start considering the number of calls answered by each



department before determining funding. Discussion included equipment needs, fundraising and grant applications. David Corin, Project Director, requested the scheduling of a Fire Association meeting. The Board discussed the \$50,000 grant match budgeted for bunker gear and that the fire departments need to disclose the budgets for their departments. Steve Connell, EMS Director, discussed the call numbers for each of the departments and advised that the fire departments have an opportunity to earn revenue by billing PIP insurance for auto accidents worked. Mr. Connell stated that the Board will have to approve the pay scale the fire departments will submit to the insurance companies, and he will have a proposed pay scale to present at the November 28<sup>th</sup> Regular Session. Chance Pitts, Pine Log Fire Chief, discussed his department's equipment needs and repair costs. Commissioner Newsom offered a motion for Project Director David Corbin to find a suitable truck for the Pine Log Fire Department. Commissioner Music offered a second and the motion passed unanimously.

Commissioner Erickson offered a motion for EMS to implement a six-month trial of a revised shift schedule for full-time paramedics and EMTs to a 48-hour work shift followed by 96 hours off beginning Thursday, November 9<sup>th</sup>. As part of the motion, EMS will present an update on the new schedule on March 19<sup>th</sup> and the Board will determine whether to make the shift change permanent on June 4<sup>th</sup>. Commissioner Good offered a second and the motion passed unanimously.

Commissioner Erickson offered a motion approving a RFQ and Letter of Intent to finance a new ambulance and a remounted ambulance. Commissioner Newsom offered a second and the motion passed unanimously.

Commissioner Newsom presented the audio from the November 21, 2022 Special Session where Joe Rone, Development Commission, proposed the County enter into a loan agreement to purchase the Project Gateway property. Following the audio, discussion of the matter included the following:

- No Project Gateway property has been sold to date
- New Market Tax Credit application still in progress
- Interest rates on loan may be increased
- Issuing a bond in lieu of the bank loan
- County's Deacon Road property trade offer
- Grants approved for Project Gateway
- Site plan for splitting remaining property
- Busy Bee must determine the site location of their store before remaining property can be sold
- Busy Bee's complications with Lake City site
- Types of businesses interested in purchasing Project Gateway property
- Project Gateway Committee formed in the Joint Venture agreement has not met
- Joint Venture Agreement and the Sunshine Law
- Having the County Attorney and Development Commission Attorney work to clear up language in the Joint Venture Agreement

- Update of Development Commission's Charter

The following citizens discussed this matter:

- Joe Rone, Development Commission
- Sam Bailey, Holmes County Clerk
- Doyle Majors, Development Commission

The Board agreed by consensus to further discuss this matter at the November 28<sup>th</sup> Regular Session.

David Corbin, Project Director, presented Amendment #4 to the interlocal agreement with the Highway 79 Corridor Authority setting the 2023-2024 revenue sharing contribution at \$60,000. Discussion included that the contribution has been budgeted and the agreement requests two payments of \$30,000. Commissioner Good offered a motion approving the Chairman to sign the interlocal agreement with Commissioner Erickson offering a second. Commissioners Erickson, Good, Music and Newsom voted yes with Commissioner Stafford voting no. The motion passed.

(Agreement)

David Corbin, Project Director, presented a request from the local funeral homes to increase the indigent cremation fee from \$400 to \$750 due to the rising cost of fuel and other expenses incurred from the service. Discussion included that the funeral homes will be sending the ashes to the County. Commissioner Music offered a motion to grant the requested increase effective immediately with Commissioner Erickson offering a second. The motion passed unanimously.

(Request)

David Corbin, Project Director, presented weekly bulldozer rental quotes for District 2 and advised that renting a bulldozer with a driver from a local vendor is also an option. Commissioner Newsom offered a motion to accept the \$3,075 quote from CAT Rentals for a 40-hour bulldozer rental with the funds to be paid from the District 2 road materials budget. Commissioner Music offered a second and the motion passed unanimously.

(Quotes)

Bob Stinebaugh, The Integrity Group, presented the Modification to Subgrant Agreement for the Courthouse generator grant project. The modification increases the funding for the project by \$67,476.80 for a maximum available amount of \$192,696. Commissioner Newsom offered a motion for the Chairman to sign the modified agreement with Commissioner Music offering a second. The motion passed unanimously.

(Agreement)



Bob Stinebaugh, The Integrity Group, advised that FEMA Project #4564 (Hurricane Sally) has approved the Cat G parks project in the amount of \$50,049 which should be received soon. Discussion included that the site presentation for the Ammons culvert project is completed, FEMA should be releasing Category Z funds and that small project netting may be needed to complete the Turbeville/Spring Valley bridge project.

John Feeney, Contracted Planner, presented a Proposed Minor Development Application for a Dollar General store to be located at the intersection of Highway 81 and Highway 181. He advised that the Planning Commission has approved the development request with conditions met. Mr. Feeney stated that the development application meets all requirements and recommended approval of the proposed order. Commissioner Newsom offered a motion approving the Proposed Minor Development Order for Parcel ID Number 1709.00-000-000-023.000 with Commissioner Music offering a second. The motion passed unanimously.

(Development Summary & Application)

Tim Parson, Liberty Partners, advised that the drafted 2024-2024 Appropriations Project Requests are ready for Project Director David Corbin's approval. The first request is for \$1 million to expand the Holmes County EMS facility and the second request is for \$150,000 for the Dogwood Lakes drainage and repair project.

(Requests)

Jon Sims, Dewberry Engineers, stated that the last executed easement for the Bonifay/Chipley Road paving project has been received and that the bid opening is scheduled for November 20<sup>th</sup>. The results of the bid opening will be presented for Board approval at the November 28<sup>th</sup> Regular Session.

Nate Nolin, County Attorney, presented a proposed permanent easement agreement with property owner Don Smith for the Dogwood Lakes boat ramp. The easement has a reverter clause stating that the County has three years to raise the level of the lake 20 inches. Don Smith advised that, according to the survey, the easement would limit his access to the remaining property and proposed that the County purchase the property with grant funding. He recommended the County turn the property into the Susan Kirby Memorial Park. Commissioner Newsom offered a motion to increase the appropriations request for the Dogwood Lakes project by \$50,000 to cover the land acquisition with Commissioner Music offering a second. Commissioner Erickson abstained from voting. The motion passed with all other commissioners voting yes.

(Survey & Parcel Map)  
(Abstain from Voting Form)

Nate Nolin, County Attorney, presented Resolution 23-21 approving the Florida Department of Transportation SCRAP grant agreement for Old Mill Road. Discussion included that an interlocal agreement with Ponce de Leon must be approved for this project. Commissioner Newsom offered a motion adopting Resolution 23-21 and approving an interlocal agreement with Ponce de Leon. Commissioner Music offered a second and the motion passed unanimously.

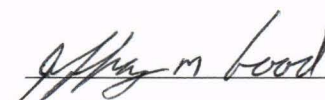
(Resolution 23-21)  
(SCRAP Agreement)

Nate Nolin, County Attorney, advised that, following the waiver request from a member of the Planning Commission, he had researched the Form 1 requirements and that the members of the Planning Commission are required to complete the Form 1 financial affidavit. Members of the Development Commission are exempt from filing the Form 1 because it is a dependent special district, and the Planning Commission is an independent district. Rusty Williams, Supervisor of Elections, stated that the form requirement comes from the State. The Board agreed by consensus to allow Attorney Nolin further time to contact the Commission of Ethics regarding a Form 1 waiver for members of the Planning Commission.

Nate Nolin, County Attorney, advised that the Board's Ordinance 21-02 prohibits a sex offender from owning a home less than 2,500 from a bus stop. A realtor had contacted a member of the Board about the limitations purchasing or selling a residence with the imposed ordinance and that the Florida Statute's requirement is 1,000 feet. The Board agreed by consensus for Attorney Nolin to reach out to the School Board for a recommendation.

There being no further business at this time, the meeting was adjourned at 8:38 p.m.

  
Clerk

  
Chairman