

August 5, 2025
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, Wilmer Stafford, and 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 6:03 p.m. Project Director David Corbin led the prayer and pledge.

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

- County Coordinator Item B) Pagefreezer Subscription – added
- County Coordinator Item C) Council on Aging Groundbreaking – added
- County Coordinator Item D) Health Insurance Renewal – added
- Commissioner Item E) Water Management Community Meeting – added
- Agenda Item E) Vote to Waive Procurement Policy & Purchase of Bridge Truck – deleted
- Agenda Item F) Council on Aging Construction Contract – added

Commissioner Erickson offered a motion to adopt the amended agenda with Commissioner Wilmer Stafford offering the second. The motion passed unanimously.

Commissioner Wilmer Stafford offered a motion to adopt the minutes from the July 15, 2025 Regular Session. Commissioner Erickson offered a second and the motion passed unanimously.

The Board recognized the members of the Holmes County 10U softball team for winning State and placing third in the World Series. The team was also awarded the Sportsmanship Award at the World Series.

Richard Willsey, a private citizen, discussed the need for the Development Commission to make a good faith effort to reimburse the County for the interest paid on the Project Gateway loan. He suggested that the Development Commission should deed the Holmes County Recycling Center property as well as the Holmes County Sheriff's target range property to the County with the remaining balance to be a cash payment.

Commissioner Erickson discussed the Development Commission's failure to submit a proposal for reimbursement of the interest paid by the County on the Project Gateway loan. Discussion included that the charter creating the Development Commission prohibits them from creating any debt for the County. Commissioner Erickson offered a motion to submit a letter to the Development Commission demanding a payment of \$160,000 by September 30, 2025 and another \$160,000 payment by September 30, 2026 with the condition that failure to make the payments will result in eliminating all funding for the

Development Commission position and not approving any new appointments to the Development Commission Board. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Commissioner Erickson stated that the original agreement with County Attorney Nate Nolin was based on an hourly rate. Attorney Nolin changed to a flat monthly rate and Commissioner Erickson suggested that a new contract be presented approving the current rate. Chairman Stafford discussed the negotiations with Attorney Nolin to come to the flat rate agreement. Commissioner Erickson offered a motion for Project Director David Corbin to hire another attorney to draw up the legal services contract before the next meeting. Commissioner Wilmer Stafford offered a second in the motion passed unanimously.

John Tate, Holmes County Sheriff, advised that an EMS ambulance chassis was sold on Gov Deals for \$4,100. He requested that the money be added to the EMS operating supplies budget. Commissioner Wilmer Stafford offered a motion granting the request with Commissioner Erickson offering a second. The motion passed unanimously.

John Tate, Holmes County Sheriff, discussed the \$50,000 budgeted for bunker gear. He requested to use the budgeted funds plus the \$42,000 reimbursed from the previous year's grant to purchase the needed bunker gear and allocate \$5,000 to each fire department for equipment repairs. Sheriff Tate recommended that the County pay the vendors handling the repairs directly. Commissioner Erickson offered a motion to grant the request and the recommendation to pay the vendor directly. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

John Tate, Holmes County Sheriff, advised that the materials for the new roof on the Holmes County Library exceeded the \$9,000 donation by \$1,657. Commissioner Erickson offered a motion to use Board Contingencies for the \$1,657 overage. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

David Corbin, Project Director, presented a proposed letter of support for the Town of Ponce de Leon to purchase new healthcare clinic equipment. Commissioner Erickson offered a motion for Director Corbin to sign the letter with Commissioner Wilmer Stafford offering a second. The motion passed unanimously.

(Letter)

David Corbin, Project Director, presented an agreement for the Pagefreezer subscription. He advised that a one-time fee placed the cost of the subscription \$200 above the \$1,400 donation. Commissioner Erickson offered a motion to use Board Contingencies for the shortfall and for the Chairman to sign the agreement contingent on the County Attorney's approval. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

(Agreement)

David Corbin, Project Director, advised that the Council on Aging's groundbreaking ceremony has been scheduled for August 26th at 10:30 a.m.

Travis Riker, Alera Group, presented the County's new insurance premiums for 2025-2026. He stated that the health insurance premiums increased 5%, dental insurance premiums did not change, and the vision insurance provider has changed with a slight premium increase. Mr. Riker also advised of a slight increase for the employees' basic life insurance paid by the Board.

(2025-2026 Insurance Rates)

Chairman Stafford presented the proposed agreement awarding the grant-funded Council on Aging construction contract to Bear General Contractors in the amount of \$1,303,811. Discussion included that the CDBG grant is for a complete reconstruction of the Council on Aging building. Commissioner Erickson offered a motion for the Chairman to sign the agreement with Commissioner Wilmer Stafford offering a second. The motion passed unanimously.

(Agreement)

Keith Bennett, Holmes County Building Inspector, discussed implementing a power pole policy to regulate the use of miscellaneous pole permits. Mr. Bennett presented the policy for permits from surrounding counties and requested that the County issue permits for power poles that are wired for the intended use. Discussion included the expense of changing the amp on the power pole, illegal mobile home installation occurring in the County and regulating this service through the Planning Department. The following citizens discussed this matter:

- Danielle Dubin
- Anthony Register
- David Brannon
- John Feeney, Contracted Planner
- Paige Fleming

The Board agreed by consensus to table this matter to a later meeting.

John Feeney, Contracted Planner, discussed the bids submitted to install the Dogwood Lakes siphon project for the emergency repair to the small lake dam. He advised that two bids were received, and recommended approval of the bid submitted by CBC Construction in the amount of \$126,425.50 for labor plus \$28,574.50 for materials. Discussion included the County purchasing the materials while providing the labor for the project, possible grant funding and waiting to issue the Notice to Proceed until funding is available. Mr. Feeney recommended that the County not perform the labor for this project. Approval of the bids died for the lack of a motion.

Tim Parson, Liberty Partners, advised that the Government Efficiency Center EMS building has been ordered and should be delivered within 12 to 14 weeks. Discussion also included procuring the dirt for the EMS building, the October 2nd groundbreaking ceremony for the new Ag Center and the appropriations request to be submitted to the 2026 legislation.

Jon Sims, Dewberry Engineers, presented the bids for Phase 2 of the Bonifay Gritney Road paving project. He stated that C.W. Roberts was the low bidder in the amount of \$1,108,282 and that the inspection services have already been awarded. Discussion included that this paving project is from Jim Bush Road to Coy Hinson Road. Commissioner Erickson offered a motion to award the project to C.W. Roberts contingent on receiving approval from the Florida Department of Transportation (DOT). Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

(Bid Tabulations)

Jon Sims, Dewberry Engineers, recommended approving the design task order for the Cork Harris Boat Landing grant. The grant agreement for the project should be available soon. Commissioner Wilmer Stafford offered a motion for Project Director David Corbin to sign the task order when available. Commissioner Erickson offered a second and the motion passed unanimously.

Rod Adams, Melvin Engineering, presented a list of grant opportunities for the County. He advised that rural infrastructure (RIF) grants are mainly job creation grants. Discussion included applying for grants for the Busy Bee project or the Thomas Drive industrial park property. Richard Willsey, a private citizen, discussed the developer's responsibility to put infrastructure in place for a new business. The Board agreed by consensus to submit two RIF grant applications for the Busy Bee and Thomas Drive projects with the resolutions to be approved at the next meeting.

(Grant Opportunities List)

Rod Adams, Melvin Engineering, discussed the progress on the Pilot Travel Center project. He stated that the pond grading, the road subgrade, and the utility installation has begun. Mr. Adams advised that the project is on schedule.

Rod Adams, Melvin Engineering, advised that the final walk through was completed on the Bonifay Chipley Road paving project and the punch list will be completed soon. The closeout paperwork is scheduled to be presented to the Board at the next meeting.

Rod Adams, Melvin Engineering, advised that Melvin Engineering has the inspection services contract for the Bonifay Gritney Road Phase 2 project.

Rod Adams, Melvin Engineering, stated that Melvin Engineering is continuing with the infrastructure grant work for the Busy Bee project. He advised that a site design for the Busy Bee property

is needed but they are moving forward with the road improvements design since the site work appears to be a year off. There are no more extensions available for the grants.

Rod Adams, Melvin Engineering, presented Amendment One to the D0271 grant agreement. The amendment will extend the deadline for the Busy Bee/Pilot Travel Center RIF grant to December 15, 2026. Commissioner Erickson offered a motion for the Chairman to sign the Grant D0271 amendment. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

(Amendment)

Wayne Powell, a private citizen, discussed the difficulty caused by the heavy traffic on State Road 79. Project Director David Corbin advised that DOT has recently approved a traffic study on the road during the peak season.

Commissioner Wilmer Stafford presented a request from Ponce de Leon for ten loads of dirt to create a road and parking area for the town's ballfields. Discussion included that assistance spreading the dirt may also be needed. Commissioner Erickson offered a motion approving the request with Commissioner Wilmer Stafford offering a second. The motion passed unanimously.

(Request)

Commissioner Wilmer Stafford discussed scheduling the Lake Cassidy Workshop to work out the details of the mediated agreement. Nathan Morrow, a private citizen, requested changing the Workshop to a Special Session. Commissioner Erickson offered a motion to schedule the Special Session for August 12th at 6:00 p.m. at the Ponce de Leon High School. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Commissioner Erickson discussed getting quotes to have tree limbs removed over County Road 177 and County Road 177-A. The Road Department will clear the debris and work traffic. Gary Everett, Road Department employee, recommended using an excavator. Commissioner Erickson offered a motion to put the service out for quote. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Commissioner Erickson offered a motion to purchase a \$4,700 pressure washer and a \$124 microwave using the District 5 road materials budget. The motion included purchasing a \$4,700 pressure washer and a \$360 pole saw head from the District 2 road materials budget. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Commissioner Erickson announced a Water Management Community Meeting scheduled for August 26th at 6:00 p.m. to discuss available funding to resolve flooding issues.

Chairman Stafford requested nominations for a Board Vice Chairman. Commissioner Wilmer Stafford nominated Commissioner Johnson to the position. Commissioner Erickson seconded the nomination. The nomination passed unanimously.

There being no further business at this time, the meeting was adjourned at 7:45 p.m.


Clerk


Chairman