

November 18, 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: Commissioner Clint Erickson, Commissioner Wilmer Stafford, Commissioner Mitch Johnson, 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.

Nate Nolin, County Attorney, presided over the election of the Chairman of the Board. Commissioner Johnson offered a motion to nominate Commissioner Earl Stafford as the Chairman. Commissioner Erickson offered a second. Commissioners Erickson, Johnson and Earl Stafford voted yes. Commissioner Wilmer Stafford abstained from voting. The motion passed.

(Abstain from Voting Form)

Nate Nolin, County Attorney, turned the meeting over to Chairman Stafford. Commissioner Johnson offered a motion to nominate Commissioner Erickson as Vice-Chairman. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

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

- County Attorney) Planning Services Interlocal Agreement with Ponce de Leon

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

Commissioner Wilmer Stafford offered a motion to adopt the minutes from the November 3, 2025 Special Session, the November 4, 2025 Regular Session, and the corrected minutes from the September 4, 2025 Special Session. Commissioner Johnson offered a second and the motion passed unanimously.

David Corbin, Project Director, advised that County employees have been given administrative leave for the following days since the Board approved recognizing extra holidays announced by the Governor:

- Wednesday, November 26th
- Wednesday, December 24th
- Friday, January 2nd

Jane Dellwo, Board Administrative Assistant, presented the proposed 2026 Holiday Schedule for the County. She stated that the schedule added President's Day to the list of recognized holidays. Discussion included that President's Day was initially eliminated from the holiday list when employees were given a personal holiday.

Commissioner Erickson offered a motion to adopt the proposed holiday schedule adding President's Day. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

(2026 Holiday Schedule)

David Corbin, Project Director, presented a proposed agreement with the Florida Department of Law Enforcement for the Jail Expansion Project. John Tate, Holmes County Sheriff, advised that the \$1 million grant would cover the design and engineering work needed for the project. Commissioner Wilmer Stafford offered a motion for the Chairman to sign the agreement with Commissioner Johnson offering a second. The motion passed unanimously.

(Agreement)

Angie Purvee, Finance Director, presented the final 2024-2025 Budget Amendment for approval. She advised that the amendment brought on grant revenue, transferred money for items approved by the Board and moved money within departments for overspent line items. Commissioner Wilmer Stafford offered a motion approving 2024-2025 Budget Amendment #4. Commissioner Johnson offered a second and the motion passed unanimously.

(Budget Amendment #4)

David Corbin, Project Director, stated that a lease for a Road Department excavator will expire early 2026. He will discuss this matter further and present options for the Board to consider at the next meeting.

Keith Bennett, Holmes County Building Official, presented information on the cost and benefits of installing spray foam insulation at the Holmes County Library. He stated that the information was for future consideration.

(Information)

John Feeney, Contracted Planner, presented a proposed Affidavit of Acknowledgement for Exemption of Second Residential Structure for John and Jennifer Coleman, the property owners, and Andrew and Karen Bartorillo, the affiants, to execute. Mr. Feeney stated that the affidavit acknowledges that the Board is granting the exemption for a second residential structure to be placed on Parcel ID Number 0423.00-000-000-017.100 for an immediate family member. He advised that the updated Land Development Regulations (LDR) will make provisions for immediate family members. Mr. Feeney recommended approval of the exemption. Commissioner Erickson offered a motion approving the exemption with Commissioner Wilmer Stafford offering a second. The motion passed unanimously.

(Proposed Affidavit)

James Sowinski, Liberty Partners, advised that two bidders to the Government Efficiency Center EMS Building Management RFP fixed the errors from their initial response. He presented the committee's scoring results and recommended awarding the bid to Bret Alford Construction, LLC. Nate Nolin, County Attorney, recommended that Chairman Stafford abstain from voting. Commissioner Erickson offered a motion to award the

bid to Bret Alford Construction, LLC. Commissioner Wilmer Stafford offered a second. Commissioners Wilmer Stafford, Johnson and Erickson voted yes with Chairman Stafford abstaining from the vote. The motion passed.

(Bid Scoresheet)
(Abstain from Voting Form)

Rod Adams, Melvin Engineering, advised that the clearing and right-of-way staking on the Bonifay Gritney Road project should begin this week. Engineer Jake Mathis is coordinating the fencing needed on the project. Discussion included calculating the cost for the temporary fence needed due to a property owner having cattle.

Rod Adams, Melvin Engineering, advised that the County Road 181 road improvement project is basically finished with the punch list items currently being completed. He discussed the options to handle a section of existing sidewalk that has been negatively impacted by the widening of the road. The options included relocating the sidewalk, reducing the width of the sidewalk, and having the County complete the work. Mr. Adams stated that a request has been submitted to the Florida Department of Transportation (DOT) for more funding for the sidewalk and rumble strips. He will advise the Board when a decision has been made.

Rod Adams, Melvin Engineering, stated that water will be available at the Pilot Travel Center by the end of the week. A lime rock base has been placed on the road and contractors are coordinating with Florida Power and Light (FPL) to move power poles.

Rod Adams, Melvin Engineering, stated that a pre-bid conference for the Busy Bee infrastructure project was held last week and the date to award the bid has been extended to December 18th.

Nate Nolin, County Attorney, advised that Gordon Clement submitted the only bid received for the County's property at 1973 Jesses Way. Mr. Clement's bid was for \$201. Discussion included the certified notices that were sent to the adjacent property owners, that the property is landlocked and law enforcement's history with the property. Mr. Clement has property on Jesses Way but does not have direct access to the County's parcel. Keith Bennett, Holmes County Building Official, discussed the poor condition of the vacant mobile home and debris on the property. Commissioner Wilmer Stafford offered a motion to accept Mr. Clement's bid with the bidder to pay the recording costs. Commissioner Johnson offered a second. Commissioner Wilmer Stafford offered a motion to rescind the motion to accept the bid with Commissioner Johnson offering a second. The motion was passed unanimously. Carol Kent Smith, Holmes County Advertiser, discussed the cost to advertise the bid in the newspaper. Commissioner Wilmer Stafford offered a motion to advertise the bid in the newspaper with Commissioner Erickson offering a second. The motion passed unanimously.

Nate Nolin, County Attorney, presented a proposed Interlocal Agreement for Planning and Land Development Review with Ponce de Leon. He advised that Ponce de Leon does not have their own planning services and the County bears the costs for their planning reviews. John Feeney, Contracted Planner, discussed the increase demand for planning services and that he has discontinued doing planning work for Ponce de Leon until an agreement is in place. Discussion included the need for Ponce de Leon to retain their own planning

services, increasing planning fees and that the town is currently working on a new project. Commissioner Erickson offered a motion for Mr. Feeney to continue the planning services for Ponce de Leon's pit project with the fees to be received by the County and for the County to enter into a one-year agreement with Ponce de Leon for the planning services. As part of the motion, Alday Howell will conduct a rate study for commercial planning fees from surrounding counties. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

(Proposed Agreement)

Commissioner Erickson discussed advertising for engineering services for the County. Discussion included that the four engineering firms with continuing services contracts have been awarded one-year extensions. Commissioner Erickson offered a motion to advertise an RFQ for engineering services with a committee comprised of Project Director David Corbin, Emergency Management Director Barry Lee, and Board Administrative Assistant Jane Dellwo to score the responses. Commissioner Wilmer Stafford offered a second. Commissioners Wilmer Stafford, Johnson and Erickson voted yes with Chairman Stafford voting no. The motion passed.


Commissioner Erickson offered a motion to send a letter to DOT requesting reinstallation of the caution light at the intersection of Highway 2 and Highway 2a. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Commissioner Wilmer Stafford advised that a meeting for Dogwood Lakes residents has been scheduled for December 4th at the Dogwood Lakes Golf Course to discuss the costs and benefits of implementing an MSBU.

Commissioner Erickson offered a motion for the County to begin selling Lake Cassidy decals on December 1st at the Board's office and Ponce de Leon. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Chairman Stafford announced that he would not be seeking re-election for the District 4 County Commissioner seat.

There being no further business at this time, the meeting was adjourned at 10:00 a.m.

Clerk 


Chairman