

December 2, 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 Mitch Johnson, Commissioner Wilmer Stafford, Commissioner Clint Erickson, 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 6:00 p.m. David Corbin, Project Director, led the prayer and pledge.

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

- County Coordinator) December 16th Regular Session
- Commissioner Item) County Policy Regarding Employees Running for Political Office
- County Attorney) Ponce de Leon Interlocal Agreement for Planning Services
- County Attorney) Ponce de Leon Agreement to Sell Lake Cassidy Passes

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

Commissioner Wilmer Stafford offered a motion to adopt the minutes from the November 18, 2025 Regular Session. Commissioner Erickson offered a second and the motion passed unanimously.

Richard Willsey, a private citizen, discussed the need for transparency and cooperation as the Board and the Holmes County Development Commission work together for the benefit of the County.

Ben Tew, Noma Town Clerk, requested financial support for Noma's Christmas Party scheduled for Saturday, December 20th. He discussed the history of the event and the planned activities. The Board took no action on the request.

Commissioner Wilmer Stafford discussed the rain days that were eliminated from the Holmes County Road and Bridge Department. Discussion included the need for a new administrative leave policy. Nate Nolin, County Attorney, recommended leaving administrative leave to the discretion of Project Director David Corbin in lieu of re-implementing rain time. Commissioner Wilmer Stafford offered a motion to give Project Director Corbin authority to grant administrative leave for all departments. Commissioner Johnson offered a second and the motion passed unanimously.

Commissioner Wilmer Stafford requested reappointment to the Tri-County Community Council. Commissioner Johnson offered a motion to grant the request with Commissioner Erickson offering a second. The motion passed unanimously.

Chairman Stafford presented an agreement with Ricky and Vicki Meredith granting the County access to their property at 1392 Reddick Mill Road. The temporary access is needed to remove the dirt and debris that has washed into the pond on the Meredith's Reddick Mill Road property. Commissioner Erickson offered a motion for Project Director David Corbin to execute the agreement. Commissioner Johnson offered a second and the motion passed unanimously.

(License Agreement)

David Corbin, Project Director, stated that historically the Board has cancelled the second December Regular Session and requested the wishes of the Board for this year. Discussion included that the cancellation will not affect the bill pay schedule. Commissioner Wilmer Stafford offered a motion to cancel the December 16th Regular Session with Commissioner Johnson offering a second. The motion passed unanimously.

Nina Nallick, Building Department, presented a proposed Affidavit of Acknowledgement for Exemption of Second Residential Structure for Steven and Hillary Alred, the property owners, and Adryan Alred, the affiant, to execute. Ms. Nallick stated that the affidavit acknowledges that the Board is granting the exemption for a second residential structure to be placed on Parcel ID Number 0813.00-000-000-001.000 for immediate family members. She advised that the updated Land Development Regulations (LDR) will make provisions for immediate family members. Ms. Nallick advised that Contracted Planner John Feeney recommended approval of the exemption. Commissioner Wilmer Stafford offered a motion approving the exemption with Commissioner Johnson offering a second. The motion passed unanimously.

(Proposed Affidavit)

Jane Dellwo, Board Administrative Assistant, presented task orders for Alday-Howell Engineering to complete the inspection services for the Roping Road and the Peak Road bridge projects. Commissioner Wilmer Stafford offered a motion for the Chairman to sign both BSCOP task orders. Commissioner Johnson offered a second and the motion passed unanimously.

(Task Orders)

Rod Adams, Melvin Engineering, advised that the clearing for the Bonifay Gritney Road Phase 2 paving project is almost complete. He discussed the need for an easement from a property owner on the west end of the road to clear trees and a pending re-design for another portion of the road.

Rod Adams, Melvin Engineering, advised that the Florida Department of Transportation (DOT) has agreed to fund the reconstruction of a portion of the sidewalk negatively impacted by the widening of County Road 181. DOT has agreed to fund reconstruction of 170 feet of the 2,200-foot sidewalk. Discussion included the estimated cost to repair the full section of the sidewalk. The Board agreed by consensus for Commissioner Wilmer Stafford to discuss the matter with DOT to request more money for the sidewalk improvement.

Rod Adams, Melvin Engineering, stated that installation of the Pilot Travel Center water main is complete. Discussion included that the paving is delayed due to Florida Power & Light needing to move power poles and Lumen to move pedestals. Mr. Adams presented two Change Orders increasing the time Extreme Land

Restoration and Southeast Construction has to complete the project. He stated that both contractors will be finished by January 10, 2026 which will be before the Pilot's opening day of January 17, 2026. Commissioner Johnson offered a motion for the Chairman to sign both Change Orders with Commissioner Wilmer Stafford offering a second. The motion passed unanimously.

(Change Orders)

Rod Adams, Melvin Engineering, advised that bid opening for the Busy Bee infrastructure project is still scheduled for December 18th with construction to begin by February.

Nate Nolin, County Attorney, discussed a proposed Interlocal Agreement for Planning and Land Development Review with Ponce de Leon. He advised that Ponce de Leon, Esto, and Noma do not have their own comprehensive plan and fall under the County's plan with the County liable for the planning service invoices. The County's plan does not address townships and there are currently no agreements in place with the municipalities. The Ponce de Leon attorney will draft an interlocal agreement for planning services which will address the division of costs and fees. Discussion included that Alday Howell is conducting a rate study for commercial planning fees from surrounding counties. Garrett Valcourt, a private citizen, suggested increasing planning fees. Commissioner Erickson offered a motion for any interlocal agreement for planning services with Ponce de Leon to be for a term no more than one year. Commissioner Erickson rescinded the motion, and the Board agreed to make the discussed changes when the drafted agreement is presented.

Nate Nolin, County Attorney, presented a proposed Interlocal Agreement for Lake Cassidy Permits with the Town of Ponce de Leon. He advised that the agreement allows Ponce de Leon to retain \$1 for every \$50 of permits collected by the town. Per the agreement, Ponce de Leon will remit the fees owed to the County quarterly. Discussion included that the decals are per vehicle, Lake Cassidy is scheduled to re-open January 1, 2026 and food vendors are not allowed. Commissioner Wilmer Stafford offered a motion to change the wording in the agreement to state that Ponce de Leon will remit to the County monthly. Commissioner Johnson offered a second and the motion passed unanimously.

(Proposed Agreement)

Nate Nolin, County Attorney, requested clarification for advertising an RFQ for engineering services as was approved at the previous meeting. The four engineering firms currently contracted with the County were recently given a one-year extension on their continuing services contract. Attorney Nolin questioned whether any engineering services contracts arising from the RFQ would end the same time as the County's current engineers or if the current engineering firms need to respond to the RFQ. Discussion included how the work is divided between the four current firms. Commissioner Johnson offered a motion to advertise the engineering services RFQ in June and require responses from all engineering firms interested in contracting with the County. Commissioner Wilmer Stafford offered a second. Commissioners Johnson, Wilmer Stafford and Chairman Stafford voted yes with Commissioner Erickson voting no. The motion passed.

Commissioner Erickson discussed deleting the current policy that prohibits a county employee from running for a Holmes County Commission seat. Discussion included that an employee must resign before qualifying to run, the precedent set in the County and the policy of surrounding counties. County Attorney Nate Nolin requested time to research the issue. The Board tabled the matter until the next meeting.

Commissioner Erickson discussed the County's pay scale for the positions requiring a CDL. Discussion included that insufficient compensation is a problem throughout the County and the possibility of eliminating positions to increase wages. Commissioner Erickson offered a motion for Project Director David Corbin to conduct a pay study of similar counties with a population of 25,000 or less and present the information to the Board at the next meeting. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Commissioner Erickson discussed sending the auction proceeds for the County's ten dump trucks directly to the financing company to pay on the new dump trucks. Discussion included that the financing agreement allows for the lump sum payment, but a new financing agreement would be needed to see how the payment would affect the annual payment terms. The Board agreed by consensus to table the matter until the next Board meeting when the amount of the auction proceeds will be known.

Commissioner Wilmer Stafford discussed changing the current County policy regarding a temporary transfer to a higher pay grade. He proposed paying a Road and Bridge employee who works in place of a Road Department Foremen a \$2.00 per hour stipend for the time taking on the role. Discussion included doing the same for other departments, the current problem of getting an employee to cover for a Foreman and the need to have the policy change in writing. Commissioner Wilmer Stafford offered a motion to update the policy to give any Road and Bridge employee assigned to foreman duties due to an absent foreman a \$2.00 per hour stipend for the length of time they must take on those duties. The policy change will be in writing and go into effect on January 1st. Commissioner Erickson offered a second and the motion passed unanimously.

Commissioner Wilmer Stafford discussed changing the time of the first monthly Board meeting from 6:00 p.m. to 3:00 p.m. Discussion included the overtime that was cut from the 2025-2026 budget and the statutory requirements for holding Board meetings. Private citizens, Richard Willsey and Garrett Valcourt, voiced their opposition to the time change. The Board took no action on this matter.

There being no further business at this time, the meeting was adjourned at 7:40 p.m.


Clerk


Chairman