

January 20, 2026  
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 Wade Ellenburg, Commissioner Wilmer Stafford, Commissioner Mitch Johnson, 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 9:03 a.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:

- Commissioner Item) Centerline Striping of CR 179 and CR 163
- Commissioner Item) Easement Clearing
- Commissioner Item) Change Order for CR 181 Sidewalk Project
- Commissioner Item) FDOT Agreement for Prim Avenue Bridge Replacement
- Commissioner Item) Moving Budgeted Funds from TT Salaries to Part-Time Positions

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

Commissioner Johnson offered a motion to adopt the minutes from the January 6, 2026 Regular Session. Commissioner Wilmer Stafford offered a second and the motion passed unanimously.

Richard Willsey, a private citizen, requested that the Board ensure that the public can hear the Board's discussion during a meeting.

Nate Nolin, County Attorney, presented the scoring of the Holmes County RFP 25-57 responses for Disaster Recovery Administration Services and Holmes County RFP 25-58 responses for Debris Monitoring Services. He stated that the State approved the advertised RFPs and the scoring committee consisted of Project Director David Corbin, Emergency Management Director Barry Lee, and Board Administrative Assistant Jane Dellwo. Attorney Nolin advised that Metric Consulting had scored the highest for administrative services and DRC scored the highest for debris monitoring. Attorney Nolin recommended awarding the contracts per the scoring by the committee. He advised that no voting conflict existed for Commissioner Wilmer Stafford or Chairman Stafford due to family members working for Metric Consulting. Commissioner Erickson offered a motion to award the Disaster Recovery Administration Services contract to Metric Consulting and the Debris Monitoring contract to DRC. Commissioner Ellenburg offered a second and the motion passed unanimously.

(Bid Scoring Tabulation Sheets)

Jane Dellwo, Board Administrative Assistant, advised that the Florida Department of Transportation (DOT) started accepting applications for the Small County Road Assistance Program (SCRAP) and the Small County Outreach Program (SCOP) projects. She stated the County could submit two SCRAP and two SCOP applications. Discussion included submitting the next phases of recently approved projects and other roads in need of improvement. Commissioner Wilmer Stafford offered a motion to submit applications for the following projects:

- SCOP Applications: Bonifay Chipley Road Phase 2 and CR 179A
- SCRAP Applications: CR 179 and CR 177A

Commissioner Johnson offered a second and the motion passed unanimously.

Chairman Stafford suggested submitting the Spring Valley/Turberville Road bridge replacement for a DOT B-SCOP project. Jon Sims, Dewberry Engineers, advised that the project may be over the allowable amount for a B-SCOP project, but he will present the suggestion to DOT. The Board agreed by consensus to table this matter to the next meeting.

Commissioner Ellenburg discussed the need for beaver control services in his district. Discussion included the history of beaver eradication within the County. Commissioner Erickson offered a motion to advertise for the service. Commissioner Ellenburg offered a second and the motion passed unanimously.

Chairman Stafford presented the most recent 2024-2025 Commissioner Assignment List. The list dispersed the District 2 assignments to the other commissioners while the seat remained empty. Chairman Stafford proposed returning to the previous assignment list that included the District 2 assignments for the 2025-2026 Commissioner Assignments. Commissioner Wilmer Stafford offered a motion approving the Chairman's proposal. Commissioner Ellenburg offered a second and the motion passed unanimously.

(Commissioners Assignments)

Danielle Dubin, Dubin Acquisitions LLC, presented a \$1,000 donation from the sale proceeds for Dogwood Lakes Parcel Number 0908.04-004-000-009.000. She stipulated that the donation be appropriated for work in the Dogwood Lakes community. Chairman Wilmer Stafford offered a motion to accept the donation with the stipulation. Commissioner Ellenburg offered a second. The motion passed with Commissioner Erickson abstaining from the vote.

(Abstain from Voting Form)

Pastor Michael Tadlock, Crosspoint Church, and Kayla Johnson presented a proposal to install a Safe Haven Baby Box in the new Holmes County EMS building. The Safe Haven Baby Box allows parents in crisis to surrender a newborn anonymously and safely. Discussion of this matter included the following:

- EMS is a 24-hour staffed county facility
- The Baby Box is climate-controlled, monitored and inspected regularly
- Approximate cost for the installation is \$15,000 to \$20,000
- Crosspoint Church will commit \$1,000 and seek donations from churches throughout the County

- Annual renewal and maintenance fees involved
- Medical services for a surrendered newborn should be covered by Medicaid

The following private citizens discussed this matter:

- Jordan Sammons
- Richard Willsey

Holmes County Sheriff John Tate advised of the need to consult with the EMS building contractor to see if the building plans will need to be modified to allow for the installation of the Baby Box. County Attorney Nate Nolin advised that he needs to discuss the matter with the County's insurance company and review the contract involved with installing a Baby Box. The Board agreed by consensus to schedule this matter for a Special Session in early spring.

Charles S. Ward, a private citizen, requested access to Parcel ID #0907.00-000-000-018.000 from Bodie Lane as neighboring property owners are denying him entry onto his one-acre parcel. Discussion included the portion of Bodie Lane that is County-maintained, a gate the adjacent property owner has placed across Bodie Lane and whether the matter is a civil issue. The Board agreed to allow Commissioner Wilmer Stafford to work on a resolution to the matter.

John Feeney, Contracted Planner, presented a proposed Affidavit of Acknowledgement for Exemption of Second Residential Structure at 1821 Bluebird Lane for Jeremy Bailey, the property owner, and Richard Bailey, the affiant, 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 0901.00-000-000-028.000 for an immediate family member. He advised 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)

John Feeney, Contracted Planner, presented a proposed Affidavit of Acknowledgement for Exemption of Second Residential Structure at 1475 Reynolds Lane in Westville for Richard and Tammy Fenlon, the property owners, and Jacob and Joshua Fenlon, 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 1720.00-000-000-006.180 for an immediate family member. He advised 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 Ellenburg offering a second. The motion passed unanimously.

(Proposed Affidavit)

Tim Parson, Liberty Partners, discussed the scheduled events for the Florida Association of Counties Legislative Day and the Florida Rural Counties Day on January 21<sup>st</sup> and 22<sup>nd</sup> in Tallahassee.

Travis Howell, Alday-Howell Engineering, presented Change Order No. 1 for the CR 181 road resurfacing project. He advised that the change order adds \$15,000 to the grant funding to repair 160 feet of the sidewalk as well as adding 30 days for the contractor to complete the project. Commissioner Wilmer Stafford offered a motion for the Chairman to sign the change order with Commissioner Ellenburg offering a second. The motion passed unanimously.

(Change Order)

John Feeney, Alday-Howell Engineering, advised that the Dogwood Lakes siphon project on the small lake had been completed. He said the siphon has been inspected and recommended payment in full to the project contractor. Mr. Feeney stated that phase 2 of the dam repair will involve moving the spillway and filling the discharge pipe for an approximate cost of \$60,000. He said that the permits will need to be modified and the engineer will need to design phase 2. Commissioner Wilmer Stafford offered a motion to pay the siphon project contractor the \$155,000 in full. Commissioner Ellenburg offered a second. Commissioners Ellenburg, Wilmer Stafford and Chairman Stafford voted yes. Commissioners Erickson and Johnson abstained from voting. The motion passed.

(Abstain from Voting Forms)

Commissioner Wilmer Stafford advised that Robert Ward has offered to deed the County a right-of-way easement to his Smith Chapel Road property in exchange for the County's assistance with clearing the easement. Discussion included that the clearing work would take approximately two days and that a \$700 quote to complete the survey has been obtained. County Attorney Nate Nolin advise the Board to accept the easement and cautioned about the precedent set by clearing the easement for Mr. Ward. Commissioner Wilmer Stafford offered a motion to move \$700 from Road Department Contingencies for the survey, obtain a Right of Entry from Mr. Ward and clear the 2,050-foot easement. Commissioner Erickson offered a second. Commissioners Wilmer Stafford, Johnson, Erickson, and Chairman Stafford voted yes with Commissioner Ellenburg voting no. The motion passed. Commissioner Erickson will bring back the same right-of-way easement opportunity on Little John Lane at a future meeting.

(Quote)

Commissioner Wilmer Stafford stated that assisting with clearing the parking lot for the new Ponce de Leon Fire Department building will take approximately 2 to 3 days. Commissioner Wilmer Stafford offered a motion to approve the County assisting with clearing the lot. Commissioner Erickson offered a second and the motion passed unanimously.

Commissioner Wilmer Stafford stated that Doug Harris, a resident on CR 179, owns property adjacent to County-owned property obtained through the FEMA buyout. Mr. Harris needs a 40-foot utility easement through the County's property and is willing to pay for the legal description. Commissioner Wilmer Stafford offered a

motion for Project Director David Corbin to work with Mr. Harris on the utility easement. Commissioner Ellenburg offered a second and the motion passed unanimously.

Commissioner Erickson discussed the County-owned properties obtained through the FEMA buyout. Discussion included the restrictions on the property and getting those properties back on the tax roll with deed restrictions. Danielle Dubin, Dubin Acquisitions, questioned how the Board proposed to sell the property. Commissioner Ellenburg offered a motion to request that FEMA lift the restrictions on the buyout properties and then offer the properties to the adjacent property owners. Commissioner Erickson offered a second and the motion passed unanimously.

Commissioner Ellenburg received a quote from Walton County for centerline striping 3.4 miles of CR 179A in the amount of \$2,550 and 2.9 miles of CR 163 in the amount of \$2,175. Commissioner Ellenburg offered a motion to use \$4,725 LOGT funds to have Walton County stripe the roads contingent on Walton County approving the request. Commissioner Erickson offered a second and the motion passed unanimously. The Board directed Project Director David Corbin to send the request to Walton County for their Board's consideration.

Jane Dellwo, Board Administrative Assistant, presented the DOT Off System Bridge Project Agreement for the Prim Avenue Bridge over Holmes Creek. She advised that DOT will complete the bridge replacement. Commissioner Wilmer Stafford offered a motion for the Chairman to sign the agreement. Commissioner Ellenburg offered a second and the motion passed unanimously.

(Agreement)

Chairman Stafford requested funding for Road Department part-time positions due to two District 4 employees being out on FMLA. The Road Department part-time positions were initially cut from the 2025-2026 budget. Commissioner Erickson offered a motion to move \$20,000 from the Transportation Trust Salaries line item to the Part-Time Positions line item. Commissioner Johnson offered a second and the motion passed unanimously.

Kenny Williams, Wheeler Consulting, advised that Wheeler will be submitting a \$16,000 invoice for work completed on the County's behalf for Hurricane Helene.

There being no further business at this time, the meeting was adjourned at 10:43 a.m.

  
Clerk

  
Chairman