



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, MARCH 17, 2025 at 6:00 PM

Midtown Plaza, 401 McLaughlin Ave., Bonifay, FL 32425

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

[A.](#) March 3rd, 2025 Meeting Minutes

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board. . THIS IS NOT A QUESTION AND ANSWER SESSION. It is NOT a political forum, nor is it a time for personal accusations and derogatory remarks to/or about City personnel. Those who wish to speak are reminded to observe proper decorum, and to avoid the use of profane or vulgar language. If you would like to address the City Council please come to the podium, state your name and address for the record

[A.](#) Champion Emma Meredith Day

VI. PLANNING & ENGINEERING

VII. OLD BUSINESS

[A.](#) Personnel Policy

VIII. NEW BUSINESS

[A.](#) Resolution 2025-02 Connection Fees

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

B. Department Updates

C. Employee Spotlight

X. ADJOURN

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.



MINUTES
CITY COUNCIL MEETING - REGULAR SESSION
MONDAY, MARCH 03, 2025 at 9:00 AM
Bonifay City Hall Council Meeting Room – 401 McLaughlin Ave

I. CALL TO ORDER

Mayor Larry Cook called the meeting to order at 9:00 am.

PRESENT

Mayor Larry Cook
Council Member James Sellers
Council Member Shelley Carroll
Council Member Rick Crews
Council Member Eddie Dixon

Also Present

City Clerk Rickey Callahan, City Attorney Jon Holloway, Deputy Clerk Tracy Walker, Executive Assistant Sierra Smith, Public Works Director Aaron Taylor, Chief Plant Operator Matt Perry, Police Chief Johnny Whitaker

A. Invocation

Executive Assistant Sierra Smith gave invocation.

B. Pledge of Allegiance

Executive Assistant Sierra Smith led the Pledge of Allegiance.

II. APPROVE AGENDA

Motion made to approve the agenda by Council Member Crews, Seconded by Council Member Dixon.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

III. APPROVE MINUTES

A. February 18th, 2025 Minutes

Motion made to approve the minutes of February 18, 2025 by Council Member Crews, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

IV. APPROVE ACCOUNTS PAYABLE / TRANSFERS / FINANCIAL SHEETS TO REVIEW

Motion made to approve Accounts Payable, Transfers, and Financial Sheets by Council Member Carroll, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

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Rosalie McClain, local resident, stated she would like someone else to read water meters for the City. She also asked that the City notify people before they pick up discarded items by the road that they will be charged for.

Richard Willsey questioned how often Council Members meet outside of public meetings to discuss City business. He stated that he is going to have people take pictures and sign affidavits stating that Council Members were meeting over lunch and discussing matters of City business.

Mr. Willsey revisited the stormwater retention park. He expressed his appreciation that gates have caution tape over them. Willsey stated it is not supposed to hold water after the storm and the vegetation prevents that from happening. Willsey stated this was a violation of DEP and EPA standards.

Mr. Willsey requested that when members of the staff are making a presentation or reading something for public discussion, that they come to the podium.

Mr. Willsey questioned the status on the City Hall renovations.

The three-minute timer alarmed.

Mayor Cook thanked Mr. Willsey and asked if anyone else would like to address the Council.

VI. PLANNING & ENGINEERING

A. Melvin Engineering- D0298 Bonifay Southside Drainage Improvements Work Authorization

Executive Assistant Sierra Smith informed the Council Members that John Udochi, with Melvin Engineering, has the Southside Drainage Improvements Work Authorization for the RIF D0298 that the City was awarded in the amount of \$1,233,000.

Mr. Udochi stated this is for the culverts and drainage improvements on St. John's Rd. Hightower Ave., Jernigan Ave., and Clifford Street. This work authorization will be for them to do the inspection.

Motion made to approve the D0298 Bonifay Southside Drainage Improvements Work Authorization by Council Member Crews, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

B. Ardurra- Clean Water SRF

Executive Assistant Sierra Smith informed the Council Members that the next three items will be from Amir Zafar, with Ardurra, for Clean Water SRF, SRF Pump Station Rehabilitation Phase I, and Permit Renewal. Ms. Smith stated that Chief Plant Operator Matt Perry and Director of Public Works Director Aaron Taylor agreed on using Ardurra for these items.

Motion made to approve Mayor Cook to sign the Clean Water SRF Loan Agreement by Council Member Sellers, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

C. Ardurra- SRF Pump Station Rehabilitation Phase 1

Motion made to approve Mayor Cook to sign SRF Pump Station Rehabilitation Phase I Task Order by Council Member Sellers, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

D. Ardurra- Permit Renewal

Motion made to approve Mayor Cook to sign application to renew existing FDEP permit for WWTP by Council Member Sellers, Seconded by Council Member Carroll.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

A. Red Cross Proclamation

City Clerk Rickey Callahan read the proclamation for the American Red Cross.

NOW, THEREFORE, I, Mayor Larry Cook, of Bonifay, by virtue of the authority vested in me by the laws of Bonifay and Florida do hereby proclaim March 2025 as Red Cross Month. I encourage all citizens of Bonifay to reach out and support its humanitarian mission.

Motion made to approve Red Cross Proclamation by Council Member Crews, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

B. Decon Road Discussion

Mayor Cook stated the county is under contract to sell 58 acres on Decon Road, which is 1/4 mile from our water and sewer system. They already have water available, and he requested the Council give him the authority to look into possibly finding funding for the sewer for this project. There will be 94 homes in the first phase.

Motion made to approve Mayor Cook to look into getting funding for this project by Council Member Dixon, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel Updates

Mayor Cook gave the Council Members the following updates.

On West Brock Avenue, trees have been trimmed, the nursing home has been talked to about moving their no parking signs, and it will be included in the next round of paving. Also, there are some abandoned culverts on the north side of W. Brock that can be removed, which will help with the widening of the road.

The inside of City Hall is complete, and we were going to move in last week but the culvert in the drive-thru collapsed, and needed to be repaired. Hopefully the move will happen the first of next week.

Mayor Cook stated he has received several complaints of Florida Power & Light's tree trimming and tree removal. Some of it is hideous; some of it didn't need to be done. FPL sent an arborist, and the person that was over construction to the City to discuss the complaints that we have gotten. From that meeting, they have done a stop work order on all tree cutting in the City of Bonifay.

Downhome Street Festival is March 15th.

The Holmes County High School girls' basketball team is State runner-up and we are proud of them.

Executive Assistant Sierra Smith told the Council Members that Emma Meredith has won her 3rd State Championship in weightlifting, in both traditional & Olympic. She will be recognized at a meeting soon.

B. Department Updates

City Clerk Rickey Callahan thanked everybody their support while he was out recovering from knee surgery.

C. Employee Spotlight

None

X. ADJOURN

Motion made for meeting to adjourn by Council Member Crews, Seconded by Council Member Sellers.

Voting Yea: Mayor Cook, Council Member Sellers, Council Member Carroll, Council Member Crews, Council Member Dixon

Mayor Cook declared the meeting adjourned at 9:21 am.

Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 547-4238, at least five days prior to the proceedings.



CITY OF BONIFAY

PROCLAMATION

- Whereas Emma Meredith is a senior at Holmes County High School; and
- Whereas, she exemplifies the true definition of being a student-athlete by excelling academically and participates in track, cheer, and weightlifting; and
- Whereas, she encompasses the qualities of hard work, perseverance, and determination; and
- Whereas, Emma Meredith has won the third consecutive Florida High School Athletic Association 1A Weightlifting State Championship for Holmes County High School; and
- Whereas, The City of Bonifay celebrates her winning the 1A title of State Champion, and wishes to honor her for her commitment, dedication, and athleticism;

Therefore, be it proclaimed that I, Larry F. Cook, Mayor, and the Council of the City of Bonifay, do hereby proclaim March 17th, 2025, as

CHAMPION

EMMA MEREDITH

DAY

in the City of Bonifay, Florida

Larry F. Cook, Mayor

Larry F. Cook, Mayor
Rickey Callahan, City
Clerk
301 J Harvey Etheridge
St
Bonifay, FL 32425
850-547-4328



Councilmembers:
James Sellers, Vice Mayor
Rick Crews
Shelley Carroll
Eddie Dixon

Personnel Policy

Current version

“Maximum annual leave accumulation shall not exceed two hundred forty (240) hours at the end of the calendar year. Unused annual leave above two hundred forty (240) hours will be forfeited by the employee at the end of the calendar year.”

Proposed Version- “While there is no cap on total leave accumulation during employment, the payout of unused leave upon separation will not exceed twenty-five percent (25%) of the employee’s total accumulated leave balance, up to a maximum of two hundred fifty (250) hours, whichever is less.”

RESOLUTION 2025-02

**A RESOLUTION OF THE CITY OF BONIFAY, FLORIDA
ESTABLISHING A FEE SCHEDULE FOR CONNECTION
TO WATER AND SEWER UTILITIES; PROVIDING FOR
SCRIVENER’S ERRORS; PROVIDING FOR LIBERAL
INTERPRETATION; PROVIDING FOR REPEAL OF
CONFLICTING RESOLUTIONS AND FEE POLICIES;
AND PROVIDING FOR AN EFFECTIVE DATE**

BE IT RESOLVED BY THE CITY COUNCIL OF BONIFAY, FLORIDA AS FOLLOWS:

SECTION 1: ESTABLISHMENT OF A WATER AND SEWER CONNECTION FEE SCHEDULE. There is hereby established a Water and Sewer Utility Connection Fee Schedule as attached hereto, which is incorporated herein by reference. The connection fees set forth in the Water and Sewer Utility Connection Fee Schedule shall be charged to any customer connecting to the City’s potable water and/or sewer utilities on and after the Effective Date set forth herein.

SECTION 2: SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Resolution may be authorized by the Mayor or the Mayor’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 3: RESOLUTION TO BE LIBERALLY CONSTRUED. This Resolution shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION4: REPEAL OF CONFLICTING RESOLUTIONS AND POLICIES. Resolutions, or parts of resolutions or portions thereof of the City of Bonifay, and policies of the City relating to the subjects hereof, in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict.

SECTION 5 – EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

Passed and adopted by the City Council of Bonifay, Florida on the 17th day of March, 2025.

ATTEST: _____
City Clerk

Approved by me this 17th day of March, 2025.

Larry F. Cook
Mayor

Larry F. Cook, Mayor		City Council Members:
Rickey Callahan, City Clerk		James W. Sellers
301 J. Harvey Etheridge		Shelley Carroll
Bonifay, FL 32425		Rick Crews
Telephone: (850) 547-4328		Eddie Dixon
Fax: (850) 547-9014		

WATER AND SEWER CONNECTION FEE SCHEDULE

Revised 3/17/2025

Water Connection (Tap) Fees:

Meter Size						
3/4"						\$ 500.00
1"						\$ 700.00
2"						\$ 2,900.00
4"						\$ 14,400.00

Sewer Connection (Tap) Fees:

Tap Size						
4" or less:						\$ 500.00
All others:						Actual Cost

Deposit For Service:

Residential:						\$ 225.00
Commercial:						\$ 325.00