



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, AUGUST 18, 2025 at 6:00 PM

Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

[A.](#) August 4th, 2025

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 and state your name and address for the record.

A. Bonifay Kiwanis Club - Rodeo

VI. OLD BUSINESS

[A.](#) City Cemetery Bench Request

VII. NEW BUSINESS

[A.](#) Bonifay Fire-Rescue Purchase Request 1 - Chief Cook

[B.](#) Bonifay Fire-Rescue Purchase Request 2 - Chief Cook

VIII. PLANNING & ENGINEERING

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel Updates

B. Department Updates

Bonifay Police Department Presentation - Chief Whitaker

C. Employee of the Quarter (Q2) Recognition - Chief Whitaker

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, AUGUST 04, 2025 at 9:00 AM
Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

Vice-Mayor James Sellers called the meeting to order at 9:00 am.

PRESENT

Council Member James Sellers
Council Member Shelley Carroll
Council Member Rick Crews

ABSENT

Mayor Larry Cook
Council Member Eddie Dixon

Also present:

Executive Assistant Sierra Smith, Director of Finance Tracy Walker, City Attorney Jon Holloway by phone, Chief of Police Johnny Whitaker, and Chief Plant Operator Matt Perry

A. Invocation

Executive Assistant Sierra Smith gave the 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 Carroll.

Voting Yea: Council Member Sellers, Council Member Carroll, Council Member Crews

III. APPROVE MINUTES

A. July 21st, 2025

Motion made to approve the minutes of July 21, 2025 by Council Member Carroll, Seconded by Council Member Crews.

Voting Yea: Council Member Sellers, Council Member Carroll, Council Member Crews

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 Crews.

Voting Yea: Council Member Sellers, Council Member Carroll, Council Member Crews

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/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 and state your name and address for the record.

A. Audit Presentation - Carr, Riggs & Ingram

Tyler Dunaway with Carr, Riggs, & Ingram presented the 2023-2024 Financial Audit to the council members.

The City’s fund balance is around \$150,000.00, which is trending up. This represents about one month’s worth of expenses; the recommended amount is around 3-6 months.

The budget vs. actual is very closely aligned, which is a testament to the City Council, the Mayor, the Finance Director, and Department Heads alike.

Water/Sewer/Garbage shows a \$200,000.00 increase in revenues, while the expenses were aligned with FY 2023 totals.

A single audit was performed, as the City used more than \$750,000.00 in Federal and/or State funding. There were no significant findings in this audit.

Financial Statement Findings are as follows:

City personnel lack the experience necessary to prepare the City's schedule of expenditures of federal awards and state financial assistance, including note disclosures. The City is working to improve this, mainly the accrual of revenues and expenses in the period earned or incurred.

Management elected to prepare interim financial statements on the cash basis of accounting. Tracy is diligently working to change this over to accrual accounting per State/Federal requirements.

Management does not have **written** procedures that comply with Uniform Guidance for the single audit; there were no compliance issues. Tracy has been writing policies and procedures, which have been reviewed and approved by this firm.

The Mayor asked me to look at the Fire Department and selected several invoices; we found no issues with those expenditures that we tested.

The Council thanked Mr. Dunaway for his presentation.

Richard Willsey addressed the council about the city's budget. He also stated that citizens come to him regarding high water bills but would not state who they are. He said he could propose a budget for the city regarding how to cut expenses such as city vehicles being used.

Angela Willsey addressed the council members regarding several plots in the city cemetery and would like to place a granite bench for the elderly to sit on, and requested the council's approval.

Council Member Crews requested this be placed on the August 18th agenda.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Resolution 2025-05 Amendment to Capital Improvements Plan

Executive Assistant Sierra Smith stated that Resolution 2025-05 was an amendment to the City's Capital Improvements Plan, so the city can apply for a FRDAP grant for the Stormwater Park.

Motion made to adopt Resolution 2025-05 by roll call vote by Council Member Crews, Seconded by Council Member Carroll.

Voting Yea: Council Member Sellers, Council Member Carroll, Council Member Crews

VIII. PLANNING & ENGINEERING

A. Melvin Engineering

John Udochi, with Melvin Engineering, gave the Council Members an update on the current projects.

The Stormwater Park is going well.

A pre-construction meeting will be set up soon for the generator and by-pass pump.

The old middle school project is about 70% complete.

A remote water meter grant is opening up in about 2 weeks.

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

Vice-Mayor Sellers stated the Back to School Bash was a success.

B. Department Updates

Bonifay Police Department - Johnny Whitaker

Bonifay Fire-Rescue - Sierra Smith

Police Chief Whitaker informed the Council Members that he will be losing one officer to Walton County, but has proceeded with hiring Thomas Finch.

Chief Whitaker gave police department updates for the month of July.

Executive Assistant Sierra Smith gave the updates for the fire department for the month of July.

Fire Chief Travis Cook will be at the meeting on the 18th to give updates on the pole barn, and the station renovations.

C. Employee Spotlight

X. ADJOURN

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

Voting Yea: Council Member Sellers, Council Member Carroll, Council Member Crews

Vice-Mayor Sellers declared the meeting adjourned at 9:34 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.

ORDINANCE 422

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONIFAY, HOLMES COUNTY, FLORIDA; AMENDING THE CITY OF BONIFAY CEMETERY RULES AND REGULATIONS AND SUPERSEDING ALL OTHER ORDINANCES.

WHEREAS, the City of Bonifay has prepared for the City Council the amended City of Bonifay Cemetery Rules and Regulations for the Bonifay City Cemetery as follows:

The City of Bonifay has what is known as “perpetual care.” The City will maintain the cemetery in keeping a well preserved burial plot to include:

1. A Cemetery Committee which will be appointed by the City Council to oversee the administration and upkeep of the cemetery.
2. The cutting of grass and trimming of shrubs and trees at a reasonable intervals.
3. Keeping in good repair the internal streets and alleys, water lines, and other infrastructure.
4. Maintaining the necessary records of lot ownership and burials and other necessary information and making it available to the public and interested parties.

Ownership of a lot or grave space only conveys the right of interment. The lot or grave space can be used for no other purpose and cannot be subdivided. When a lot or grave space has once been purchased for burial purposes, it becomes the property of the purchaser and his successors or assigns, and cannot be taken for debt or sold to another party other than the City of Bonifay. After 50 years of no activity the City Council may reclaim unused lots by due process.

The City shall have sole authority to subdivide the cemetery into blocks, lots, grave spaces and streets, and to determine the dimensions and locations of each.

The following are some general guidelines that will be enforced.

1. Each cemetery lot must be paid for prior to interment according to City policy.
 - (A) Fee schedule is attached.
 - (B) Persons desiring to purchase a lot shall do so at the Office of the City Clerk.
2. Funeral Regulations
 - (A) It shall be the responsibility of the funeral home conducting the burial of a deceased person in a city-owned cemetery to properly open and close each grave.
 - (B) The funeral home shall be responsible for all work being done in the cemetery for a grave site at which the funeral home is conducting services.
 - (C) No graves shall be opened without first being marked by the City.
3. Grave openings will only take place at the time authorized by the City.
4. All graves shall meet the following specifications:
 - (A) Soil removed, graves will be tamped and all excess soil must be removed to proper place.
5. Care of grave spaces:
 - (A) The City may remove flowers, potted plants and the containers or stands for the same, when the flowers and plants have become unsightly. The City shall reserve the right to remove any ornament that is not in keeping with the general appearance of the cemetery.
 - (B) No coping or any type of decorative bordering or trimming of any description shall be allowed around any grave or graves or cemetery lot or lots in any section of cemetery. Corner markers may be set provided said corner markers do not exceed six inches in diameter and are placed flush with ground to permit mowing. No one shall be allowed to take in walkways in order to join two or more lots

together. Vaults, slabs and foot markers are permitted, provided they are placed flush with ground to permit mowing. Headstones are permitted. Anything that would impede maintenance crew from mowing is prohibited on grave. Personal items can be placed on headstone. Benches are prohibited.

- (C) All temporary markers will be removed at the time a permanent stone, slab or monument has been placed.
- (D) All corner markers shall be flush with the ground level and not of concrete.
- (E) No fences, fixture or enclosures will be allowed except as constructed by the City.
- (F) The City shall have the right to enter said lot and remove said trees and shrubs or such parts thereof as the City shall deem necessary.
- (G) All improvements or alterations of individual property in the cemetery shall be under the directions of, and subject to the consent, satisfaction and approval of the City. Should such improvements be needed, the City shall have the right to remove, alter or change such improvements or alterations.
- (H) No disinterment shall be made except on express permission of the City. The City will assume no liability for damage to any casket, burial case, vault or urn incurred in making the disinterment.
- (I) No more than one (1) body shall be interred in any one (1) grave, vault or crypt unless they have been cremated. The only exception will be a mother and her infant or a father and his infant.
- (J) The owner of a lot in the city-owned cemetery may not allow anyone who is not a member of the immediate family to be buried in the owner's lot unless the owner had provided a Certificate of Ownership to said lot.
- (K) The City cemetery shall be opened for visitation during the following hours: One half hour after sunrise until one half hour before sunset.

- (L) Persons within the cemetery grounds shall use only the walkways or roadway and shall not walk, drive or ride upon the lots, plots or spaces.

6. Conduct in Cemetery.

- (A) No person shall break or injure any tree or shrub, or mar any landmark, marker, or memorial, or in any way deface the grounds of the cemetery.
- (B) No person shall pluck or remove any plant or flower, either wild or cultivated from any part of the cemetery.
- (C) Persons within the cemetery grounds shall use only the established walkways and roadways.
- (D) No person may consume alcoholic beverages or drugs within the cemetery or carry the same into the premises.
- (E) No person shall throw rubbish or debris on walks, drives or any part of cemetery grounds.
- (F) Unauthorized persons shall not loaf, lounge or otherwise use any of the grounds, graves or monuments in the cemetery.
- (G) No loud talking shall be permitted on the cemetery grounds within hearing distance of funeral services.
- (H) No bicycles or motorcycles will be allowed in the cemetery, except as may be in attendance at funerals on business or to visit graves.
- (I) Seeing-eye dogs will be allowed in the cemetery. Other animals will be the responsibility of their owner, and will not be allowed to run loose.
- (J) Strict decorum shall be observed at all times.
- (K) No firearms will be allowed in the cemetery, except by duly constituted authorities and military honor guards.

7. Motor vehicles.

- (A) Motor vehicles shall not be driven through the grounds at a speed greater than 15 miles per hour.
- (B) Motor vehicles shall not be parked in front of an open grave unless the occupants thereof are in attendance at a funeral.
- (C) The traffic laws of the City shall be applicable to the operation of motor vehicles in the cemetery.

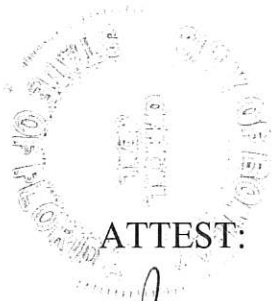
WHEREAS, the cemetery fee schedule has been amended as follows:

City Resident - One Plot (2 grave sites)	\$1,000
City Resident – Half Plot (1 grave site)	\$500
Non City Resident – One Plot (2 graves sites)	\$2,000
Non City Resident – Half Plot (1 grave site)	\$1,000

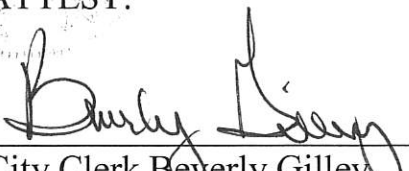
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONIFAY, FLORIDA, as follows:

The City Council hereby adopts City of Bonifay Cemetery Rules and Regulations and fee schedule as amended.

ADOPTED BY the City Council of the City of Bonifay, Florida this
8 day of November, 2021.



ATTEST:


 City Clerk Beverly Gilley


 Mayor James E. Sims, Jr.

Proposal

Section VII, ItemA.

8/18/2025 10:22:29 AM

Page 1



Flooring Depot of Panama City
1308 W 15th St
Panama City Beach FL
(850) 785-2518

Proposal #: **73323**
PO Num:
SaleDate: **8/18/2025**
Next Install:
Sales Rep: **Rob Morrisseau**
Sales Rep:
Terms: **Days**
Net Due:

SOLD TO:

Travis Cook - Floor Prep City Bonifay Fire Chief
809 south Waukesha st.
Bonifay Fl
travis.cook@cityofbonifay.com

SHIPPED TO

Floor Prep Bonifay Fire Dept.
809 south Waukesha st.
Bonifay Fl

MATERIALS	COMMENTS	QUANTITY	PRICE	TOTAL
2 Uzin Self Leveling Compound # 157 50 LB (Up to 2" Pour)	floating different hieght subfloors. (creating a ramp effect)	56 Each	\$0.00	\$0.00
Materials Subtotal:				\$0.00

LABOR	COMMENTS	QUANTITY	PRICE	TOTAL
1 Floor Prep Coating Removal/Grinding or Sanding	removal of existing coating	4776 SqFt	\$1.50	\$7,164.00
2 Floor Prep selfleveler	floating different hieght subfloors. (creating a ramp effect)	56 Each	\$115.00	\$6,440.00
Labor Subtotal:				\$13,604.00

Comments:

SubTotal: **\$13,604.00**
Sales Tax: **\$0.00**
Total: **\$13,604.00**
Payments: **\$0.00**
Balance: **\$13,604.00**

RETURN POLICY:

- * ABSOLUTELY NO RETURNS ON SPECIAL ORDERS / NON-STOCKED ITEMS ☐
- * Returns are NOT permitted on special orders, open boxes, close outs and odd lots
- * All returned merchandise must be unopened, undamaged and in resalable condition
- * A restocking fee may be applied to cancellations or returns
- * No returns on in-stock items after 30 days

REFUNDS:

- * Refunds will be processed by the same method of payment from your original purchase except cash. Cash payments will be refunded in the form of a check. NO CASH REFUNDS.
- * A refund check will be processed within 5-7 days for all check or cash returns.
- * Please allow 1-3 days for credit card refunds to process
- * \$30 charge on all NSF returned checks

INSTALL TERMS:

- * Installation agreement must be completed and signed
- * Installs will not be scheduled until all material has been received
- * Labor and materials must be paid in full prior to scheduled installation

I understand and agree to the above terms of this purchase:

Name

Date

Proposal

Section VII, ItemB.

8/18/2025 10:21:51 AM

Page 1



Flooring Depot of Panama City
1308 W 15th St
Panama City Beach FL
(850) 785-2518

Proposal #: **72717**
PO Num:
SaleDate: **7/29/2025**
Next Install:
Sales Rep: **Rob Morrisseau**
Sales Rep:
Terms: **Days**
Net Due:

SOLD TO:

Travis Cook - Epoxy City Bonifay Fire Chief
809 south Waukesha st.
Bonifay Fl
travis.cook@cityofbonifay.com

SHIPPED TO

Epoxy Bonifay Fire Dept.
809 south Waukesha st.
Bonifay Fl

MATERIALS	COMMENTS	QUANTITY	PRICE	TOTAL
1 epoxy Floors	prep and apply 1 broadcast	4775.32 SqFt	\$0.00	\$0.00
2 PPI- AR MVB - 2:1 Kit - 3 Gallon	Part A - 2 Gallon	16 Each	\$0.00	\$0.00
3 PPI- AR MVB - 2:1 Kit - 3 Gallon	Part B - 1 Gallon	16 Each	\$0.00	\$0.00
4 PPI- Liquid Pigment - 16 Oz	Tbd	32 Each	\$0.00	\$0.00
5 Silica Sand - Sold per bag	40/60 - 50 Lb Bag	96 Each	\$20.00	\$1,920.00
6 PPI- AR100-Clear- 2:1 Kit - 3 Gallon Bucket	Part A - 2 Gallon	16 Each	\$0.00	\$0.00
7 PPI- AR100-Clear- 2:1 Kit - 3 Gallon Bucket	Part B - 1 Gallon	16 Each	\$0.00	\$0.00
8 PPI- Liquid Pigment - 16 Oz	Tbd	32 Each	\$0.00	\$0.00
9 PPI - E4E Urethane - 3 Part Kit	Part A & C - 1 Gallon	9 Each	\$0.00	\$0.00
10 PPI - E4E Urethane - 3 Part Kit	Part B - 1 Gallon	9 Each	\$0.00	\$0.00
11 PPI - Urethane Pigment 365	tbd	9 Each	\$0.00	\$0.00
Materials Subtotal:				\$1,920.00

LABOR	COMMENTS	QUANTITY	PRICE	TOTAL
1 epoxy flooring single broadcast	prep and apply 1 broadcast	4776 SqFt	\$6.00	\$28,656.00
Labor Subtotal:				\$28,656.00

Comments:

SubTotal: \$30,576.00
Sales Tax: \$134.40
Total: \$30,710.40
Payments: \$0.00
Balance: \$30,710.40

RETURN POLICY:

- * ABSOLUTELY NO RETURNS ON SPECIAL ORDERS / NON-STOCKED ITEMS ☐
- * Returns are NOT permitted on special orders, open boxes, close outs and odd lots
- * All returned merchandise must be unopened, undamaged and in resalable condition
- * A restocking fee may be applied to cancellations or returns
- * No returns on in-stock items after 30 days

REFUNDS:

- * Refunds will be processed by the same method of payment from your original purchase except cash. Cash payments will be refunded in the form of a check. NO CASH REFUNDS.
- * A refund check will be processed within 5-7 days for all check or cash returns.
- * Please allow 1-3 days for credit card refunds to process
- * \$30 charge on all NSF returned checks

INSTALL TERMS:

- * Installation agreement must be completed and signed
- * Installs will not be scheduled until all material has been received
- * Labor and materials must be paid in full prior to scheduled installation

I understand and agree to the above terms of this purchase: _____
Name Date