



# **AGENDA**

## **CITY COUNCIL MEETING – REGULAR SESSION**

**MONDAY, MARCH 13, 2023 at 6:00 PM**

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

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### **I. CALL TO ORDER**

A. Mayor Travis Cook

B. Invocation

C. Pledge of Allegiance

### **II. APPROVE MINUTES**

A. Approve minutes of February 27, 2023 Regular Session

### **III. APPROVE AGENDA**

### **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.

A. Veronica Peel - Requesting to close Iowa Street on March 15th from 5-7 PM for TeamKid Hometown Hero Night

B. Tammie Harrison - Request for easement or deed on City Property R/W and Alley

C. Sidney Adams 408 Cotton Street

### **VI. OLD BUSINESS**

A. Mott-McDonald - Amir Zafar SRF Water Improvements Phase 1 and Phase 2

B. Updates concerning 79 Corridor Project Workshop and Board Meeting

C. Dewberry Engineers - Updates or Reports

D. DMH Engineering - Updates or Reports

**VII. NEW BUSINESS**

[A.](#) Paint and striping for Bonifay Police Department patrol vehicles

[B.](#) Tree Removal at 407 N. Oklahoma Street Alleyway

[C.](#) Memorandum of Understanding between the Bonifay Fire Department and the City of Bonifay

D. Canvassing Board for City Election Tuesday, March 28, 2023

E. Employee Holiday Amendment

**VIII. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION**

Items not listed on Formal Agenda.

**IX. ANNOUNCEMENTS**

**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, FEBRUARY 27, 2023 at 6:00 PM**  
**Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.**

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**I. CALL TO ORDER**

Mayor Cook called the meeting to order at 6:00 PM

**PRESENT**

Mayor Travis Cook  
Vice-Mayor Ryan Martin  
Council Member Emily McCann  
Council Member Rick Crews  
Council Member Sierra Smith

City Employees present: City Clerk Rickey Callahan, City Attorney Michelle Blankenship-Jordan,  
City Superintendent Trey Barbee, Police Chief Chris Wells, & Chief Plant Operator Matt Perry

**A. Invocation**

The Invocation was given by Vice-Mayor Ryan Martin

**B. Pledge of Allegiance**

The Pledge of Allegiance was led by Vice-Mayor Ryan Martin

**II. APPROVE AGENDA**

Motion made by Council Member Crews, Seconded by Council Member McCann.  
Voting Yea: Mayor Cook, Vice-Mayor Martin, Council Member McCann, Council Member Crews,  
Council Member Smith

**III. APPROVE MINUTES**

Motion made by Council Member Crews, Seconded by Vice-Mayor Martin.

Voting Yea: Mayor Cook, Vice-Mayor Martin, Council Member McCann, Council Member Crews, Council Member Smith

A. Regular Session 02-13-23

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

No items to be approved for this item.

**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.

No members of the public addressed to Council.

**VI. OLD BUSINESS**

A. Impact Fee Study - Bob Mearns

Bob Mearns with the Florida Rural Water Association appeared before the Council to address the Impact Fee Study offered to the City, and why the City needs it.

Motion made by Council Member McCann, Seconded by Council Member Crews.

Voting Yea: Mayor Cook, Vice-Mayor Martin, Council Member McCann, Council Member Crews, Council Member Smith to approve Impact Fee Study at a cost of \$5,500.

B. Panhandle Patriotic Celebration - Emily McCann

Councilwoman Dr. Emily McCann advised the Council the the Holmes County Tourist Development Council had approved funding for the Panhandle Patriotic Celebration Fireworks Show to be held on July 2, 2023, and that the Bonifay Fire Department will be coordinating the show.

C. Mediacom Franchise Agreement - Emily McCann

No action on this item and it will be discussed at a future meeting.

D. City Hall Renovation Plans - Ryan Martin

Vice-Mayor asked that the plans for the renovation of the City Hall to be changed to consider incorporating the Bonifay Police Department to be located at City Hall. City Superintendent Trey Barbee will coordinate with Chief Chris Wells on the project.

E. 79 Corridor RFP - Ryan Martin

Vice-Mayor Martin advised the Council that the 79 Corridor Project has requested a workshop with the City Council to address the RFP for Board Clerk Services, and possibly wanting to negotiate a lower price.

Councilman Martin recommended that we scale back our cost a few thousand dollars, and then charge a flat fee for meetings. Vice-Mayor Martin recommended a flat fee of \$8,000, and charge \$250 per meeting. Councilwoman McCann asked Clerk Callahan if \$250 would be sufficient to meet the requirements per meeting. Clerk Callahan advised that it would be too low, and offered a figure of \$750 per meeting, and no less than \$500 per meeting.

Councilwoman Dr. Emily McCann offered a motion to revise the RFP to a flat fee of \$10,000, and a per meeting fee of \$500, seconded by Councilman Crews. During the discussion and before the vote on the motion, Vice-Mayor Martin asked if the Council wants to leave the RFP as it is, or amend it for him to offer. City Attorney Blankenship-Jordan stated the the Corridor Project Board shouldn't be telling the City what it should do because the City has a seat at the table. She stated that it gives her a great deal of "heartburn" to see that information is being conveyed to the City when the City is supposed to be a member of that decision-making process, and she thinks there is obviously a meeting going on outside the statutory meeting. Vice-Mayor Martin asked what the City Attorney would advise us to do, and she replied that she would address it at the next Workshop and Meeting. She also stated that IF the meeting was on Monday, March 20, she would be at a Council Meeting in Vernon. She stated that the meeting needed to be moved to a date that the City Council and she could attend. Vice-Mayor Martin advised he would contact Chairman Hawkins about changing the meeting date. City Attorney Blankenship-Jordan asked why the City's bid was not accepted, and what were the grounds.. Vice-Mayor Martin stated that Chairman Hawkins advised that there needed to be a workshop, and that there was only one bid (the City of Bonifay), and that the number of meetings were going to be changed, and that the pricing should be different because there is less work to do. Vice-Mayor Martin asked if the Council wanted him to tell the 79 Corridor Project if the City's bid remains the same. City Attorney Blankenship stated that the discussion on that needs to take place in the scheduled workshop. Mayor Cook recommended leaving the City's RFP as it is, and ask for a workshop at our March 13 meeting prior to the Council Meeting.

Councilwoman McCann withdrew her motion.

The Council agreed to attend the workshop, and to leave the RFP as it was submitted, with no changes.

#### F. Fire Station Bond Claim - Ryan Martin

City Attorney advised that the Council seek outside counsel who specializes in construction law. Probably an attorney out of Pensacola or Tallahassee, and that the costs would probably be \$400-\$600 per hour.

Councilwoman Emily McCann suggested that City Attorney Blankenship-Jordan reach out to her contacts to try to find an attorney to use for the litigation.

The Council agreed and City Attorney Blankenship-Jordan will reach out and bring back proposals to the Council.

## **VII. NEW BUSINESS**

### **A. Hiring Recommendation for Andrew Newton - Matthew Perry**

Motion made by Council Member Smith, Seconded by Council Member McCann.  
Voting Yea: Mayor Cook, Vice-Mayor Martin, Council Member McCann, Council Member Crews, Council Member Smith to hire Andrew Newton at \$15.00 per hour.

### **B. Bids - Hubbard Street Repairs**

Motion made by Council Member Crews, Seconded by Council Member McCann.  
Voting Yea: Mayor Cook, Vice-Mayor Martin, Council Member McCann, Council Member Crews, Council Member Smith

### **C. RESOLUTION 23-05 2023 ELECTION**

Motion to approve made by Council Member Crews, Seconded by Vice-Mayor Martin.  
Voting Yea: Mayor Cook, Vice-Mayor Martin, Council Member McCann, Council Member Crews, Council Member Smith

## **VIII. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION**

Items not listed on Formal Agenda.

Councilwoman Smith advised the Council that she had given permission for Dixie Youth baseball team to practice at the Memorial Field softball field and to coordinate with other teams on a schedule.

## **IX. ANNOUNCEMENTS**

## **X. ADJOURN**

Mayor Cook adjourned the meeting at 6:56 PM.

**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  
Wells, Chris  
2012 Chevrolet Tahoe

Estimator: BOBBY TUCKER

Email:

Section VII, Item A.

50231-1

Estimated: 3/7/2023



#MAACOVER www.maaco.com  
63-1232271

Store # M2005

450 Ross Clark Cir

Dothan, AL 36303

Phone # (334) 793-2576

Fax #

City Of Bonifay

BONIFAY, FL 32425

Phone 1 (850) 373-7484

Phone 2

Phone 3

Email

2012 Chevrolet Tahoe

Lic:

VIN:

Mileage In:

Paint Code : \_\_\_\_\_

Color: Gold

## ESTIMATE

Maaco Collision Repair & Auto Painting Centers are Licensed by Maaco Franchising, Inc, and are privately owned and operated

COLOR CHANGE: To Black No Jambs

Operation	Description	Type	Part #	Code	Qty	Amount	Code	Units	Spot Refinish	(\$)
Paint	Urethane			OP	1.00	\$700.00		Incl.		
Note: 3 Year Prorated Warranty										
Sealers	Universal Sealer			OP	1.00	\$150.00		Incl.		
Note: Improves color uniformity and gloss										
Other Paint Charges	Larger Vehicle Charge			OP	1.00	\$150.00		Incl.		
Note: Required for larger vehicles										
Other Paint Charges	Additional Paint Materials			OP	1.00	\$150.00		Incl.		
Other Paint Options	Color Change			OP	1.00	\$100.00		Incl.		
Note: To Black										

Remarks	CUSTOMER HAS DECLINED ADDITIONAL BODY REPAIRS POINTED OUT BY THE ESTIMATOR.
	90 DAY WARRANTY ON RUST EFFECTED AREAS
	TRIM REMOVAL FALLS UNDER THE MAACO LIMITED WARRANTY.
	ANY AREAS MASTED OFF ARE COVERED BY THE MAACO PRO-RATED WARRANTY. 1ST YEAR FULL 2ND YEAR PRO-RATED

Item	Description	Code	Qty	Each	Price
Paint	Overall Paint	OP		\$0.00	\$1250.00
Subtotal					\$1250.00
Sales Tax					\$0.00
Estimate Total					\$1250.00

(x 3)

\$3,750.00 +

Date: 3/7/2023

Time: 12:07 PM

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FX Designs, LLC

3771 Carnes Rd  
Roseburg, OR 97471

Phone # 541-784-5429 tom@fxartstore.com  
fxartstore.com

Estimate

Date	Estimate #
2/17/2023	2164-276

Name / Address
Bonifay City Police Department

Project

Description	Qty	Cost	Total
Graphic kit Fleet discount for 5 vehicle printed at the same time (we will need to get measurements on the new vehicles)	5	575.00	2,875.00
UPS shipping	1	85.00	85.00
*Estimate is good for 30 days. Payment is due on delivery We accept check, if paying with a card a processing fee of 3.5% will be added to total			
		Total	\$2,960.00

Customer Signature \_\_\_\_\_





## **Memorandum of Agreement**

### **March 13, 2023**

A Memorandum of Agreement between the City of Bonifay Fire Department and the Bonifay City Council providing for the appointment and dismissal of the Fire Chief and the organization and administration of the fire department.

#### Appointment of the Fire Chief

The Fire Chief shall be appointed by the City Council and the members of the Fire Department whereby both bodies have affirmed the appointment with a majority vote. When a fire chief vacancy arises, the fire department shall conduct a balloted vote of its membership to nominate a fire chief. The nomination shall be forwarded to the City Council to be confirmed or rejected at its next regular or special meeting. Should the City Council fail to confirm the nomination, the members of the fire department shall hold subsequent elections until a suitable nomination is reached. Until a fire chief is confirmed by the City Council, the highest-ranking officer of the Fire Department shall serve as Interim Fire Chief.

#### Termination of the Fire Chief

The Fire Chief shall be removed from office by the City Council and the members of the Fire Department by majority vote of both bodies. Either body may initiate the process with a simple majority vote. Should the vote fail on either side, the fire chief shall remain in office.

The City Council may remove the Fire Chief without the consent of the firefighters only if the fire chief has been convicted of a felony or ethics violation. The City Council may suspend the Fire Chief during any criminal or ethics violation until prosecution or dismissal of the case. During the suspension, the highest-ranking officer of the Fire Department shall serve as Acting Fire Chief.

#### Emergency Appointment

Should the Fire Department cease to have an adequate membership of five or more firefighters to provide for a Fire Chief and other officers, the City Council may appoint an Interim Fire Chief to organize the department. The Interim Fire Chief shall serve for a period of up to six months, at which time the firefighters and City Council must vote for and confirm a permanent Fire Chief.

#### Powers of the Fire Chief

The Fire Chief shall be the chief executive officer of the Fire Department and shall report directly to the City Council. The Fire Chief shall have ultimate say in all matters of recruiting firefighters, appointing officers, writing and enforcing internal policies and procedures, and submitting an annual budget to the City Council. The Fire Chief may designate officers, investigators, inspectors, engineers, instructors, dispatchers, and other positions as the need may arise to meet the growing needs of the area served by the Fire Department.

#### Alterations to This Document

This agreement may be altered, changed, or dissolved by majority vote of both parties at any time.

Confirmed this 13<sup>th</sup> day of March, 2023

\_\_\_\_\_  
Travis Cook, Mayor

\_\_\_\_\_  
Larry Cook, Fire Chief

\_\_\_\_\_  
Rickey Callahan, City Clerk