AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, JULY 20, 2026 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. July 6th, 2026 Regular Session

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

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Public Works Vehicle Purchase

VIII. PLANNING & ENGINEERING

A. Task Order for SSO Grant

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

B. Department Updates

Executive Assistant Sierra Smith

C. Employee Spotlight

Bonifay Fire-Rescue

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 & PUBLIC HEARING

MONDAY, JULY 06, 2026 at 9:00 AM

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

I. CALL TO ORDER

PRESENT
Mayor Larry Cook
Council Member Shelley Carroll
Council Member Rick Crews
Council Member Eddie Dixon

ABSENT
Council Member James Sellers

Also Present:

City Attorney Jonathan Holloway, Executive Assistant Sierra Smith, City Clerk Jessie Chaney, Finance Director Tracy Walker, Police Chief Johnny Whitaker, Waste Water Treatment Facility Operator Matthew Perry, Public Works Director Aaron Taylor

A. Invocation

Led by Council Member Eddie Dixon

B. Pledge of Allegiance

Led by Council Member Eddie Dixon

II. APPROVE AGENDA

Motion made to approve the agenda.

Motion made by Council Member Dixon, Seconded by Council Member Crews.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

III. APPROVE MINUTES

A. June 15th, 2025 Regular Session

Motion made to approve the minutes.

Motion made by Council Member Crews, Seconded by Council Member Dixon.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

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

Motion made to approve accounts payable.

Motion made by Council Member Dixon, Seconded by Council Member Carroll.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

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

City Clerk Jessie Chaney read a letter written to the City from Brandi Jordan, of Waukesha Way. Ms. Jordan asked for the Council to please address the constant clicking of a pen by a gentleman during their special presentation in the June 15, 2026 meeting. She stated that not only was it rude but very distracting. Mayor Cook address issue asking if everyone could refrain from unnecessary noise especially when we have guest speakers.

Richard Willsey, a nonresident, stated he had a special presentation for Chief Johnny Whitaker. Attorney Jonathan Holloway stated that special presentation needs to be added to the agenda beforehand. Mr. Willsey brought up the Facebook post of an overcharge of garbage service. Then spoke about others soliciting for an annexation. Executive Assistant Sierra Smith stated Mr. Willsey three minutes were completed.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

None

VIII. PLANNING & ENGINEERING

A. Public Hearing for Ordinance 2026-02 Mixed Use

Mayor Cook called Public Hearing into session.

Presented by Executive Assistant Sierra Smith.

Mr. Richard Willsey, a nonresident, asked what land was this pertaining to. Executive Assistant Sierra Smith explained that this was not a specific parcel that it was mixed use. Mr. Willsey asked for the Ordinance to be read. Ordinance was read by City Clerk Jessie Chaney. Mr. Willsey asked if City already has a mixed-use ordinance. City Attorney, Jonathan Holloway, stated that this is not a question-and-answer session and explained this was for input from the public only.

Mayor Cook closed Public Hearing.

B. Ordinance 2026-02 Mixed Use

Presented by Executive Assistant Sierra Smith. City Clerk Jessie Chaney read title. Roll Call Vote

Motion made by Council Member Crews, Seconded by Council Member Dixon.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

C. Memorial Field Change Order 1

Presented by Executive Assistant Sierra Smith. For additional paving which would include parking lots at Veterans Park and Memorial Field.

Motion made by Council Member Carroll, Seconded by Council Member Dixon.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

D. Memorial Field Work Change Directive

Motion made by Council Member Crews, Seconded by Council Member Dixon.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

E. OG30018 DEP Grant Agreement for Sanitary Sewer Overflow

Presented by Amir Zafar of Ardurra Engineering for the $500,000 grant.

Motion made by Council Member Crews, Seconded by Council Member Dixon.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

Executive Assistant Sierra Smith spoke about this year's Jr. Academy Camp having a successful event with about 60 children in attendance. She wanted to thank all the first responders who contributed to such a great event. She then talked about how successful the Patriotic Celebrations was. Mayor Cook explained that the drone footage calculated between 3,000-5,000 people in attendance. Executive Assistant Sierra Smith thanked the community and employees for making the fundraiser for Sabrina Porter so successful. Plates were sold out, which resulted in raising a good amount to help her with future medical and travel expenses.

B. Department Updates

None

C. Employee Spotlight

None

X. ADJOURN

Motion to adjourn at 9:24 A.M.

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

Motion made by Council Member Crews, Seconded by Council Member Dixon.
Voting Yea: Mayor Cook, Council Member Carroll, Council Member Crews, Council Member Dixon

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.

OFFER TO PURCHASE FROM

BERRY'S AUTO SALES LLC

5439 Hwy 231
Panama City, Florida 32404
(850) 763-8176

MV02566

______________ SALESMAN

PURCHASER City of Bonifay DATE 7 / 17 / 2026
ADDRESS 301 J Harvey Etheridge ST CITY Bonifay STATE FL ZIP 32425
HOME PHONE ______ BUSINESS PHONE ______

NEW ☐ USED ☑ DEMO ☐
YEAR 2022 MAKE Ford MODEL F-150 BODY TYPE PK
COLOR White TRIM Gray ENGINE TYPE 5.0 V8 STOCK NO. ______
I.D. # 1FTFX1E58NFB01789 MILEAGE 18,665

TRADE-IN DESCRIPTION	
YEAR	MAKE
MODEL	MILEAGE
I.D. #	
BALANCE OWED TO	
ADDRESS	
PHONE #	GOOD TILL
SPOKE TO:	$ AMT.
INS. CO.:	
AGENT:	
ADDRESS:	
AGENT PH. #:	

TOTAL SELLING PRICE		$24000.	00
TRADE ALLOWANCE	–		
BUYERS DIFFERENCE	=	$	
SUR TAX	+		
SUB-TOTAL			
SALES TAX	+		
EST., TAG, TITLE & REG. COST	+		
TAG & TITLE ☐ NEW TAG ☐ LIEN ☐ TRANS. TAG ☐ NO LIEN			
BALANCE OWING ON TRADE	+		
TOTAL DEL. PRICE OF VEHICLE	=	$24000.	00
DEPOSITS	–		
ADDITIONAL DOWN PAYMENT	–		
BALANCE DUE ON DELIVERY	=	$24000.	00

SOLD AS IS - NO WARRANTY EXPRESSED OR IMPLIED BY DEALER.

ABSOLUTELY NO LOANER CARS.

____
CUSTOMER SIGNATURE

DRIVERS LICENSE NO.
DRIVERS LICENSE NO.
SOCIAL SECURITY NO.
SOCIAL SECURITY NO.
BIRTH DATE 1st BUYER / / 2nd BUYER / /

If this order and acceptance is contingent upon the arrangement of financing, the purchaser(s) offer is not accepted and the transaction is not consumated until (a) approved in writing by Dealer and a responsible Bank or Finance Company and (b) all disclosures required by the Federal Consumer Credit Protection Act (Truth in Lending Act) have been given and (c) purchaser(s) and Dealer have signed an Installment Sale Contract.

The undersigned hereby authorizes selling dealer to initiate a credit investigation based upon the above information which information has been voluntarily provided by myself, and warrants the truth and accuracy of this information. The undersigned further warrants that a bankruptcy proceeding is neither presently in progress nor anticipated, and acknowledges receipt of a copy of this document.

BERRY'S AUTO SALES

ACCEPTED BY: ______________
SALES MANAGER

______________ DATE ______
PURCHASER'S SIGNATURE

ACCEPTED BY: ______________
BUSINESS MANAGER

DISTRIBUTION: WHITE-Dealer, CANARY-Salesman, PINK-Customer

SUGGESTED FORM OF TASK ORDER

This is Task Order
No. OG30018, consisting of

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated [7/20/2026] ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

a. Effective Date of Task Order:

b. Owner: City of Bonifay

c. Engineer: Ardurra Group, Inc.

d. Specific Project (title): City of Bonifay Prioritized Pump Station Planning and Design for SSO Prevention

e. Specific Project (description):

Ardurra Group Inc. will perform CCTV and manhole inspections to assess uninspected portions of the collection system and identify sources of inflow and infiltration (I/I). A detailed evaluation of the Weeks Street Pump Station will assess its condition, capacity, and redundancy, followed by the design of necessary improvements to enhance reliability and prevent SSOs. Based on these findings, a prioritized I/I correction plan will be developed to target areas for rehabilitation or replacement. These efforts will be integrated into a comprehensive SSO mitigation plan that outlines a prioritized approach for capital improvements to significantly reduce or eliminate SSOs in the City of Bonifay.

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

Planning Phase:

- Prepare and deliver facilities plan meeting the requirements of Chapter 62-503, F.A.C., limited to the scope of the City of Bonifay SSO Mitigation Project.
- Perform limited CCTV inspections of previously unassessed sewer lines and conduct manhole inspections to identify defects, structural deficiencies, and sources of inflow and infiltration (I/I).
- Conduct a detailed evaluation of the Weeks Street Pump Station, including assessment of condition, capacity, redundancy, and risk of failure.
- Develop a prioritized I/I correction plan based on inspection findings, identifying areas for rehabilitation or replacement. Evaluate correction methods for cost-effectiveness and long-term performance.
- Prepare a comprehensive SSO Mitigation Plan integrating findings from system assessment, pump station evaluation, and I/I analysis. The plan will include a prioritized roadmap for capital improvements.
- Provide a final documentation package including the completed facilities plan prepared with funds under this task and copies of all evaluations, assessments, and other documents developed under this task.

Design Phase:

- Obtain all required construction permits and provide written certification that all necessary sites and easements are secured for construction, operation, and maintenance of the project over its useful life.
- Perform design support activities as needed, including surveys, geotechnical evaluations, and environmental assessments, and provide related reports and data for incorporation into the project design.
- Prepare engineering design for improvements to the Weeks Street Pump Station to enhance reliability, capacity, and redundancy, and to prevent SSOs.
- Advance selected projects identified in the SSO Mitigation Plan to a design-ready level to support future construction.

B. Resident Project Representative (RPR) Services: N/A

C. Designing to a Construction Cost Limit: N/A

D. Other Services: N/A

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

☐ set forth as Additional Services in Part 2—Additional Services, of Exhibit A, “Engineer’s Services for Task Order,” modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

- Providing a single point of contact for project coordination and communication.
- Granting Ardurra staff and its subconsultants access to all necessary sites, facilities, and locations to perform visual assessments and gather information.
- Providing all available existing data, including but not limited to:
  - as-built drawings
  - GIS data, system maps
  - operational records
  - financial statements
  - previous engineering studies
  - comprehensive plans
- Making City staff available for meetings and interviews to provide information on system operations, maintenance history, and institutional knowledge.
- Providing timely review of and comment on draft documents submitted by Ardurra.
- Arranging, advertising for, and hosting the required public hearings.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Party	Action	Schedule
Engineer	**Furnish [ ] review copies of the draft Planning Document deliverables to Owner.**	**Within [450] days of the Effective Date of the Task Order.**
Engineer	**Furnish [ ] review copies of the draft Planning Document deliverables to Owner.**	**Within [960] days of the Effective Date of the Task Order.**
Owner	**Submit comments regarding Report and other Study and Report Phase deliverables to Engineer.**	**Within [14] days of the receipt of Report and other Study and Report Phase deliverables from Engineer.**
Engineer	**Furnish [ ] copies of the revised final Planning Document deliverables to Owner.**	**Within [30] days of the receipt of Owner's comments regarding the Report and other Study and Report Phase deliverables.**

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Planning Document	$[150,000]	[LUMP SUM]
Design Document	$ [350,000]	[LUMP SUM]
TOTAL COMPENSATION	$[500,000]	[LUMP SUM]
2. Additional Services (Part 2 of Exhibit A)	(N/A)	[ ]

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: N/A

8. Other Modifications to Agreement and Exhibits: N/A

9. Attachments: N/A

10. Other Documents Incorporated by Reference: N/A

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is [7/20/2026].

OWNER: **City of Bonifay**

By: ____________________

Print Name: ____________________

Title: ____________________

ENGINEER: **Ardurra Group Inc**

By: ____________________

Print Name: ____________________

Title: ____________________

Engineer License or Firm's
Certificate No. (if required): ____________________

State of: ____________________