



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, AUGUST 19, 2024 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. Approve minutes of 08/02/2024 special session & 08/05/2024 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

A. Miranda Hudson - Bonifay Kiwanis Club - Bull Run

Use of Middlebrooks Park

Bonifay Police Department assistance

VI. PLANNING & ENGINEERING

[A.](#) Melvin Engineering- RIF Work Authorization

[B.](#) Melvin Engineering - Downtown Stormwater Park Presentation

C. Awarding of Bid for RFQ No. 2024-10 Engineering Services for Improvements to the City Water and Wastewater Systems

VII. OLD BUSINESS

VIII. NEW BUSINESS

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, AUGUST 05, 2024 at 9:00 AM
Midtown Plaza, 401 McLaughlin Ave., Bonifay, FL 32425

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, Chief Plant Operator Matt Perry, Fire Chief Travis Cook, and Chief of Police Johnny Whitaker

A. Invocation

Steve Connell, Holmes County EMS Director gave the invocation.

B. Pledge of Allegiance

Steve Connell, Holmes County EMS Director led the Pledge of Allegiance.

II. APPROVE AGENDA

Motion made to approve the agenda by Council Member Sellers, 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. July 15th, 2024 Regular Session Meeting Minutes

Motion made to approve the minutes of July 15, 2024 by Council Member Dixon, 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 Payables, 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. SPECIAL PRESENTATIONS

A. Fire Chief Travis F. Cook - Bonifay Fire Rescue

Fire Chief Travis F. Cook presented the Council Members with the history of the City of Bonifay Fire Department, data from the last 5 years, the improvements in the ISO ratings, growth, and community outreach. Chief Cook wants to take a historical step forward by having a firefighter at the station during peak call hours, which will reduce response times to incidents.

Chief Cook requested the Council's approval of having an on-duty firefighter at the station Monday thru Friday from 8 am until 4 pm, with a pay rate of \$15.00 per hour. The \$10 per call stipend will still apply to volunteers. Councilmember Sellers asked if having a paid firefighter on duty will affect the department's ability to receive grants and Chief Cook advised him that it will not.

Motion made to approve having a paid firefighter at the station beginning October 1, 2024, 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

VI. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

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would like to address the City Council please come to the podium, state your name and address for the record

Richard Willsey addressed the council about public notice of meetings, his difficulty in navigating the website, and his civil rights being violated when he was removed from the meeting and wanted an apology from Mayor Cook.

Attorney Holloway advised Mr. Willsey to wrap up his comments as his time had expired, and Mr. Willsey continued. Mayor Cook also asked Mr. Willsey to please sit down. Mr. Willsey continued and refused to sit down. After several requests to sit down and Mr. Willsey refusing to sit down, Chief Whitaker was asked to remove Mr. Willsey from the meeting due to disrupting and interfering with the progress of the meeting.

A. Project Graduation Facility Usage Request

Lessie Perry, with Holmes County High Class of 2025 Project Graduation, came before the City Council stating that they do several fund raisers for the HCHS seniors, and their biggest fund raiser is the haunted house. Ms. Perry stated they have insurance for liability and requested using the Rec Center for their haunted house.

Motion made to approve letting them use the Rec Center 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

VII. PLANNING & ENGINEERING

A. Melvin Engineering - Downtown Stormwater Park Revision

Brett Melvin, with Melvin Engineering, presented and updated agreement for the Downtown Stormwater Park revision. Melvin stated that DEP shifted the deliverables around, but the dollar amount was still the same. The project is on schedule.

Motion made to approve the amendment 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

VIII. OLD BUSINESS

A. Code Enforcement Discussion

City Attorney Jon Holloway gave an overview of proposed new Code Enforcement Ordinance.

Attorney Holloway stated that Code Enforcement encourages voluntary performance, having clean and safe properties for property value, and it gives time for home owners to get into compliance.

B. Request for Reimbursement of Legal Expenses

Attorney Holloway stated that this reimbursement request was to reimburse Mayor Larry Cook for his legal expenses of \$1,575.00 in addressing several ethics complaints to which the Florida Commission on Ethics found no probable cause. He also stated that the City is obligated by law to reimburse these expenses.

Motion made to approve reimbursing Mayor Cook \$1,575.00 for legal fees by Council Member Sellers, Seconded by Council Member Crews.

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

Voting Abstaining: Mayor Cook

C. Budget Discussion

Deputy Clerk Tracy Walker told the Council Members there was a new draft of the budget in their packets and asked if there were any questions.

IX. NEW BUSINESS

X. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

No updates.

B. Department Updates

Chief Plant Operator Matt Perry told the Council Members that we had a five-year inspection at the Wastewater Treatment Plant by DEP, and received a "glowing" inspection report.

Mayor Cook stated the fire department and the police department held a "Teen Night" and it was a great success. Waukesha Way's "Back to School Bash" was held the next morning and turnout was very good.

Chief Whitaker requested approval for two new hires, Mikayla Steverson and Aiden Tate.

Motion made to approve new hires 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

EMS Director Steve Connell told the Council Members that there is 94 square miles in Holmes County that the Bonifay Fire Department responds to, and having a firefighter at the station

during peak hours is a good move. Bonifay Fire Department's Paramedics and EMTs also assist when EMS vehicles are on other calls.

Chief Cook stated that the Bonifay Fire Department UTV is back at the station, and will be able to assist with medical calls.

C. Employee Spotlight

XI. 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 9:51 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.



MINUTES
CITY COUNCIL MEETING - SPECIAL SESSION
FRIDAY, AUGUST 02, 2024 at 1:30 PM
Midtown Plaza, 401 McLaughlin Ave., Bonifay, FL 32425

I. CALL TO ORDER

Mayor Larry Cook called the meeting to order at 1:30 pm.

PRESENT

Mayor Larry Cook
Council Member James Sellers
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, Chief Plant Operator Matt Perry, and Chief of Police Johnny Whitaker

ABSENT

Council Member Shelley Carroll

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 agenda by Council Member Crews, Seconded by Council Member Dixon.

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

III. APPROVE MINUTES

No minutes to approve.

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

None to approve.

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.

Richard Willsey addressed the council about meetings being posted and about the City needing to change the time of the meeting.

VI. PLANNING & ENGINEERING

No updates.

VII. OLD BUSINESS

No old business.

VIII. NEW BUSINESS**A. Adopt proposed millage rate of 3.0000, and the rollback rate determined to be 2.8787**

Motion made to approve adopting tentative millage rate of 3.0000 by Council Member Crews,
Seconded by Council Member Dixon.

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

B. Set Public Hearing on September 5, 2024 at 5:01PM in the Council Chambers at 401 McLaughlin Ave. Bonifay, Florida to consider the proposed millage rate and the tentative budget.

Motion made to approve Public Hearing on September 5, 2024 by Council Member Crews,
Seconded by Council Member Dixon.

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

C. Tropical Storm/Hurricane Preparations

Executive Assistant Sierra Smith told the Council Members that the storm is moving more toward the east, and that the City departments have taken precautions and made preparations.

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel Updates

No updates.

B. Department Updates

No updates.

C. Employee Spotlight

X. ADJOURN

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

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

Mayor Cook declared the meeting adjourned at 1:36 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.

WORK AUTHORIZATION NO. _____

to

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN CITY OF BONIFAY AND DAVID H. MELVIN, INC.
DHM Project #BON24WW

A. SUMMARY OF SERVICECS TO BE RENDERED

This work authorization addresses the necessary engineering and design services for Rural Infrastructure Grant Number D0268 awarded to the City of Bonifay, Florida in the total amount of \$1,469,500.00.

The City of Bonifay will use funding to make improvements to its potable water system and wastewater treatment plant (WWTP) that will enhance the overall condition of the facilities, allow for services to remain operational during outages, and ensure a long-term viability of critical operations and infrastructure. The purchase of a portable transfer pump for continued and necessary work of the WWTP and a new water sewer Supervisory Control and Data Acquisition system (SCDA). The purchase of a 125kw-3 phase generator and automatic transfer switch to supply adequate potable water to the K-8 school, high school, jail and state prison, which rely on well #5.

B. PROJECT COST:

Engineering Fees are as follows:

Design and Permitting	\$187,500.00
Construction Engineering Inspection	\$117,000.00
TOTAL ENGINEERING FEES	\$304,500.00

C. PROJECT SCHEDULE: This project will be completed within the timeframe allowed by the Rural Infrastructure Grant Number D0268.

DATED this ____ day of _____, 2024.

DAVID H. MELVIN, INC., Consultant

CITY OF BONIFAY

By: _____

By: _____

Name/Title: _____

Name/Title: _____

