



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION-

MONDAY, JUNE 17, 2024 at 6:00 PM

Bonifay City Hall Council Meeting Room – 401 McLaughlin Ave

I. CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

II. APPROVE AGENDA

III. APPROVE MINUTES

[A.](#) June 3rd, 2024 Regular Session 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

VI. PLANNING & ENGINEERING

VII. OLD BUSINESS

[A.](#) Resolution 24-30

VIII. NEW BUSINESS

[A.](#) Resolution 24-25

B. Authorize Mayor to issue RFP for design services regarding WWTP improvements

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel 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, JUNE 03, 2024 at 9:00 AM

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

I. CALL TO ORDER

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

PRESENT

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

ABSENT

Council Member James Sellers

Also present:

City Clerk Rickey Callahan, City Attorney Jon Holloway, Deputy Clerk Tracy Walker, Executive Assistant Sierra Smith, Chief Plant Operator Matt Perry, and 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 Carroll, Seconded by Council Member Crews.

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

III. APPROVE MINUTES

A. Approve Minutes of Public Hearing on Ordinance No. 2024-05 and Ordinance No. 2024-06

Motion made to approve the minutes of the Public Hearing on May 20, 2024, after correcting start time to 5:30 pm, by Council Member Crews, Seconded by Council Member Dixon.

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

B. Approve Minutes of Regular Session May 20, 2024

Motion made to approve the minutes of the Regular Session on May 20, 2024 by Council Member Crews, Seconded by Council Member Carroll.

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, Transfers and Financial Sheets by Council Member Carroll, Seconded by Council Member Dixon.

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/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

Debbie Manmiller, 501 French Road, thanked the Bonifay Fire Department for responding to the two fires on East Michigan Avenue. She also advised the Council that the two mobile homes that are abandoned need to be cleaned up by the owners.

Richard Willsey complained about an unmarked City police vehicle he followed breaking traffic laws.

Stated he appreciated the meeting room setup and appreciates people speaking loudly and clearly.

Stated he sees an ordinance on the agenda and wants to know who will enforce it. He stated the ordinance is moot since there is no one to enforce it.

Willsey addressed the Mayor, stating "It really must suck living in the back of that tire shop while your wife lives in that new house," then stated "You don't live in the tire shop."

VI. PLANNING & ENGINEERING

No updates.

VII. OLD BUSINESS

No old business.

VIII. NEW BUSINESS

A. Holmes County Health Department SWAT

James Lewis and Sherry Morris brought two SWAT students to the meeting to ask the Council to adopt a tobacco-free ordinance for City parks.

Sophia Fallis and Cyluas Bausby spoke about the effects and dangers of tobacco use.

B. Ordinance 435 - Tobacco Free Parks

City Clerk Rickey Callahan read the first reading of Ordinance 435.

Motion made to approve first reading of Ordinance 435 by roll call vote by Council Member Crews, Seconded by Council Member Dixon.

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

Motion made to approve setting Public Hearing, second reading, and adoption of Ordinance 435 for June 17, 2024 at 6:00 pm by roll call vote 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

No updates.

B. Department Updates

Executive Assistant Sierra Smith spoke about the support that the Holmes County Health Department has given to the City, especially the shade sails, benches, and learning trails, which has helped the City to make improvements at Middlebrooks Park and at Etta White Hudson Park.

Police Chief Whitaker advised there is a site plan for the Bonifay Police Department, to provide fiber connection to the office to access FDLE.

City Clerk Rickey Callahan advised the Council that the crew was back working on the City Hall renovation. They are currently putting up insulation, sheetrock will be delivered within a week, and installed and finished. They will begin in about two weeks.

Mayor Cook spoke about code enforcement, and stated that he can assure each of you that Chief Whitaker will take care of anyone smoking in the parks.

C. Employee Spotlight

No updates.

X. ADJOURN

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

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

Mayor Cook declared the meeting adjourned at 9:19 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.

RESOLUTION NO. 24-30

A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF BONIFAY, FLORIDA TO EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH THE CONVEYANCE OF CERTAIN MUNICIPAL PROPERTY TO KIWANIS CLUB

WHEREAS, the City Council of the City of Bonifay, Florida previously approved at a duly-noticed public meeting the sale of certain municipal property described herein (the “Property”) to the Kiwanis Club, subject to certain terms and conditions; and

WHEREAS, Kiwanis has agreed to the terms of a purchase agreement that are satisfactory to the Mayor and resolve the conditions established by the City for the transfer of the Property; and

WHEREAS, the intent of this resolution is to authorize the Mayor to sign all documents related to the purchase of the Property as necessary to close the transaction; and

WHEREAS, the foregoing recitals are a material part of this Resolution;

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

SECTION I. The Bonifay City Council hereby authorizes the Mayor to sign all documents necessary to close on the sale of the Property described below, including without limitation, any special warranty deeds, closing statements, and affidavits:

That portion of real property lying South of Veterans Blvd, East of South Depot Street, North of Cassie Avenue (abandoned) and West of Creel Street (abandoned), located in Section 6, Township 4 North, Range 14 West, Holmes County, Florida;

ALSO the North 33 feet of Cassie Avenue (abandoned) lying between S. Waukesha Street and South Depot Street, located in Section 6, Township 4 North, Range 14 West, Holmes County, Florida;

ALSO the West ½ of Creel Street (abandoned) lying immediately East of Lots 12-17, Block 5 of the McKinnon and Creel Addition to Bonifay, Holmes County, Florida;

ALSO the West 25 feet of Creel Street (abandoned) lying immediately East of Lot 18, Block 5 of the McKinnon and Creel Addition to Bonifay, Holmes County, Florida; and

ALSO the West 12.5 feet of Creel Street (abandoned) lying immediately East of Lots 19 and 20, Block 5 of the McKinnon and Creel Addition to Bonifay, Holmes County, Florida.

SECTION II. If any section, subsection, sentence, clause or phrase of the Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared

invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

SECTION III. This Resolution shall be in full force and effect immediately.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOICE AND SIGNED
BY THE MAYOR THIS 17th DAY OF JUNE 2024.

CITY OF BONIFAY, FLORIDA

ATTEST:

By its Mayor, Larry Cook

By Rickey Callahan, City Clerk

APPROVED AS TO FORM:

Jonathan Holloway
City Attorney

RESOLUTION NUMBER 24 - 25

A RESOLUTION OF THE CITY COUNCIL OF BONIFAY, FLORIDA TO APPROVE A TEMPORARY ROAD CLOSURE PURSUANT TO COMPLETION OF THE RESURFACING, RESTORATION AND REHABILITATION PROJECT OF STATE ROAD (SR) 10 (US 90) FROM EAST OF BANFILL AVENUE TO EAST OF HUBBARD STREET. - (FPID NUMBER 436269-2-52-01)

WHEREAS, in Fiscal Year 2025, the Florida Department of Transportation (hereinafter referred to as the “Department”) proposes to undertake and complete a resurfacing, restoration, and rehabilitation project on State Road (SR) 10 (US 90) in Holmes County, Florida, FPID Number 436269-2-52-01 (hereinafter referred to as the “Project”); and

WHEREAS, the City Council of Bonifay, Florida, supports the Department’s efforts in these regards; and

WHEREAS, it is necessary to temporarily close McGee Rd. and Armstrong Rd., as depicted in **Exhibit A**, to successfully complete the Project; and

WHEREAS, said road closure will reduce construction time and costs, minimize impacts to the traveling public, and minimize construction easements; and

WHEREAS, said road closure will be performed in accordance with the Department’s Temporary Traffic Control Plan, attached hereto and incorporated herein as **Exhibit A**, including any updates and/or revisions thereof as exist on file with the Department for this Project (the “Plans”).

NOW, THEREFORE, BE IT RESOLVED, BY THE BONIFAY CITY COUNCIL that:

1. The above stated recitals in the Whereas clauses are true and correct and incorporated herein by reference.
2. The City Council does hereby authorize the Department to temporarily close McGee Rd. and Armstrong Rd. in accordance with the Plans.
3. The City Council hereby confirm that the City will continue to maintain City owned detour roads during construction of the Project.
4. This Resolution shall be effective immediately upon adoption by the Board of County Council. A certified copy of this Resolution shall be forwarded to the Florida Department of Transportation at 1074 Highway 90, Chipley, Florida 32428.

ADOPTED this 17th day of June, 2024.

CITY COUNCIL
BONIFAY, FLORIDA

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Mayor ▲

ATTEST: City Clerk

By: _____

MAINTENANCE OF TRAFFIC - GENERAL NOTES

1. WORK RESTRICTIONS:

ALL LANES MUST BE REOPENED TO NORMAL TRAFFIC WITHIN 12 HOURS OF AN EVACUATION NOTICE FOR A HURRICANE OR ANY OTHER EMERGENCY EVENT AND SHALL REMAIN OPEN FOR THE DURATION OF THE EVENT AS DIRECTED BY THE ENGINEER.

2. LANE CLOSURE RESTRICTIONS:

LANE CLOSURES ARE PROHIBITED FROM 6:00 A.M. TO 6:00 P.M. WITHIN 300 FEET OF THE US 90/SR 79 INTERSECTION.

NO LANE CLOSURES FROM 6:30 A.M. TO 8:30 A.M. AND FROM 2:00 P.M. TO 4:00 P.M..

3. USE PORTABLE CHANGEABLE MESSAGE SIGNS AT BEGIN AND END PROJECT 500' BEFORE ADVANCE WARNING SIGNAGE (SR 10/US 90) 7 DAYS PRIOR TO CONSTRUCTION WITH THE FOLLOWING MESSAGE:

US 90
ROAD
WORK

BEGIN
MM/DD

MESSAGE MAY BE CHANGED AS DIRECTED BY THE ENGINEER

4. USE PORTABLE CHANGEABLE MESSAGE SIGNS AT BEGIN AND END PROJECT 500' BEFORE ADVANCE WARNING SIGNAGE (SR 10/US 90) FOR PROJECT DURATION:

LANE
CLOSURE
AHEAD

EXPECT
DELAYS

5. USE PORTABLE CHANGEABLE MESSAGE SIGNS DURING DETOURS AT MCGEE RD AND ARMSTRONG ST WITH THE FOLLOWING MESSAGE:

MCGEE
ROAD
CLOSED

BEGIN
MM/DD

ARMSTRONG
STREET
CLOSED

BEGIN
MM/DD

6. TEMPORARY REGULATORY SPEED FOR ACTIVE WORK ZONES SHALL MATCH CURRENT POSTED SPEEDS.

7. EXISTING POSTED SPEED ZONES ARE LISTED BELOW.

EXISTING POSTED SPEED LIMIT	
BEGIN PROJECT TO STA. 378+05.00	55 MPH
STA. 378+05.00 TO END OF PROJECT	45 MPH

RECOMMENDED CONSTRUCTION ACTIVITIES PHASING

PHASE I - USE STANDARD INDEXES 102-600, 102-601, 102-602, 102-603 AND TEMPORARY TRAFFIC CONTROL DETAIL SHEETS

- A. INSTALL ADVANCE WARNING SIGNAGE
- B. INSTALL EROSION CONTROL
- C. INSTALL DRAINAGE IMPROVEMENTS

1. CLOSE MCGEE RD FOR SIDE DRAIN REPLACEMENT. SIDE DRAIN REPLACEMENT AT MCGEE RD TO RUN IN A CONTINUOUS 24-HOUR OPERATION UNTIL ABLE TO REOPEN MCGEE RD

2. CONSTRUCT DRAINAGE IMPROVEMENTS ALONG US 90 IN BETWEEN MCGEE RD AND ARMSTRONG ST

3. CLOSE ARMSTRONG ST FOR SIDE DRAIN REPLACEMENT. SIDE DRAIN REPLACEMENT AT ARMSTRONG ST TO RUN IN A CONTINUOUS 24-HOUR OPERATION UNTIL ABLE TO REOPEN ARMSTRONG ST

PHASE II - USE STANDARD INDEXES 102-600, 102-601, 102-602, 102-603, 102-613, 102-615, 102-628 AND 102-660

- A. MILL AND RESURFACE ROADWAY INCLUDING CROSS SLOPE CORRECTION.
- B. INSTALL LOOP ASSEMBLIES INTO FINAL PAVEMENT SURFACE.
- C. PLACE FINAL PAVEMENT MARKINGS AND RPMs.
- D. PLACE THERMOPLASTIC PAVEMENT MARKINGS AFTER CURE PERIOD.
- E. CLEAN UP SITE. REMOVE ALL CONSTRUCTION RELATED SIGNAGE AND EROSION CONTROL DEVICES.


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
REVISIONS				ENGINEER OF RECORD	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			TEMPORARY TRAFFIC CONTROL PLAN
DATE	DESCRIPTION	DATE	DESCRIPTION	MADISON W. HARRELL, P.E. LICENSE NUMBER: 91482 FDOT DISTRICT 3 1074 HIGHWAY 90 CHIPLEY, FLORIDA 32428	ROAD NO.	COUNTY	FINANCIAL PROJECT ID	
					SR 10	HOLMES	436269-2-52-01	


MADISON W. HARRELL, P.E.
LICENSE NUMBER: 91482
FDOT DISTRICT 3
1074 HIGHWAY 90
CHIPLEY, FLORIDA 32428

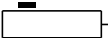
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LEGEND

- 

CLOSED WORK AREA
- 

WORK ZONE SIGN
- 

TYPE III BARRICADE
- 

PORTABLE CHANGEABLE MESSAGE SIGN
- 

CHANNELIZING DEVICE (SEE INDEX 600)

DETOUR PCMS MESSAGES

14 DAYS PRIOR TO
BEGIN DETOUR

DETOUR
FOR
MCGEE RD.

BEGINS
MMM-DD

DURING DETOUR

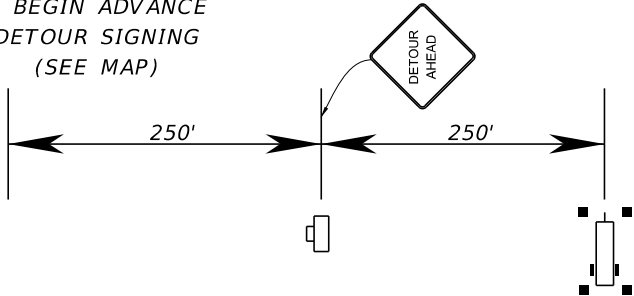
MCGEE RD.
CLOSED

FOLLOW
DETOUR

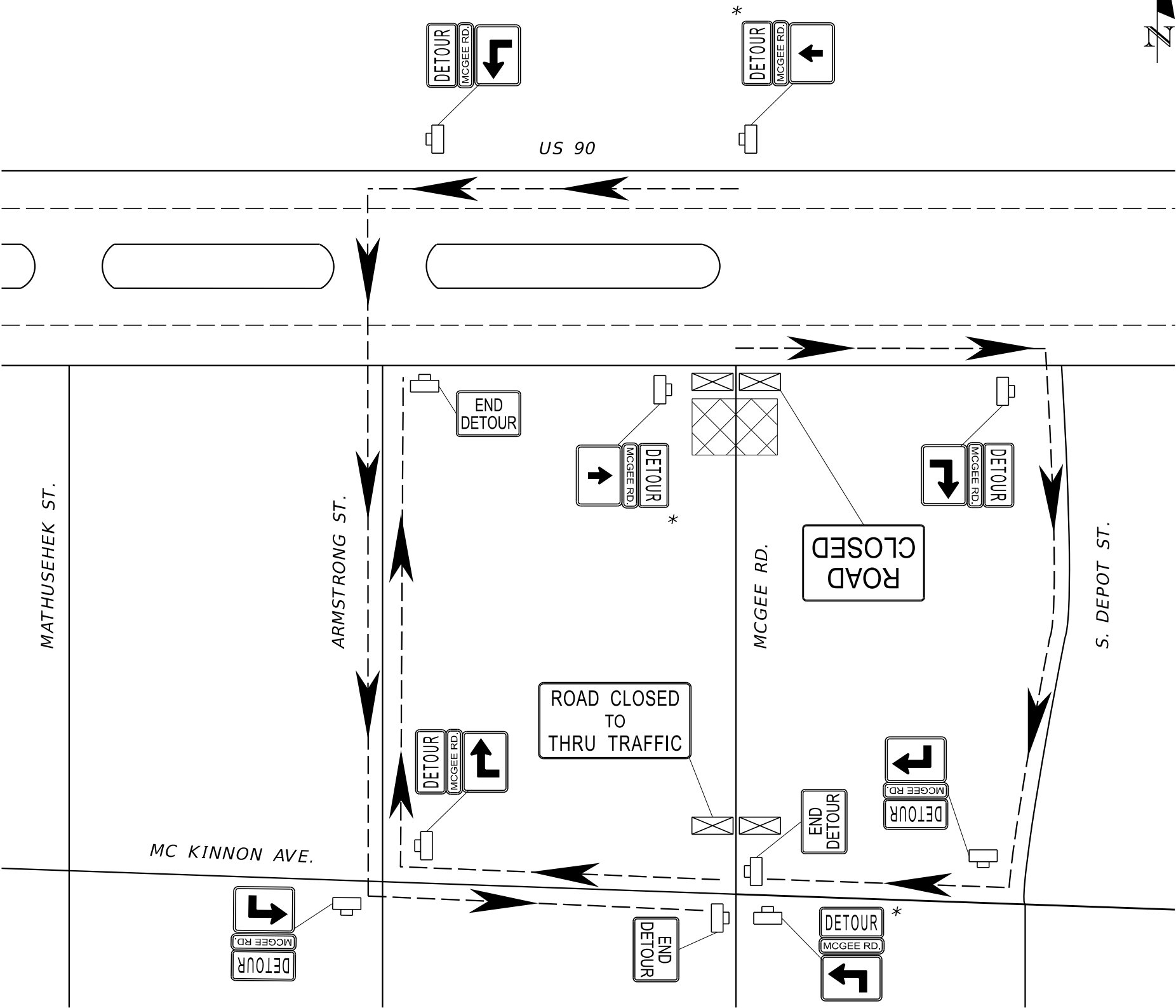
ADVANCE DETOUR SIGNING DETAIL

N.T.S.

* = BEGIN ADVANCE
DETOUR SIGNING
(SEE MAP)



MCGEE ROAD DETOUR - PHASE 1C



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REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ENGINEER OF RECORD
MADISON W. HARRELL, P.E. LICENSE NUMBER: 91482 FDOT DISTRICT 3 1074 HIGHWAY 90 CHIPLEY, FLORIDA 32428


STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
SR 10	HOLMES	436269-2-52-01


TEMPORARY TRAFFIC CONTROL PLAN DETAIL


SHEET NO.
28

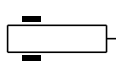
THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.


LEGEND

- 

CLOSED WORK AREA
- 

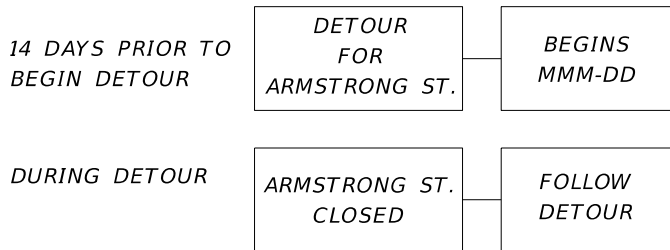
WORK ZONE SIGN
- 

TYPE III BARRICADE
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PORTABLE CHANGEABLE MESSAGE SIGN
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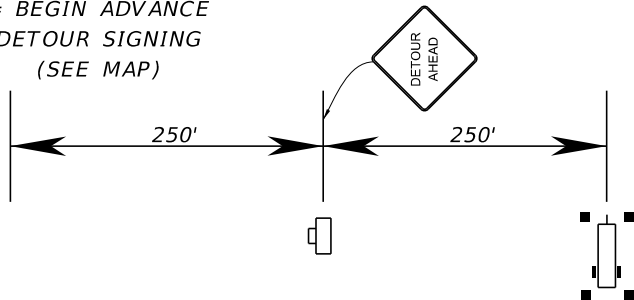
CHANNELIZING DEVICE (SEE INDEX 600)

DETOUR PCMS MESSAGES

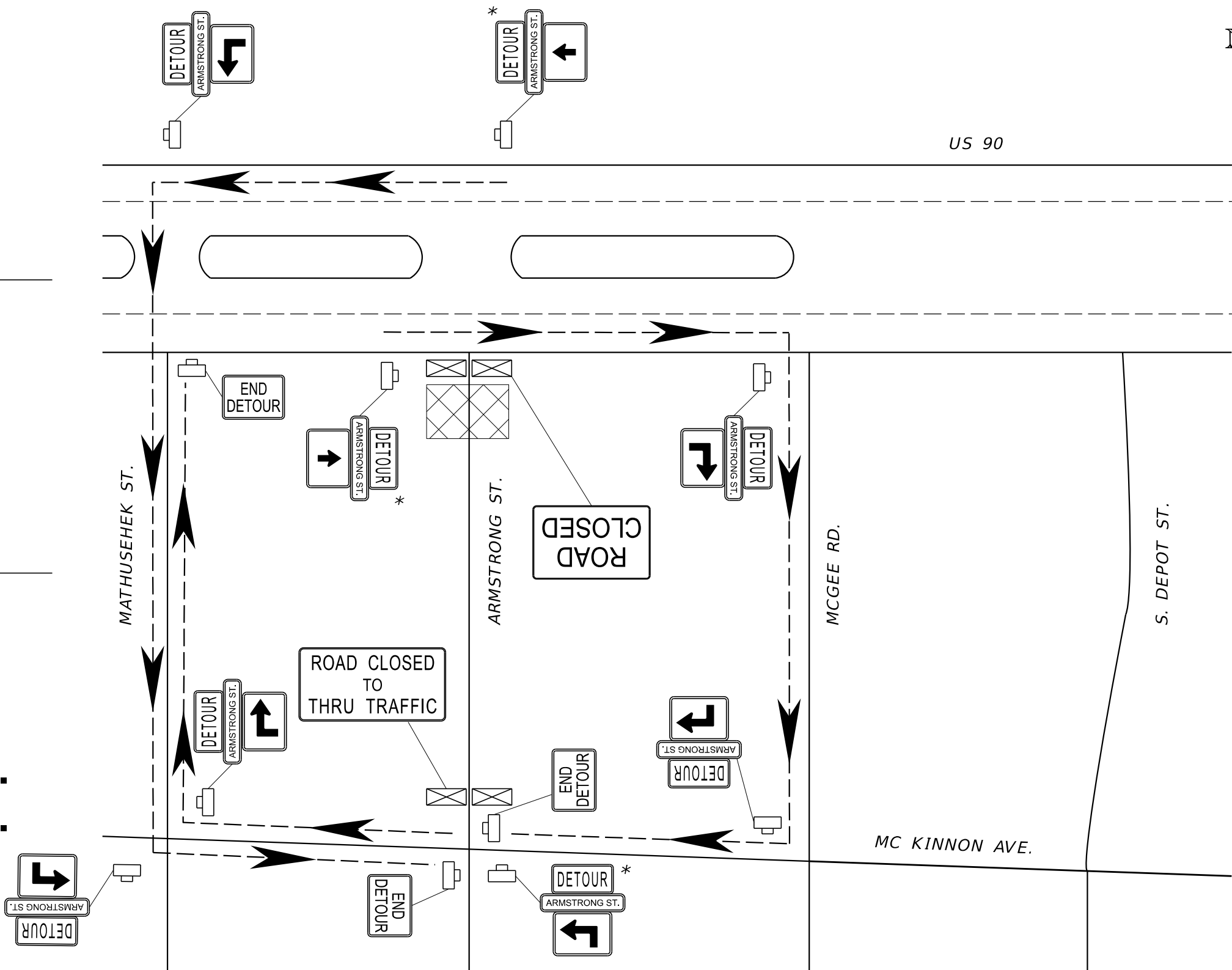


ADVANCE DETOUR SIGNING DETAIL
N.T.S.

* = BEGIN ADVANCE
DETOUR SIGNING
(SEE MAP)



ARMSTRONG STREET DETOUR - PHASE 1C



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REVISIONS				ENGINEER OF RECORD	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			TEMPORARY TRAFFIC CONTROL PLAN DETAIL	SHEET NO. 29
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
					SR 10	HOLMES	436269-2-52-01		

MADISON W. HARRELL, P.E.
LICENSE NUMBER: 91482
FDOT DISTRICT 3
1074 HIGHWAY 90
CHIPLEY, FLORIDA 32428

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.