



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, OCTOBER 05, 2026 at 9:00 AM

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. September 21st, 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. Bonifay Fire-Rescue Assistance to Firefighters Grant Award Package

VIII. PLANNING & ENGINEERING

[A.](#) Memorial Field Project Update

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, SEPTEMBER 21, 2026 at 6:00 PM

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

I. CALL TO ORDER

PRESENT

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

Also present: Finance Director Tracy Walker; City Clerk Jessie Chaney; Executive Assistant Sierra Smith; Bonifay Police Department Lieutenant Chelsea Castro

A. Invocation

Led by Executive Assistant Sierra Smith

B. Pledge of Allegiance

Led by Executive Assistant Sierra Smith

II. APPROVE AGENDA

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

III. APPROVE MINUTES

A. September 3, 2026 Tentative Budget

Motion made 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

B. September 8, 2026 Regular Session

Motion made 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

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

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

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

V. VISITORS – PUBLIC ADDRESSING THE COUNCIL

NON- AGENDA AUDIENCE

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Richard Willsey of Happy Hollow, a non-resident, addressed the Council regarding the parking lot resurfacing project, stating that the closure left no accessible parking spaces available for the meeting. He asked whether the proposed 8% budget reduction applied to the current fiscal year or the upcoming fiscal year, stating that Public Safety was \$1.5 million over budget. Mr. Willsey thanked the mayor for considering citizens during the budget preparation process. He also noted that an individual who spoke out during the previous meeting had not been “gaveled down.”

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. PLANNING & ENGINEERING

A. Bonifay Police Department Engineering

Executive Assistant Sierra Smith presented a proposal from Melvin Engineering for civil and architectural services to begin the process of the new Bonifay Police Department facility. The city has received appropriations from Senator Trumball and Representative Abbott over the last two years for this project and they have advised us to start spending the funds. Police Chief Johnny Whitaker and Executive Assistant Sierra Smith are asking for approval to proceed with proposal.

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

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

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel Updates

Mayor Cook reminded the public of upcoming events to include

Rodeo Weekend October 1-3, 2026

Sickle Cell fundraiser September 26, 2026 at the Family Life Center

Annual Bull Run 5K September 26, 2026 at Middlebrooks Park

City of Bonifay Final budget Meeting Friday, September 25, 2026 at 5:01 p.m.

Regular Session Meeting October 5, 2026 at 9 a.m.

B. Department Updates

C. Employee Spotlight

X. ADJOURN

at 6:10 p.m.

Motion made by Council Member Crews.

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.

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/21/2026



Sierra Smith
CITY OF BONIFAY
301 N ETHERIDGE STREET
BONIFAY, FL 32425

EMW-2025-FG-06444

Dear Sierra Smith,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2025 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$51,928.57 in Federal funding. As a condition of this award, you are required to contribute non-Federal funds equal to or greater than \$2,596.43 for a total approved budget of \$54,525.00. Please see the FY 2025 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2025 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

Cynthia Spishak
Associate Administrator (A)
FEMA Resilience

Cynthia Spishak

Acting Associate Administrator
Resilience

Summary Award Memo

Program: Fiscal Year 2025 Assistance to Firefighters Grant
Recipient: CITY OF BONIFAY
UEI-EFT: WJ2YC9NVDRM7
Award number: EMW-2025-FG-06444

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2025 Assistance to Firefighters Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$54,525.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$51,928.57
Non-federal	\$2,596.43
Total	\$54,525.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2025 FG NOFO.

Approved request details:

Equipment

Appliance(s)/Nozzle(s)				
DESCRIPTION				
Portable Ground Monitor-Blitz				
	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	3	\$3,500.00	\$10,500.00	Equipment
CHANGE FROM APPLICATION				
Unit price from \$3,900.00 to \$3,500.00				
JUSTIFICATION				
The award reflects a reduction from the amount requested in the application. Cost requested for Portable Monitors exceeds the average price range calculated from market research and prior awards for the same item.				

Appliance(s)/Nozzle(s)

DESCRIPTION

LDH Hose strap for Hydrant Assist

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	3	\$250.00	\$750.00	Equipment

Hose (Attack/Supply)

DESCRIPTION

LDH Storz wrench set with bracket

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	3	\$225.00	\$675.00	Equipment

Hose (Attack/Supply)

DESCRIPTION

LDH 4" x 100' section-rubber hose LDH

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	30	\$800.00	\$24,000.00	Equipment

CHANGE FROM APPLICATION

Unit price from **\$925.00** to **\$800.00**

JUSTIFICATION

The award reflects a reduction from the amount requested in the application. Cost requested for 4" HOSE exceeds the average price range calculated from market research and prior awards for the same item.

Appliance(s)/Nozzle(s)

DESCRIPTION

LDH Piston Intake Relief Valve

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	6	\$2,400.00	\$14,400.00	Equipment

CHANGE FROM APPLICATION

Quantity from **2,550** to **6**

Unit price from **\$6.00** to **\$2,400.00**

JUSTIFICATION

The award reflects a reduction from the amount requested in the application. Cost requested for Intake Valves exceeds the average price range calculated from market research and prior awards for the same item.

Appliance(s)/Nozzle(s)

DESCRIPTION

LDH Adapters and fittings (storz lugs, swivels, thread to storz, transition) for 4 inch or larger hose, priced each

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	21	\$200.00	\$4,200.00	Equipment

Obligating document

1. Agreement No. EMW-2025-FG-06444		2. Amendment No. N/A		3. Recipient No. 596000280		4. Type of Action AWARD		5. Control No. WX01671N2026T		
6. Recipient Name and Address CITY OF BONIFAY 301 N ETHRIDGE STREET BONIFAY, FL 32425				7. Issuing FEMA Office and Address Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646			8. Payment Office and Address FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742			
9. Name of Recipient Project Officer Sierra Smith				9a. Phone No. 3344493424		10. Name of FEMA Project Coordinator Assistance to Firefighters Grant Program			10a. Phone No. 1-866-274-0960	
11. Effective Date of This Action 09/21/2026		12. Method of Payment OTHER - FEMA GO		13. Assistance Arrangement COST SHARING			14. Performance Period 09/28/2026 to 09/27/2028 Budget Period 09/28/2026 to 09/27/2028			
15. Description of Action a. (Indicate funding data for awards or financial changes)										
Program Name Abbreviation	Assistance Listing No.	Accounting Data (ACCS Code)	Prior Total Award	Amount Awarded This Action + or (-)	Current Total Award	Cumulative Non-Federal Commitment				
FG	97.044	2026-FK-GB01 - P410-xxxx-4101-D	\$0.00	\$51,928.57	\$51,928.57	2,596.43				
Totals			\$0.00	\$51,928.57	\$51,928.57	\$2,596.43				
b. To describe changes other than funding data or financial changes, attach schedule and check here: N/A										
16.FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) This field is not applicable for digitally signed grant agreements										

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)	DATE
18. FEMA SIGNATORY OFFICIAL (Name and Title)	DATE
Cynthia Spishak, Acting Associate Administrator Resilience	09/21/2026



Biweekly Construction Summary

City of Bonifay

Project Title: City of Bonifay Memorial Field Drainage Improvements

Grant #HL128

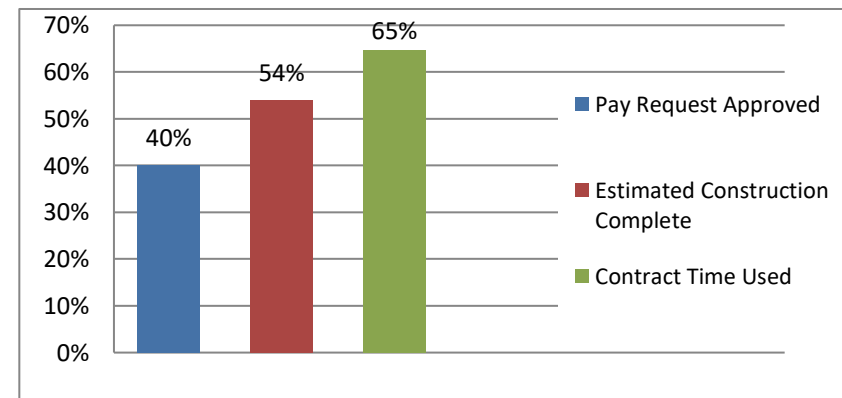
DHM Project ID # BON24MF

Work performed the week of: September 7, 2026 Through September 20, 2026

City of Bonifay Contact:	<u>Sierra Smith, City Clerk</u>	Design Engineer:	<u>Leon E. Nobles III, P.E., DHM</u>
Contractor Project Mgr:	<u>Hampton Jordan, Extreme Land, LLC.</u>	CEI Project Mgr:	<u>Jake Mathis, DHM Melvin Engineering</u>
Distribute To:	<u>Larry Cook, Mayor of Bonifay</u> <u>Sierra Smith, City of Bonifay</u> <u>Hampton Jordan, Extreme Land Clearing</u>	Inspector :	<u>Tommy Hays, DHM Melvin Engineering</u>
			<u>David Melvin, DHM Engineering</u> <u>Brent E. Melvin, P.E., DHM Engineering</u> <u>Jake Mathis, DHM Engineering</u> <u>Tommy Hays, DHM Engineering</u>

Notice To Proceed Date:	<u>June 15, 2026</u>
Substantial Completion Date:	<u>October 13, 2026</u>
Final Completion Date:	<u>November 12, 2026</u>
Contract Amount:	<u>\$497,194.91</u>
Current Contract Amount:	<u>\$680,000.00</u>
SA / WCD's Approved No.	<u>1</u> <u>\$182,805.09</u>
SA / WCO's Approved No.	<u>1</u> <u>\$54,714.47</u>
Pay Estimate Approved No.	<u>3</u> <u>\$272,889.10</u> <u>40%</u>
Estimated Constr. Complete:	<u>54%</u>
Contract Time Used:	<u>65%</u>

Total Contract Days:	<u>150</u>
Contract Day:	<u>98</u>
Substantial Days Remaining:	<u>23</u>
Final Days Remaining:	<u>53</u>
Total Weather Days:	<u>13</u>
Total Holidays:	<u>2</u>



Project is on Schedule? X Yes No

Description of Work:

Accomplishments:

Contractor has completed 100% of 14"x23" Elliptical pipe.
Contractor installed 84.7% of Performance Turf Sod and 35% of 12.5 Asphalt.
Contractor has completed 100% of Type D Inlet Box and 100% of Type V Inlet Box and 100% of Type H Inlet Box.
Contractor has completed 100% of Special Detour 1 and Detour 2 and 100% of Clearing and Grubbing per plans.
Subcontractor has completed 100% of the Valley Gutter per plans.
Contractor has installed 100% of 24" ADS pipe per plans and completed 100% of the 14"x24" Elliptical Pipe MES per plans.

Current Activities:

Extreme Land Clearing

Contractor removed existing Mills Asphalt on the Northside of Veterans Blvd. and installed Optional Base Material in Southside Parking Lot.
Contractor removed existing Mills Asphalt in parking bays on the north side of Veterans Blvd. at Sta. 24+91 to 25+85 , Sta. 26+72 to 27+55, Sta. 27+67 to Sta. 28+20 and Sta. 28+27 to Sta. 28+86.

Contractor built and poured concrete Headwall for 18" ADS pipe at Sta. 26+10 RT side.

Contractor built form and installed concrete for curb and gutter, flume and Valley Gutter at Sta. 28+20 LT side.

Contractor installed 84.24 TN of 12.5Asphalt in Parking Bays north side of Veterans Blvd. per plans.

Advanced Concrete of Tallahassee

Subcontractor formed curb and gutter and installed NS concrete from Sta. 22+41 to 24+61 RT side, Sta. 24+84 to 26+20 RT side, Sta. 26+25 to 26+55 RT side and Sta. 26+60 to Sta. 29+91 RT side and formed and installed NS concrete for curb and gutter in Southside Parking

Holiday & Weather Days

Holidays= (7/3 2026, 9/7 2026)

Weather days = (6/16-17,19,22,24,26 2026, 7/8, 14-15, 2026, 8/3,18-19 2026, 9/10 2026)

Pending Issues:

Potential Problems:

Project Changes:

Change Order #1 \$182,805.09 and WCD #1 \$54,714.47 approved on 7/6/2026.

Future:

Contractor will pave main line on Veterans Blvd.
Contractor will installed Performance Turf Sod.


Tommy Hays
Construction Inspector





Bonifay Memorial Field Drainage Improvements
Subcontractor building form for curb and gutter in
Southside Parking Area per plans.



Bonifay Memorial Field Drainage Improvements
Subcontractor installing NS concrete for curb and gutter
in Southside Parking Area per plans.



Bonifay Memorial Field Drainage Improvements
Subcontractor installing NS concrete for curb and Gutter in
Southside Parking Area per plans.



Bonifay Memorial Field Drainage Improvements
Subcontractor finished curb and gutter in Southside
Parking Area.

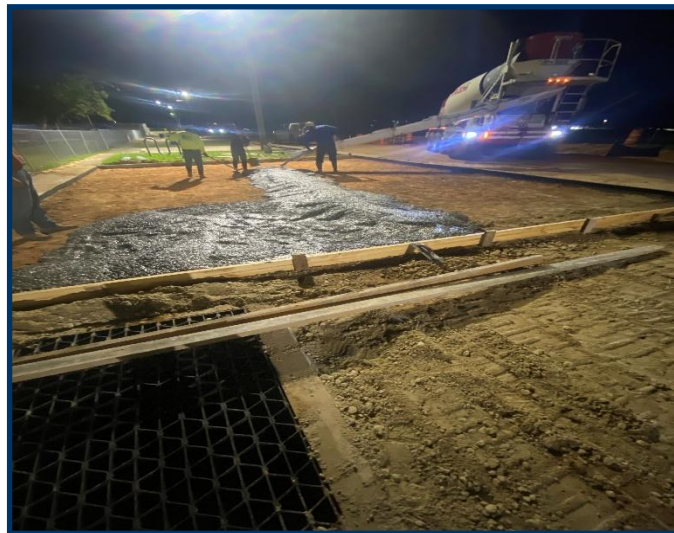




Bonifay Memorial Field Drainage Improvements
Subcontractor building form for curb and gutter on
Veterans Blvd. RT side per plans.



Bonifay Memorial Field Drainage Improvements
Subcontractor installed NS concrete and finished
curb and gutter on Veterans Blvd. RT side.



Bonifay Memorial Field Drainage Improvements
Contractor installed S-9 Structure and installing 24" ADS
pipe into S-9 structure at Sta. 27+94 RT side.



Bonifay Memorial Field Drainage Improvements
Contractor installed and compacted select fill at Sta.
26+94 to 27+94 RT side.





Bonifay Memorial Field Drainage Improvements
Contractor removing existing dirt and grading
Southside Parking Area on Veterans Blvd.



Bonifay Memorial Field Drainage Improvements
Contractor installed Optional Base Material in Southside
Parking Area on Veterans Blvd.



Bonifay Memorial Field Drainage Improvements
Contractor installed Optional Base Material in parking bay
on Northside of Veterans Blvd.



Bonifay Memorial Field Drainage Improvements
Contractor installed and compacted SP 12.5 Asphalt in
parking bay on Northside of Veterans Blvd.





Bonifay Memorial Field Drainage Improvements
built form for flume and curb at Sta. 28+20 LT side.



Bonifay Memorial Field Drainage Improvements
Contractor installed and finished NS concrete for
flume and curb at Sta. 28+20 LT side.



Bonifay Memorial Field Drainage Improvements
Contractor installed Performance Turf Sod between Depot
St. and McGee St.



Bonifay Memorial Field Drainage Improvements
Contractor installed Performance Turf Sod in field
between Depot St. and McGee St.

