



AGENDA

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, AUGUST 04, 2025 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. July 21st, 2025

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 and state your name and address for the record.

A. Audit Presentation - Carr, Riggs & Ingram

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Resolution 2025-05 Amendment to Capital Improvements Plan

VIII. PLANNING & ENGINEERING

A. Melvin Engineering

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

B. Department Updates

Bonifay Police Department - Johnny Whitaker

Bonifay Fire-Rescue - Sierra Smith

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, JULY 21, 2025 at 6:00 PM
Bonifay City Hall Council Meeting Room – 301 J Harvey Etheridge St.

I. CALL TO ORDER

Mayor Larry Cook called the meeting to order at 6:00 pm.

PRESENT

Mayor Larry Cook
Council Member Shelley Carroll
Council Member Rick Crews

ABSENT

Council Member James Sellers
Council Member Eddie Dixon

Also present

Director of Finance Tracy Walker, Executive Assistant Sierra Smith, City Attorney Jon Holloway by phone, Lieutenant Chelsey Castro, Director of Public Works Aaron Taylor, Chief Plant Operator Matt Perry, and Fire Chief Travis Cook

A. Invocation

Fire Chief Travis Cook gave Invocation.

B. Pledge of Allegiance

Fire Chief Travis Cook led the Pledge of Allegiance.

II. APPROVE AGENDA

Motion made to approve the agenda by Council Member Crews, Seconded by Council Member Carroll.

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

III. APPROVE MINUTES

A. July 7th, 2025

Motion made to approve the minutes of July 7, 2025 by Council Member Carroll, Seconded by Council Member Crews.

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

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

Motion made to approve Accounts Payable, Transfers, and Financial Sheets by Council Member Crews, Seconded by Council Member Carroll.

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

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.

None.

VI. OLD BUSINESS

A. RFP 2025-01 Rec Center Design and Engineering

Executive Assistant Sierra Smith discussed the RFP 2025-01 for Rec Center Design and Engineering, and stated that David H. Melvin Engineering (DHM) was ranked the highest. She requested the Council's approval to start negotiating with DHM.

Motion made to approve negotiating with DHM by Council Member Crews, Seconded by Council Member Carroll.

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

B. D0268 WWTP RIF Amendment

Executive Assistant Sierra Smith told the Council Members the D0268 WWTP RIF Amendment was a reduction in out-of-pocket fees for the City.

Motion made to approve the D0268 WWTP RIF Amendment by Council Member Crews, Seconded by Council Member Carroll.

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

C. Bonifay Fire Rescue Purchase- Pumper Replacement Project

Fire Chief Travis Cook stated the Bonifay Fire Department received appropriated funds from the Florida Legislature in the amount of \$490,573.00. Chief Cook told the Council Members that he had negotiated with Ten-8 Fire & Safety on the cost of a 1000-gallon pumper and equipment to match this appropriation, and asked the Council to waive the procurement policy.

Motion made to approve waiving the procurement policy by Council Member Crews, Seconded by Council Member Carroll.

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

Motion made to approve Fire Chief Travis Cook to sign the the Equipment Proposal from Ten-8 Fire & Safety by Council Member Crews, Seconded by Council Member Carroll.

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

VII. NEW BUSINESS

A. Bonifay Fire Rescue- Pole Barn Purchase

Fire Chief Travis Cook requested approval for the purchase and installation of a 30 x 70-foot pole barn in the amount of \$18,000. The north, south and west sides will be closed in.

Motion made to approve purchase of pole barn by Council Member Crews, Seconded by Council Member Carroll.

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

B. Millage Rate

Motion made to approve Director of Finance Tracy Walker to send form DR420 to the State with a proposed increase in millage rate up to 4 mills by Council Member Crews, Seconded by Council Member Carroll.

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

C. Ad Valorem & Budget Hearings

Motion made to move Ad Valorem and Budget Hearing to September 8, 2025 at 5:01 pm by Council Member Crews, Seconded by Council Member Carroll.

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

VIII. PLANNING & ENGINEERING

A. Melvin Engineering

Brent Melvin, with Melvin Engineering, advised the Council Members on the status of the following projects.

The Stormwater Park is 50% complete.

The old Middle School is 90% complete.

The plans for Etheridge Street are 50% complete and they are trying to incorporate the City Hall parking lot with this project.

Working on getting playground equipment for Veterans Park with the FRDAP Grant and provided a quote from Playground Boss. They will need the Council's approval to purchase.

Motion made to approve purchase of the playground equipment by Council Member Crews, Seconded by Council Member Carroll.

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

Motion made to approve donating old playground equipment by Council Member Crews, Seconded by Council Member Carroll.

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

Executive Assistant Sierra Smith advised that the WWTF RIF bid had been awarded.

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel Updates

Director of Public Works Aaron Taylor told the Council Members of new hire Brock Waldron.

Fire Chief Travis Cook announced that the fire department has 2 new volunteers.

Mayor Cook informed the Council Members of Mike Russ having a heart attack and he was recovering.

B. Department Updates

C. Employee Spotlight

X. ADJOURN

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

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

Mayor Cook declared the meeting adjourned at 6:23 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.

Resolution Number: 2025-05

Whereas, the City of Bonifay, Florida, intends to apply to the State of Florida for FY25-26 Florida Recreation Development Assistance Program Grant consideration under the provisions as set forth in Chapter 62D-5, Part V, Florida Administrative Code (F.A.C.), and

Whereas, the City of Bonifay, Florida, has determined the need for additional recreational space within the town and intends to apply for grant funding in an amount up to \$200,000.00 to acquire the property identified as Parcel IDs 0531.03-003-00C-005.000, 0531.03-003-00C-004.000, & 0531.03-003-118-002.000 (Parcels) within the City of Bonifay city limits; and

Whereas, the City of Bonifay, Florida, plans to use future funding from the Florida Recreational Development Assistance Program Grant to implement needed improvements to develop the Parcel as these funds become available from State of Florida; and

Whereas, the City of Bonifay agrees to amend their Capital Improvements Schedule to include the project “Development of Parcel IDs 0531.03-003-00C-005.000, 0531.03-003-00C-004.000, & 0531.03-003-118-002.000” into their 5-Year Capital Improvement Plan.

NOW THEREFORE, BE IT HEREBY RESOLVED that this legislative body of the City of Bonifay, Florida, will apply to the Florida Department of Environmental Protection, Division of Recreation and Parks for a Florida Recreation Development Assistance Program Grant in the amount up to \$200,000 to fund said acquisition and commits to amend the Capital Improvements Schedule to include referenced project should funding be awarded.

ADOPTED THIS 4th day of August, 2025 by the City of Bonifay City Council.

City Council
City of Bonifay, Florida

BY: _____
Larry Cook, Mayor

ATTEST:

Tracy Walker, Finance Director