



MINUTES

CITY COUNCIL MEETING - REGULAR SESSION

MONDAY, JULY 24, 2023 at 6:00 PM

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

I. CALL TO ORDER

Mayor Emily McCann called the meeting to order at 6:00 pm.

PRESENT

Mayor Emily McCann
Vice-Mayor Sierra Smith
Council Member Larry Cook
Council Member James Sellers
Council Member Shelley Carroll

Also present:

City Clerk Rickey Callahan, City Attorney Michelle Jordan, City Superintendent Trey Barbee, Police Chief Jimmy Macon, Chief Plant Operator Matt Perry. and Fire Chief Travis Cook.

A. Invocation

Vice-Mayor Smith gave invocation.

B. Pledge of Allegiance

Vice-Mayor Smith led the Pledge of Allegiance.

II. APPROVE AGENDA

Council Members voted to approve the agenda with the addition of Item H, Change signatures on bank accounts for the Bonifay Police Department, the Bonifay Fire Department, under VIII, New Business, and Bonifay Police Department TEA (Temporary Employment Authorization) under Department Updates

Motion made by Council Member Sellers to approve with changes, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

III. APPROVE MINUTES

A. 07-10-23 Regular Session

Council Members voted to approve the 07-10-23 minutes.

Motion made by Council Member Sellers, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

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

Council Members voted to approve Accounts Payable, Transfers and Financial Sheets.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

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.

Ron Jamison, CFO for Doctors Memorial Hospital Hospital, apologized for being delinquent with payments to the City for the utilities. He asked for the City's continued support, and gave updates on the hospital.

VI. PLANNING & ENGINEERING

A. City Planner

No updates from the City Planner.

B. Dewberry

CDBG Commercial Building

City Clerk Callahan gave an update on the CDBG Grant for downtown commercial building. An extension request was made to DEO earlier this year, but we did not get a renewal for that extension. The Grant was awarded in 2018, and was bid out 3 times. One bid was 1.2 million for just walls and a roof. Mayor McCann recommended re-applying using current plans, and to request more money based on previous bids.

Motion made to reapply by Council Member Cook, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Memorial Field Grant update

Mayor McCann advised the Council that Deputy Clerk Walker has asked the Grant Administrator on the project for details on invoices so far and detailed deliverables and had to send a second request. Grant Administrator Elissa Pettis replied that it will take some time, and also asked that the City begin the process of terminating all agreements with her and the City of Bonifay.

C. DHM Melvin Engineering

Brent Melvin and John Udochi reported that the Southside Drainage Study Survey and Geotechnical work has been completed. Designs for rehabbing cross drains at St. John's Road, Hightower Avenue, Jernigan Avenue and Clifford Street are underway.

Bonifay Commercial Revitalization Grant Agreement, for the old middle school, with Florida Department of Commerce had just been received so that bids for work can be advertised.

The Resilient Florida Green Stormwater Park Grant is at the property acquisition phase. The appraisal will be preformed the first week of August and the owner has been notified of the date and time.

Melvin Engineering is working on a priority list and phasing list to give back to the City for review on the FRDAP Grant for upgrading Veteran's Memorial Park renovations.

Resilient Florida has just opened up a new grant for this year. This one would be to fund the construction of the design of the culverts for all 4 of those locations, St. John's Rd., Hightower Ave., Jernigan Ave., and Clifford St. The application is due September 1st.

Mayor McCann recommended the Council approve for DHM to apply for this grant.

Mayor McCann asked what kind of match is required for this grant? Brent Melvin Stated that no match is required and advance payments are part of that application.

Motion made by Vice-Mayor Smith, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Mayor McCann stated that we did talk about a feasibility study for our sidewalks, and ask if this is a potential we can look at? Melvin said yes, with a DOT application, and also an RIF funding opening in a few weeks.

D. Mott MacDonald

Amir Zafar gave an update on the current SRF Drinking Water Project. The City will need to select one more street to add to the project. They have already designed the second phase, and will apply for it in April of next year.

Zafar said the City has been awarded some DEP funding for Lead Line Replacement. The paperwork needs to be filed for grant engineering, and it is first come first served for funding the construction. The Council needs to approve for them to apply for the grant, and for the Mayor to sign the paperwork.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Mott MacDonald needs to move forward with study of prison lift station, and additional force main to southside of Interstate. \$708,000 has been approved for design, with \$638,000 being principal forgiveness that the City will not have to pay back. They need approval to submit applications, and allow the Mayor to sign paperwork.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

He also advised he is planning to meet with SRF on funding list for the City, and that we are 10 years ahead of other municipalities because we have a Capital Improvement list.

VII. OLD BUSINESS

- A. FDOT Community Safety Committee Appointments (2 members) - One from City Administration or Council, and one from Bonifay City Police Department.

Mayor McCann said the County Commissioners voted to reenact the FDOT Community Safety Committee and needed 2 members appointed from the City. One from City Administration or Council, and one from the Bonifay Police Department.

Council Members voted to appoint Mayor Emily McCann and Police Chief Jimmy Macon to the FDOT Community Safety Committee.

Motion made by Council Member Cook, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

- B. 79 Corridor Meeting update

Mayor McCann said the pipes that are in the ground, that we thought were owned by the Authority Board are still in the name of Washington County.

City Attorney Jordan stated that the State did not accept the amendment that would have given ownership to the 79 Corridor Project Authority.

Mayor McCann advised that the direction of the 79 Corridor Project Board is to have the Project Authority Board be absorbed by the City of Bonifay.

Right now, Washington County is on the hook for the Capital Improvement, Grant requirements, and the jobs requirement.

If the City absorbs the Authority Board, it would have the liability for economic growth and jobs per the grant.

Mayor McCann said that we need to do some financial planning before agreeing to take over all responsibility.

C. Waste Pro communication

Mayor McCann advised that City staff met with Waste-Pro Comptroller and Regional Representative and it was a good meeting, and she thinks our issues resolved moving forward.

D. Resolution 2023-25

Resolution 2023-25 gives the City Planner the authority to approve lot splits and similar land use requests.

Motion made to approve Resolution 2023-25 by Vice-Mayor Smith, Seconded by Council Member Cook.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

VIII. NEW BUSINESS

A. Water and Sewer Rates and Deposits

Mayor McCann said the City had Bob Mearns with Florida Rural Water, do a study and he recommended a 3 year plan. Mayor McCann requested to pause the annual increase set for October 1, 2023, and allow us to have a year at the current rates.

Motion made by Vice-Mayor Smith, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

Mayor McCann said the deposits were not added to meeting packet, so she will bring those back to the Council.

B. Ordinance 431 - Garbage Rates

Council held the public hearing and approved the first reading of Garbage Rate Ordinance 431.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

C. Senior Discount for Water and Wastewater

Council Members tabled the Senior Discount for Water and Wastewater.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

D. Uniform Rental

Council Members voted to allow City Attorney to start the process of terminating the uniform rental contract with Cintas for cause.

Motion made by Council Member Cook, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

E. ATS installation at water tower on Norman Lane

Mayor McCann recommended purchase of an Automatic Transfer Switch for the Norman Lane water tower as an emergency procurement to be paid from ARPA Funds.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

F. Water and Sewer Agreements & Rates between the City of Bonifay and FDOC for Holmes Correctional

Mayor McCann advised the Council Members that the 1988 Agreements with The City of Bonifay and Department of Corrections states the monthly rate may be modified by the City at any time the water flow exceeds 180,000 gallons per day. They have exceeded this amount seven times in the last year.

City Attorney Jordan stated the agreements say either party may terminate these agreements without cause after giving the other party one years' notice in writing. This will force the State back to the table or they can pay the same rates as everyone else.

Mayor McCann said it should also mention lift station services and fire protection in the new agreement.

Council Members voted to allow City Attorney Jordan to send Department of Corrections notice of termination of previous agreements.

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

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

G. Approve Planning Forms

Council Members voted to approve Planning Forms contingent on the forms having the correct City of Bonifay information.

Motion made by Vice-Mayor Smith, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

H. Change signors on bank accounts for the Police Department and the Fire Department

Council Members voted to remove Chris Wells, and add Jimmy Macon, and add Chuck White to the account for the Police Department, and also to remove Larry Cook, and add Travis Cook, and add Landis Messer to the account for the Fire Department.

Motion made by Council Member Sellers, Seconded by Vice-Mayor Smith.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Personnel Updates

There were no new Personnel Updates.

B. Department Updates

July 12 Department Head meeting

Department Heads are very fiscally minded and willing to cut from their department and move money to another department.

Documentation for purchases

Mayor McCann requested purchase requests be streamlined to google forms request so there will be a paper trail.

Police Department

Chief Macon gave the Council Members an updated incident report, and recommended using TEA's (Temporary Employment Authorization) for hiring process at \$15.00 per hour during training.

Motion made to use TEA's for hiring process by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Vice-Mayor Smith, Council Member Cook, Council Member Sellers, Council Member Carroll

C. Employee Spotlight

Mayor McCann highlighted Trey Barbee and crew for getting splash pad going, Matt Perry for bringing safety concerns to the City, and Tracy Walker for always staying on top of things.

Mayor McCann also stated that last week was a great week for the City.

Vice-Mayor Smith said she had a meeting with an entity that is looking at contributing funds for some updates to the splash pad.

X. ADJOURN

Mayor McCann adjourned the meeting at 7:10 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.