



MINUTES

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

Vice-Mayor James Sellers called the meeting to order at 9:00 am.

PRESENT

Council Member James Sellers
Council Member Shelley Carroll
Council Member Rick Crews

ABSENT

Mayor Larry Cook
Council Member Eddie Dixon

Also present:

Executive Assistant Sierra Smith, Director of Finance Tracy Walker, City Attorney Jon Holloway by phone, Chief of Police Johnny Whitaker, and Chief Plant Operator Matt Perry

A. Invocation

Executive Assistant Sierra Smith gave the 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 Crews, Seconded by Council Member Carroll.

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

III. APPROVE MINUTES

A. July 21st, 2025

Motion made to approve the minutes of July 21, 2025 by Council Member Carroll, Seconded by Council Member Crews.

Voting Yea: Council Member Sellers, 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 Carroll, Seconded by Council Member Crews.

Voting Yea: Council Member Sellers, 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 and state your name and address for the record.

A. Audit Presentation - Carr, Riggs & Ingram

Tyler Dunaway with Carr, Riggs, & Ingram presented the 2023-2024 Financial Audit to the council members.

The City’s fund balance is around \$150,000.00, which is trending up. This represents about one month’s worth of expenses; the recommended amount is around 3-6 months.

The budget vs. actual is very closely aligned, which is a testament to the City Council, the Mayor, the Finance Director, and Department Heads alike.

Water/Sewer/Garbage shows a \$200,000.00 increase in revenues, while the expenses were aligned with FY 2023 totals.

A single audit was performed, as the City used more than \$750,000.00 in Federal and/or State funding. There were no significant findings in this audit.

Financial Statement Findings are as follows:

City personnel lack the experience necessary to prepare the City's schedule of expenditures of federal awards and state financial assistance, including note disclosures. The City is working to improve this, mainly the accrual of revenues and expenses in the period earned or incurred.

Management elected to prepare interim financial statements on the cash basis of accounting. Tracy is diligently working to change this over to accrual accounting per State/Federal requirements.

Management does not have **written** procedures that comply with Uniform Guidance for the single audit; there were no compliance issues. Tracy has been writing policies and procedures, which have been reviewed and approved by this firm.

The Mayor asked me to look at the Fire Department and selected several invoices; we found no issues with those expenditures that we tested.

The Council thanked Mr. Dunaway for his presentation.

Richard Willsey addressed the council about the city's budget. He also stated that citizens come to him regarding high water bills but would not state who they are. He said he could propose a budget for the city regarding how to cut expenses such as city vehicles being used.

Angela Willsey addressed the council members regarding several plots in the city cemetery and would like to place a granite bench for the elderly to sit on, and requested the council's approval.

Council Member Crews requested this be placed on the August 18th agenda.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Resolution 2025-05 Amendment to Capital Improvements Plan

Executive Assistant Sierra Smith stated that Resolution 2025-05 was an amendment to the City's Capital Improvements Plan, so the city can apply for a FRDAP grant for the Stormwater Park.

Motion made to adopt Resolution 2025-05 by roll call vote by Council Member Crews, Seconded by Council Member Carroll.

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

VIII. PLANNING & ENGINEERING

A. Melvin Engineering

John Udochi, with Melvin Engineering, gave the Council Members an update on the current projects.

The Stormwater Park is going well.

A pre-construction meeting will be set up soon for the generator and by-pass pump.

The old middle school project is about 70% complete.

A remote water meter grant is opening up in about 2 weeks.

IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Council Updates

Vice-Mayor Sellers stated the Back to School Bash was a success.

B. Department Updates

Bonifay Police Department - Johnny Whitaker

Bonifay Fire-Rescue - Sierra Smith

Police Chief Whitaker informed the Council Members that he will be losing one officer to Walton County, but has proceeded with hiring Thomas Finch.

Chief Whitaker gave police department updates for the month of July.

Executive Assistant Sierra Smith gave the updates for the fire department for the month of July.

Fire Chief Travis Cook will be at the meeting on the 18th to give updates on the pole barn, and the station renovations.

C. Employee Spotlight

X. ADJOURN

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

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

Vice-Mayor Sellers declared the meeting adjourned at 9:34 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.