



MINUTES

CITY COUNCIL MEETING – REGULAR SESSION

MONDAY, JUNE 26, 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, Fire Chief Travis Cook, and Assistant Fire Chief Landis Messer.

A. Invocation

Vice-Mayor Smith gave the invocation.

B. Pledge of Allegiance

Vice-Mayor Smith led the Pledge of Allegiance.

II. APPROVE AGENDA

Council Members voted to approve the agenda.

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

III. APPROVE MINUTES

A. 05-08-23 Regular Session

B. 06-12-23 Regular Session

Council Members voted to approve the 05-08-23 and 06-12-23 minutes together.

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

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

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

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

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

Mayor McCann informed the Council the Deputy Clerk requested one of the Council Members review all of the invoices on a monthly basis instead of having all Council Members reviewing invoices before meetings. Council Member Carroll volunteered to review invoices and checks each month.

Motion made to approve this request 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

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.

No members of the public addressed the Council.

VI. OLD BUSINESS

A. City Planner, John Feeney

City Planner, John Feeney, recommended approval of lot split for Sandra Logan. Ms. Logan had completed all the necessary paperwork. She intends to rent out one of the houses on the parcel. For insurance purposes, she needs the lot split. The lot is located at 1439 Clifford Street.

Motion made to approve the lot split 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

Feeney requested direction from the Council regarding if he should bring each request before the Council, or just the ones that do not meet the requirements.

Council Member Sellers stated to only bring before the Council if lot split does not meet the requirements.

City Attorney Jordan will prepare the resolution to indicate the Council's decision.

Mayor McCann asked Feeney if he knew of any grants available for the Comp Plan. Feeney stated there was funding that just closed and that he would check to see if there were additional funding opportunities.

B. City Engineers

Mott MacDonald

City Superintendent Barbee updated the Council Members on the 5-6 miles of water line being replaced. Barbee stated the new lines would have better water pressure and would provide better fire protection.

Dewberry

Mayor McCann provided an overview of the workshop held with Dewberry to discuss the status of the four projects open. Previously, Dewberry indicated there was \$1.7 million available for the Memorial Field Improvement project; however, it was only funded for \$1 million. Currently, there is about \$700,000 available for construction, after engineering and the grant administrator's fees.

The plan that was awarded the grant utilized property that was not owned by the City, and to do it on our property is going to cost more than we originally thought. Also, money to spot repair the bleachers was listed in the original scope of work, but the City does not own those.

Mayor McCann advised the Council Members the \$700,000 could be used for 3 inlets to help with the drainage and whatever monies remain, she asked Dewberry to look at covering the big open ditch in front of Memorial Field.

The Council indicated they did not want Dewberry to reapply for the FRDAP project at Veterans Memorial Park that was lost in April.

DHM Melvin Engineering

Mayor McCann stated that the projects with DHM were moving forward, and she entertained a motion for Melvin Engineers to apply on behalf of the City for a USDOT grant for a feasibility study for sidewalks.

Motion made to apply for this grant 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

Vice-Mayor Smith requested DHM to apply for the Veterans Memorial Park FRDAP project.

C. Personnel Update

Mayor McCann informed the Council Members she would bring a job description for a Grants Coordinator/Executive Assistant to the next Regular Session for consideration.

Council Member Cook asked if they would be able to write grants and Mayor McCann stated yes, and they would serve as the point person for agencies and engineering firms at City Hall.

D. Update on RV on Cotton Street

Chief Macon told the Council Members that the RV on Cotton Street had been removed. City Clerk Callahan will reach out to citizen who brought forth the concern at the last meeting.

E. Splash Pad update

City Superintendent Barbee informed the Council Members that all materials to repair the Splash Pad have been ordered and the City is waiting on delivery. There is no delivery date set yet. Once delivered, the installation should be two days.

F. Jessie Pearl Anderson 107 E. Iowa Ave. request update

City Superintendent Barbee met with DHM to review solutions for the stairs located at 107 E. Iowa Avenue. The City is unable to install a personal ramp sidewalk at this time. This area has been listed as an area of review for the feasibility study of the sidewalks.

Mayor McCann asked City Superintendent Barbee to contact the homeowner with a list of potential agencies that can help with that situation.

G. Update on certified contractors for diesel storage tanks

Council Members reviewed quotes to resolve the issues indicated on the storage tank inspections. Mayor McCann recommended to the Council to approve the lowest quote of \$7700 to be paid out of ARPA funds.

Motion made to approve this recommendation 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

VII. NEW BUSINESS

A. Waukesha Way

Steffi Andrews, with Waukesha Way, stated that they were going to have the 2nd Annual Cornhole Tournament on July 7th, and requested to close part of Veterans Boulevard.

Motion made to approve this request 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

Mrs. Andrews also requested to use the softball field for their Back-to-School-Bash on August 5th.

Motion made to approve this request 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

Mayor McCann stated they were working on a draft of a MOU with Waukesha Way.

B. 4th of July Fireworks

Shan Hatfield requested to speak to the Council about the 4th of July fireworks, he was not in attendance.

Mayor McCann stated that the request for the fire department to assist with the fireworks was granted back in February and on track to happen as discussed previously.

C. Hydrant Flow Test Kit

A Hydrant Flow Test Kit was purchased, for \$1200, to check water pressures throughout the city. Chief Cook stated that new businesses would want the water pressure tested at their location. Fees for this test would range from \$300 per test in the city limits and \$400 per test outside the city limits. All revenue generated will help offset costs in the Fire Department. Chief Cook indicated all hydrants must be checked yearly. Up to this point, the Fire Department has borrowed a test kit.

D. Convert Bonifay Police Dept. to Zello network

Assistant Fire Chief Landis Messer stated the Bonifay Police Department is currently using Tango Tango network as an internet gateway at a cost of \$500 per quarter. To switch them over to the Zello network it would be a one-time cost of \$3,110. This would be paid out of the ARPA funds.

Motion made to end the engagement with Tango Tango and to start the Zello network 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

E. Social Media/Archival Policy

Mayor McCann stated the city needed a Social Media and a Social Media Archival policy in place before the creation of a social media page.

Motion made to approve both policies 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

F. Mobile radio for Brush 1

Assistant Fire Chief Messer advised a new mobile radio for Brush 1 was needed because the old one got wet during a Hurricane Sally flood rescue, and it no longer works. It would cost \$1,346.59 and was recommended for approval.

Motion made to repair the radio in Brush 1 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

VIII. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

IX. ANNOUNCEMENTS

Mayor McCann recognized the Bonifay Police Department.

Police Chief Macon thanked them also.

A. DPS Recovery Services meeting

Mayor McCann informed the Council Members the City has approximately \$22,000-23,000 each year in bad debts and she recommends approval of the agreement with DPS Recovery Services to collect the debts. DPS adds a 30% fee on top of the bad debt to the debtor, with no cost to the City.

Motion made to enter into an agreement with DPS Recovery Services 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

B. Municipal Engineers Services Inc. meeting

Mayor McCann advised the Council of a meeting recently held with Municipal Engineers Services. She recommended sending out a Request For Qualifications for Engineering services.

Motion made to advertise a Request for Qualifications for Engineering services 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

C. National Fitness Campaign meeting

Mayor McCann announced a National Fitness Campaign meeting regarding a grant for fitness equipment. A follow-up meeting is forthcoming.

Mayor McCann stated the Board Clerk Services Agreement was approved by the 79 Corridor Authority and will begin July 1st.

Mayor McCann indicated the City was losing \$3,000 --\$4,000 per month on garbage services, and is in the process of setting up a meeting with Waste Pro.

Mayor McCann recommended an additional phone line should be purchased to be shared among staff, so that no one employee was on-call at all times.

Motion made to purchase an additional phone for the City's emergency contact number 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

Mayor McCann told the Council Members that a quote from Verizon for 5 cell phones and 5 tablets would cost \$2,500 upfront, then \$375 per month. A meeting with the representative was set for Wednesday.

Mayor McCann announced a Budget Workshop on July 10th at 5:00 pm.

For the Employee Spotlight, Mayor McCann recognized the employees at City Hall, Rickey Callahan, Tracy Walker, Sabrina Porter, and Elois Bradshaw, for their work.

X. ADJOURN

Mayor McCann adjourned the meeting at 7:06 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.