



# **MINUTES**

## **CITY COUNCIL MEETING - REGULAR SESSION**

### **MONDAY, AUGUST 14, 2023 at 6:00 PM**

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

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#### **I. CALL TO ORDER**

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

##### **PRESENT**

Mayor Emily McCann  
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**

City Clerk Callahan gave invocation.

##### **B. Pledge of Allegiance**

City Clerk Callahan led the Pledge of Allegiance.

Mayor McCann announced the resignation of Vice-Mayor Sierra Smith who is taking a position within the City of Bonifay. Mayor McCann stated it is not hard to see all the positive changes that happened which started with her.

Mayor McCann recommended Rick Crews to sit in Miss Smith's seat.

Motion made to appoint Rick Crews to vacant seat by Council Member Cook, Seconded by Council Member Sellers.

Voting Yea: Mayor McCann, Council Member Cook, Council Member Sellers

Voting Nay: Council Member Carroll

Mayor McCann recommended to appoint Council Member Larry Cook as Vice-Mayor.

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

Voting Yea: Mayor McCann, Council Member Cook, Council Member Sellers, Council Member Crews

Voting Nay: Council Member Carroll

## **II. APPROVE AGENDA**

Council Members voted to approve the agenda with the addition of Item G, RFQ's, under VIII, New Business.

Motion made by Vice-Mayor Cook to approve with changes, Seconded by Council Member Carroll.

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

## **III. APPROVE MINUTES**

### **A. 07-24-23 Sole Purpose meeting**

Council Members voted to approve the 07-24-23 Sole Purpose minutes.

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

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

### **B. 07-24-23 Regular Session**

Council Members voted to approve the 07-24-23 Regular Session minutes.

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

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

## **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 Carroll, Seconded by Council Member Sellers.

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

#### A. Financial Update

Mayor McCann said we have recently received an audit on the 2021-2022 fiscal year. After the new fiscal year begins, a financial update will be given as the Charter provides. The fiscal year 2020-2021 audit found we were in a deficiency of \$693,745. For fiscal year 2021-2022 the deficiency was \$643,840. Deputy Clerk Walker pulled some numbers, and our end of year projection for fiscal year 2022-2023 deficiency is \$265,215. When you see those transfers in from our Enterprise Fund, this is what our water and wastewater goes to cover in our General Fund. This does not mean the City is in the hole that amount, it means we had to rely on our Enterprise Fund to make sure our budget was balanced.

### 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.

Joyce Everett, 107 E. Indiana Ave., voiced concern over the trash in the road being blown in to her yard.

Destra Moses, 503 E. Evans Ave., requested an update on the City pound, as she noticed several dogs through the fence.

Sierra Smith, 307 E. Nebraska Ave., thanked the Council for her time as Vice-Mayor, and for making decisions for the best interest of the City with each one of the Council Members.

### VI. PLANNING & ENGINEERING

#### A. City Planner

No updates from City Planner.

#### B. Dewberry

No updates from Dewberry.

#### C. DHM Melvin Engineering

Earlier this year DHM obtained an extension of their continuing services contract. That extension will expire August, 19, 2023. Upon the terms of the initial contract there is an option for renewal for one more additional one-year period, which would extend their contract through August 19, 2024.

Motion made to approve extension of DHM contract by Council Member Crews, Seconded by Vice-Mayor Cook.

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

Council Members voted to approve to advertise for RFQ's for Architectural Design Services for the Rural Infrastructure Fund Grant. It is for the rehabilitation of two buildings at the former Bonifay Middle School.

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

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

The appraisal came back for the Downtown Stormwater Park at Moody Street and is \$5,000 over the allotted budget numbers. The City can go back to DEP and show them the appraisal and request up to that amount, and also add in the purchase price and closing costs.

Motion made to approve Mayor McCann signing the updated DEP Agreement for the Green Storm Water Park by Council Member Sellers, Seconded by Council Member Carroll.

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

Council Members agreed to the \$40,000 purchase price to acquire the Fletcher property.

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

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

#### D. Mott MacDonald

No updates from Mott MacDonald.

### **VII. OLD BUSINESS**

#### A. Utility customer's high bill

Tammy Wilkerson, 201 N. Etheridge St., stated during the freeze in December, all the pipes burst in the house, they got those fixed, but some more pipes started leaking again. They have now replaced all the lines with PVC piping.

Motion made to eliminate the sewer portion of the utility bill by Vice-Mayor Cook, Seconded by Council Member Sellers.

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

#### B. Ordinance 431 - Garbage Rates

Mayor McCann adjourned the Regular Session and entered into a Public Hearing of Ordinance 431. City Clerk Callahan read the heading of Ordinance 431.

AN ORDINANCE OF THE CITY OF BONIFAY, FLORIDA, INCREASING CITY OF BONIFAY MINIMUM GARBAGE COLLECTION RATES AND ESTABLISHING AN AUTOMATIC RATE INCREASE FOR CITY OF BONIFAY MINIMUM GARBAGE COLLECTION RATES AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Mayor McCann closed the Public Hearing and entered back into Regular Session.

Council Members voted to approve second reading and adoption of Garbage Rate Ordinance 431.

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

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

C. HCI Termination of Agreements letter

Council Members reviewed HCI Termination of Agreements letter.

D. Cintas Termination of Agreement letter

Council Members reviewed Cintas Termination of Agreement letter.

E. ARPA Update

Mayor McCann told the Council Members the balance in the ARPA fund is \$499,755.15. She had a meeting with the Department Heads and some needs came up. She provided a list to the Council Members and if agreeable, to go ahead and purchase these items.

The first item was a quote to purchase a Jaws of Life for \$20,365.50 which typically runs about \$39,000 to \$40,000. The set has been used once or twice as a demo. Our Procurement Policy allows us to make this purchase as this is a sole source provider.

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

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

The next item, also from a sole source provider, is rescue jacks for \$14,767.00. The jacks will allow us to lift a vehicle up in a safe manner.

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

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

The next item is an ATS for the lift station on Weeks Street for \$3,482.96.

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

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

The next item was a 5HP grinder pump for \$3,993.75.

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

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

The last item is a generator and ATS for Well #5 for \$43,855.13. Vice-Mayor Cook requested to include a rollup door for \$2,200. This purchase is an emergency purchase to be prepared for Hurricane season.

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

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

#### F. Comp Plan

Mayor McCann told the Council Members that we have until June 15, 2024 to update the Comp Plan. "Before you is an agreement from Ms. Kay Dennis. She has offered to do this for \$12,000, and it will take about 9 months to complete. With only 10 months until the deadline, we do not have time to wait to start this process."

Motion made to approve agreement by Vice-Mayor Cook, Seconded by Council Member Sellers.

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

#### G. Rec Center

Mayor McCann recommended not recording Rec Center deed to the County, and take the Rec Center back effective October 1st.

Council Member Crews questions how much was being budgeted. Mayor McCann stated \$30,000, and we are contingent on the other funds that hopefully the Holmes County Board of County Commissioners has secured for us. This will allow us to execute the 3 million HUD appropriation that we have.

Council Member Sellers said we still have a lot of problems at the Rec Center, and it is not going to run itself. I need to feel comfortable that there are funds for a Director for more than 5 years.

Mayor McCann said that is why we have a tentative agreement with the Board of County Commissioners for \$30,000 every year, and \$25,000 from Holmes County Economic Development Commission, and \$10,000 from the Holmes County Tourist Development Council.

Council Member Sellers stated he would like the original motion amended, that when we take the Rec Center back, it is a construction zone, and it will be locked and secure.

Vice-Mayor Cook amended his motion to state that when we take the Rec Center back, it is a construction zone, and it will be locked and secure.

Motion made to approve by Vice-Mayor Cook, Seconded by Council Member Crews.

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

#### H. Ordinance 433 - Utility Deposits & Connect Fees

Mayor McCann said this the first reading of Ordinance 433, and adjourned the Regular Session and entered into the Public Hearing. City Clerk Callahan read the heading of Ordinance 433.

AN ORDINANCE OF THE CITY OF BONIFAY, FLORIDA, INCREASING UTILITY DEPOSITS AND CONNECTION FEES FOR NEW SERVICE ACCOUNTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS AND REPEALER, AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor McCann stated, "this is a follow up to our discussions we had about the water & wastewater deposits."

Mayor McCann closed the Public Hearing and entered back into the Regular Session.

Motion made to approve the first reading of Ordinance 433 by Council Member Crews, Seconded by Vice-Mayor Cook.

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

#### I. Ordinance 434 - Water & Sewer rates

Ordinance 434 will be read at a later date.

### **VIII. NEW BUSINESS**

#### A. Dollar amount of candy for Rodeo

Council Members voted to approve spending \$500 for candy for the Rodeo.

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

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

#### B. Fire Department Equipment

Fire Chief Travis Cook requested approval to apply for a grant through the Department of Financial Services with the State of Florida. Lt. Ryan Martin stated it is a no match grant that the State will award us. It would replace the air supply compressor at the air filling station, and the approximate cost is \$80,000.

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

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

#### C. Rate Study & Impact Fee Study

Mayor McCann met with Bob Mearns, with Florida Rural Water Association, and part of their conversation to stop the automatic increase, was to have a rate study and an impact study done. The Rate Study is free for us, but a donation of \$5,750 was needed for the Impact Fee Study. If we were to go to an outside source, it would range from \$35,000 to \$45,000.

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

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

#### D. USDA Equipment funding options

Mayor McCann said, "we have been working with Mary Gavin and Jim Dean, and they have found some potential funding for us to apply for to help update our Public Works Facilities.

About a year ago we leased a backhoe with a pay off at the end of the lease. We are currently spending around \$1,300 a month for the backhoe. This would allow us to pay off a portion of the backhoe, and get a grant for the remainder, and also finance a crane truck, and another Public Works truck." Mayor McCann recommended the following option.

Backhoe financing options - \$59,500 - 75% USDA Grant, \$19,891.00 - 23% Owner Contribution, Total cost \$79,391.1.

Trucks/Crane financing options - \$138,300 - 75% USDA Grant, \$46,188 - USDA Loan for 10 years @ 3.625%, Total cost \$184,488, Annual payment of \$5,832.

Motion made to approve the financing option by Vice-Mayor Cook, Seconded by Council Member Crews.

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

Mayor McCann said a motion was needed to apply for this funding, and we have Gavin Consulting, LLC doing that on our behalf, it is a \$250 fee that the City will pay.

Motion made to approve applying for funding by Council Member Sellers, Seconded by Vice-Mayor Cook.



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

E. Consulting Agreement between the City of Bonifay and Gavin Consulting, LLC

Council Members voted to approve Consulting Agreement between the City of Bonifay and Gavin Consulting, LLC to assist in the preparation, compiling, organizing, negotiating services associated with developing a funding package that can be considered for Federal funding by the United States Department of Agriculture, Rural Development.

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

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

F. Procurement Policy Discussion

Mayor McCann asked the Council Members to look over the Procurement Policy and consider adopting by resolution at the next meeting.

G. RQFs for Lobbying, Grants Writing Management, and for the HUD Appropriation

Mayor McCann stated the City needed a motion and a second for sending out RFQ's for Lobbying, Grant Writing & Management, and for our HUD Appropriation.

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

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

**IX. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION**

Items not listed on Formal Agenda.

A. Personnel Updates

Resignation

Mayor McCann told the Council Members that we are in the process of updating City Hall, and we have a blue print that is being finalized. Her hope is that we will be able to go to the old middle school, Midtown Plaza, because the Holmes County Economic Development Commission is housed there, and hopefully they will have some space for us. They have already agreed to allow us to have our meeting in the conference room there.

Mayor McCann said another thing she wanted to talk about is Memorial Field. "We have been in talks with Dewberry Engineering regarding the excess funds they had drawn up on someone else's property, making sure we put that back on City property, and use those funds for some kind of fence or handrail around the open ditches. I have met with Trey, and Harry Bell, who is in charge of the facilities for Kiwanis. We have talked about placing nice posts with end caps on

them around the Quarterback Club parking, and also the accessible parking area. It would not impede foot traffic, but it would make sure vehicles could not drive anywhere on the parks."

Police Chief Macon recommended the hiring of Jared Jones as a Bonifay Auxiliary Officer, who is already certified with the State of Florida. Chief Mason also requested to move forward with hiring Cynthia Eager as a full-time police officer. She is already certified with the State of Florida.

Council Members voted to approve hiring Cynthia Eager as a full-time officer.

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

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

Voting Nay: Vice-Mayor Cook

Council Members voted to hire Jared Jones as an auxiliary officer.

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

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

Voting Nay: Vice-Mayor Cook

Chief Macon said the Police Department has a Crown Vic and a 2011 Tahoe that they want to take out of the fleet, and add them to the auction block.

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

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

## B. Department Updates

Mayor McCann acknowledged Fire Chief Cook, they had 33 events and 117 responders, and their response time is very fast.

Vice-Mayor Cook questioned when do we need to bring up looking at the Police Department budget verses looking at the Sheriff's Department again.

Mayor McCann stated we would need to have a workshop, and look at our budget. There were talks of this months ago and it was not financially viable at that time.

Vice-Mayor Cook does not know if we can afford a 1.1 million Police Department verses a \$600,000 one.

Mayor McCann said \$600,000 does not ensure the safety of our officers, which is why we had to increase the budget. In order to outsource our law enforcement, it would take a majority vote from the Council.

Mayor McCann said the Sheriff's Department did it for \$50,000 a month back in May. "We can have a budget meeting on Thursday; it would take some time to get the specifics in writing from the Sheriff, if he was interested in doing that."

Vice-Mayor Cook stated it was unfair for the Sheriff's Department to charge us for dispatching the Bonifay Fire and Police Departments when they do not charge any other fire department.

Mayor McCann said if we could get something in writing, her and Tracy (Deputy Clerk and Finance Director) could work on drafting a budget, and she will reach out to the Sheriff to get the numbers.

A budget Workshop was set for Thursday the 17th at 6:00 pm.

Mayor McCann said whatever information she gets tomorrow, she will get it to Rickey to get out to everybody. She will also get information to Rickey on the Personnel Handbook, Capital Improvement Plan, and some HR documents for the Council to review.

#### C. Employee Spotlight

Mayor McCann also acknowledged Tracy Walker for saving the City \$2,000 by getting an annual fee waived.

### **X. ADJOURN**

Mayor McCann adjourned the meeting at 7:11 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.**