



MINUTES

CITY COUNCIL MEETING – REGULAR SESSION

MONDAY, MAY 08, 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 6:00PM

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 and Assistant Fire Chief Landis Messer

A. Invocation

Invocation was given by Vice-Mayor Smith.

B. Pledge of Allegiance

Pledge of Allegiance was led by Vice-Mayor Smith.

II. APPROVE AGENDA

The following items were added to the Agenda:

Under Old Business: Item H - Resolution 23-15 Item I - New Information on Comprehensive Plan

Under New Business: Item E - Budget Request HCBCC Item F - Request to Abandon Alley Item G - Email Accounts for Bonifay Fire Department Item H - Jessie Pearl Anderson re: Handicap Access to Sidewalk at 107 E. Iowa Ave.

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

III. APPROVE MINUTES

A. April 24, 2023 Regular Session

Council Members voted to approve the minutes of April 24, 2023 Regular Session.

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

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

None to approve.

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.

A. Emma Meredith recognition

Emma Meredith was recognized and presented a Proclamation proclaiming May 8, 2023 as Champion Emma Meredith Day for winning the Class 1A Girls State Weightlifting Championship.

VI. OLD BUSINESS

A. Resolution 23-15

Tabled until May 22, 2023 meeting.

B. New information regarding Comprehensive Plan

City Clerk Callahan informed the Council Members that the Evaluation and Appraisal Report (EAR) needed to be sent to DEO before July 1st. If SB 439 passes, it will cause a change to the EAR that was recently completed. This bill specifies that the EAR evaluation must include a determination if plan amendments are necessary to reflect a minimum planning horizon of at least 10 years. If the City sends the EAR before the bill becomes law, it will not have to look at the 10 year planning period.

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

C. Bonifay Police Department

Bonifay Police Department recommendation:

- Enter into a one-month agreement with the Holmes County Sheriff's Office to provide law enforcement services within the city limits of Bonifay. Agreement begins 5.5.2023 at 3 pm. Ends 6.5.2023 at 3 pm.
- During that time, current employees Chuck White, Betty Sims, George Record, and Ruthie Sallas will be relocated to Bonifay City Hall, under the discretion of the City Clerk.
- The four employees will organize, inventory, and complete needed tasks associated with the Police Department, as well as tasks assigned by the Mayor or City Clerk.
- Timeline of hiring the three vacant full-time positions within the Police Department:
 - o May 8- council approves job descriptions and advertisement length and scope.
 - o May 9- job descriptions are sent to relevant stakeholders (Holmes County Advertiser, Panama City News-Herald, Dothan Eagle, our city website) for advertisement.
 - o May 9-22- advertise for the Chief of Police, Deputy Chief, and full-time police officer vacancies until 3 pm on May 22.
 - o May 22- share the list of applicants for all three positions with the Council at the regular session.
 - o May 23-26- conduct interviews for the Chief of Police position.
 - o May 26- hold special session of the City Council to name the new Chief of Police for the City of Bonifay.
 - o May 30- the new Chief will begin working for the City of Bonifay.
 - o May 30-June 2- conduct interviews for the Deputy Chief and full-time police officer positions, with the new Chief on the interview panels.
 - o June 2- hold special session of the City Council to approve the new Deputy Chief and full-time Officer positions.
 - o June 5- beginning at 3 pm, Bonifay Police Department takes back law enforcement services within the city limits of Bonifay.
- Interview Panel: Rickey Callahan, Michelle Jordan, Emily McCann, Chuck White, and a Holmes County Sheriff's Office representative

Council Members voted to accept Mayor McCann's recommendation.

Motion made 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

D. RFP's for City Attorney

One RFP was received from Blankenship-Jordan.

Council Members voted to hire Blankenship-Jordan as the City Attorney.

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. Dewberry update

Ben Blitch

FRDAP Grant withdrawal

Dewberry will reimburse the City \$13,430 for design fees paid so far for the Veteran's Memorial Park Improvements grant.

It was recommended by FRDAP to withdraw.

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

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

F. Bonifay Fire Rescue April report

The Bonifay Fire Department had 38 calls in April with 138 individual responses.

G. Budget Workshops for FY 2023-2024

June 12 @ 5pm

Budget Workshop for FY 2023-2024 June 12, 2023 was changed to 4:30 PM.

H. Lighting Update

Council Members approved the lighting schematics prepared by Florida Power & Light for the Fire & Police Station and Veteran's Memorial Park.

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

VII. NEW BUSINESS

A. Budget request to Holmes County Board of Commissioners

The City of Bonifay is requesting \$60,000 for the street department and \$60,000 for the fire department be placed in the Holmes County Commissioners 2023-2024 Budget.

Council Members approved to send Budget request to Holmes County Board of Commissioners.

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

B. Jessie Pearl Anderson 107 E Iowa Ave. request

Mrs. Anderson stated she is disabled and requires assistance with a walker to get around. At the front of her house, there are three sets of stairs for her to have access to the street to get to her vehicle. Only one set of stairs is equipped with handrails and she is requesting the City make a reasonable modification to one set of the stairs for her to have easier access to the street.

City Superintendent Barbee will get with an engineer and look and see what needs to be done, and follow up with the council.

C. Request to Abandon Alley behind 1004 N. State Street

Mr. & Mrs. Baker, 1004 N. State Street, are requesting the City to abandon a portion of an alley. Their storage shed was sitting on part of the alley, but it was moved, and they would like to place it back where it was.

City Attorney will work on the resolution once she received a property description.

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. Personnel updates

Council Members approved Employment Application forms.

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

Council Members approved to use Agenda Request form. Mayor McCann will get with the City Clerk on the time frame on when to begin using, and he will send out the guidance to the council and the department directors.

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

Council Members approved Leave form for immediate use.

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

E. Resignation

Council Members reviewed Kobi Long's resignation letter. There was no discussion.

F. City Owned Property

This was discussed under Request to Abandon Alley behind 1004 N. State Street.

G. Email Accounts for Bonifay Fire Department Essential Personnel

Costs are \$19.00 per month per account. Chief Cook has a City email account, requesting one for Landis Messer, Zach Sellers, and Jack Griffiths.

City Clerk will have email accounts set up with Modern Tech Squad.

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

H. Health Department meeting

Mayor McCann advised the Council Members that she had a meeting with the Health Department 2 to 3 weeks ago and noted that they were very active and had great initiatives. Mayor McCann named Vice-Mayor Smith as their point of contact.

I. Proclamation Request form

Council Members approved Proclamation Request form.

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

J. Splash Pad update

Council Members approved repairing the splash pad for \$7,887.

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

VIII. COUNCIL / DEPARTMENT SUPERVISORS / CITY ATTORNEY DISCUSSION

Items not listed on Formal Agenda.

A. Neal Dunn visit

Mayor McCann announced the visit with State Representative Neal Dunn was good and appreciated the support as the City moves forward.

B. 79 Corridor Authority workshop and meeting on May 10 at PAEC

Mayor McCann advised the Council that there would be 79 Corridor Authority workshop and meeting on May 10, 2023 beginning at 9 AM at PAEC in Chipley.

C. Employee Spotlight

Vice-Mayor Smith gave thanks to City Superintendent Trey Barbee and Chris Johnson for their support with the Holmes County Special Olympics. They were having electrical issues and Trey and Chris brought generators, and secured the inflatables so the children could have a safe and fun time.

Mayor McCann gave her appreciation to Officer Chuck White for his availability, candor and professionalism during the changes with the Police Department.

Mayor McCann thanked Assistant Fire Chief Landis Messer and Council Member Sellers for their help on May 5th at the Fire & Police Station.

D. Customer's utility bill

Council Members agreed to adjust customer Evelyn Davis, 901 N. Cotton St., utility bill by one half, due to high usage. Middlebrooks Plumbing went out about 2 weeks ago and found no water leaks.

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

IX. ANNOUNCEMENTS

X. ADJOURN

Meeting adjourned at 7:00 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.

