DeFuniak Springs City Council
Regular Meeting Minutes
1350 Baldwin Avenue, City Hall
June 8, 2026

Mayor B. Campbell called the meeting to order at 5:00 p.m. followed by the invocation and Pledge of Allegiance.

The following members were present: Mayor Bob Campbell; Councilmember Todd Bierbaum (Seat 1); Councilmember Josh Sconiers (Seat 2); Mayor Pro-Tempore Amy Heavilin (Seat 3); Councilmember Glen Harrison (Seat 4); Councilmember Danny Cosson (Seat 5).
Also present were City Manager Koby Townsend, City Attorney Clay Adkinson, and City Clerk Madison Lewis.

ITEM 2 – PRESENTATIONAND/OR PROCLAMATION

2.A. 1 Mayor B. Campbell – National Public Works Week

Mayor Campbell proclaimed May 17–23, 2026 as National Public Works Week and highlighted public works outreach efforts and Government Week activities.

2.A. 2 Mayor B. Campbell – Juneteenth Independence Day

Mayor Campbell proclaimed June 19, 2026 as Juneteenth Independence Day and recognized its historical significance.

ITEM 3 – CONSENT AGENDA

A. **Additions/Deletions** to the Consent Agenda
B. **Approval** of the Consent Agenda

Mayor B. Campbell asked if there were any additions or deletions to the Consent Agenda.

Motion by Councilmember J. Sconiers and seconded by Councilmember T. Bierbaum to approve the Consent Agenda.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

C. City Clerk M. Lewis
    1. Minutes for Approval – April 29, 2026 – Fire Assessment Workshop Minutes
    2. Minutes for Approval – May 11, 2026 – Regular Meeting Minutes
    3. Minutes for Approval – May 19, 2026 – Special Meeting Minutes

D. Administration Department
    1. City Manager's Monthly Report – April 2026

E. Finance Department
    1. April 2026 Bill Ratification

F. Community Development Department
    1. Special Events
        A. Main Street – Farmer's Market (Request for Modification)

G. Airport
    1. Hangar Development Project – PTGA G2L24 – 447325-3

H. Public Works Department
    1. Two Truck Service Bodies (Budgeted)

I. Human Resources Division
    1. Starting Rate of Pay for New Hire (Facility Maintenance Tech)

ITEM 4 – REGULAR AGENDA

A. Additions/Deletions to the Regular Agenda

B. Approval of the Regular Agenda

Mayor B. Campbell asked if there were any additions/deletions to the Regular Agenda.

Motion by Councilmember T. Bierbaum and seconded by Councilmember A. Heavilin to approve the Regular Agenda.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes, 0 Nays. Motion carried.

4.C. 1 City Manager K. Townsend – Discussion/Direction on Adaptation Plan Steering Committee

City Manager K. Townsend explained the need for a temporary steering committee for the grant-funded adaptation plan. He asked for approval allowing himself and the mayor to appoint committee members.

Motion was made by J. Sconiers and seconded by Councilmember A. Heavilin to approve the Mayor and the City Manager to form the Steering Committee.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

4.C. 2 City Manager K. Townsend – RFP 2026-02-CM – Fire and Police Impact Fee Study and Analysis (Award)

City Manager K. Townsend explained that RFP 2026-02-CM received 5 responses for this project. He recommended awarding RFP 2026-02-CM to Raftelis in the amount of $49,750.

Motion was made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to approve awarding RFP 2026-02-CM to Raftelis in the amount of $49,750.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

4.C. 3 City Manager K. Townsend – Airport Terminal Apron Expansion Project – 90% Design

City Manager K. Townsend stated that the Apron Expansion Project is currently at 90% and GARVER is ready to issue construction bid documents. David Gordon from GARVER explained the project and asked for approval of the 90% design.

Motion made by Councilmember J. Sconiers and seconded by Councilmember T. Bierbaum to approve the airport terminal apron expansion project 90% design.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

4.C. 4 City Manager K. Townsend – Runway 9/27 Project Schedule & Phasing Update

David Gordon from GARVER provided a schedule and phasing update for the Runway 9/27 Project.

Brian Mullin, a tenant at the airport, stated concern for the projected 30–60-day closure of the runway.

Councilmember D. Cosson requested a future agenda item to discuss relief options for airport tenants affected by runway closures.

4.C. 5 City Manager K. Townsend – Task Order 2026-05 – Hugh Adams Road Watermain Replacement

City Manager K. Townsend explained that design and permitting needs to be conducted for Hugh Adams Road Watermain Replacement. The amount necessary is $49,450.

Motion made by Councilmember T. Bierbaum and seconded by Councilmember A. Heavilin to approve Task Order 2026-05.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

4.C. 6 City Manager K. Townsend – Task Order 2026-06 – Lift Station #1 Forcemain Replacement Design & CEI

City Manager K. Townsend explained that design, permitting, and CEI need to be contracted out for Lift Station #1. The amount necessary is $65,360.

Motion made by Councilmember T. Bierbaum and seconded by Councilmember A. Heavilin to approve Task Order 2026-06.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

4.C. 7 City Manager K. Townsend – Discussion & Direction on Twin Lakes Drive Resurfacing Project

City Manager K. Townsend reported that staff met with representatives from Three Notch Engineering and Anchor Consulting to evaluate roadway conditions and utility infrastructure on Twin Lakes Drive. Three Notch Engineering submitted Task Order 2026-08 in the amount of $6,530 to perform roadway core sampling and testing to evaluate the existing roadway base condition. Anchor Consulting submitted Task Order 2026-07 in the amount of $26,000 for design of a replacement natural gas line.

Motion was made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to approve Task Order 2026-08 in the amount of $6,530 and Task Order 2026-07 in the amount of $26,000.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

4.C. 8 City Manager K. Townsend – Request to Amend Section 4; Subsection 4.2 of the Personnel Policy

City Manager K. Townsend proposed an amendment to the personnel policy that would allow the City Manager to hire a candidate above the minimum but not greater than 10%. Any request greater than 10% would require City Council approval.

Councilmember T. Bierbaum proposed allowing the City Manager to hire personnel at any rate if it is within the budget and that other funds are not transferred to achieve a higher salary.

Councilmember A. Heavilin was in favor of the City Manager being able to hire a candidate at 10% above the minimum but anything higher than that would need to be brought before council.

City Attorney C. Adkinson stated that the charter of the city gives the City Manager more authority than the current personnel policy allows.

Councilmember G. Harrison stated that he would like the City Manager to be able to hire someone as quickly as possible and that having the council must approve salaries puts in time constraints.

Councilmember J. Sconiers agreed with the allowing the City Manager to hire at any rate if it is within the budget.

Motion was made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to authorize the City Manager to hire anyone he/she sees fit as long as it is within the budget and that the City Council codifies the various rules about protecting transfers between funds that have been discussed.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Nay; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Nay. 3 Ayes. 2 Nays. Motion Carried.

4.C. 9 City Manager K. Townsend – Jacobs Bi-Monthly Report (March-April)

Kyle Monroe from Jacobs, explained the Bi-Monthly Report for March and April of 2026. He provided updates on water and wastewater system operations, noting that water production and wastewater flows remained within expected ranges. Wastewater inflow and infiltration during recent rain events have improved significantly compared to previous years due to ongoing system improvements.

Council requested that future reports include water treatment plant capacity graphs similar to those provided for the wastewater treatment plant.

4D. 1 Community Development Director C. Wallace– City Development & Wastewater Impacts Presentation

Community Development Director C. Wallace provided an overview of the City's wastewater treatment plant capacity and the anticipated impacts of current and future development projects. He reported that the City's wastewater treatment plant has a permitted capacity of 1.5 million gallons per day and is currently operating at approximately 37–38% capacity.

Mr. Wallace advised that the City has received payment for 1,082 equivalent residential units (ERUs), which are vested and represent committed wastewater capacity. He stated that incorporating those vested ERUs would increase projected plant utilization to approximately 57% of capacity. He further noted that an additional 934 ERUs have been approved by the City Council but have not yet been vested through payment. If all approved projects were to proceed, projected plant utilization would increase to approximately 74% of capacity.

Council discussed current and anticipated wastewater capacity needs and the status of development projects within the City's growth pipeline.

4D. 2 Community Development Director C. Wallace – Habitat for Humanity Infrastructure Acceptance and Easement Approval

Community Development Director C. Wallace presented a request for acceptance of newly constructed sewer infrastructure associated with a Habitat for Humanity project located near Van Avenue and Third Street. He also presented a proposed sewer easement obtained from an adjacent property owner.

Motion was made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to approve the sewer line and easement.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

ITEM 5 - PUBLIC HEARING ORDINANCES

5.A. 1 City Attorney C. Adkinson – 2nd Reading – Master Service Assessment Ordinance

City Attorney C. Adkinson presented the Master Service Assessment Ordinance which establishes a non-ad valorem assessment. He explained that the initial assessment resolution establishes the maximum assessment rate that may be levied during the assessment period and allows the city to proceed with required notices, advertisements, and statutory compliance activities.

City Manager K. Townsend mentioned that Council previously identified range of approximately 50% to 60% of the study rate. It was clarified that the assessment would not fully fund Fire Department operations and that the City would continue providing General Fund support for fire services.

Councilmember A. Heavilin did not want to set the maximum rate at a higher amount than 60% as to not scare the public.

The City Attorney C. Adkinson advised that the annual assessment rates may be set below the adopted maximum. He also stated that exceeding the adopted maximum would require additional statutory notice and mailing procedures.

Councilmember J. Sconiers discussed the potential impacts of future state legislative actions affecting local government revenues, including property tax and utility transfer revenue sources, and the importance of maintaining sufficient funding mechanisms for fire protection services. He proposed that the maximum assessment rate should be set at 100% to provide flexibility for future years.

Councilmember G. Harrison stated that setting the maximum too low could cost the Council and the city in the future.

Councilmember D. Cosson expressed concern that establishing a higher maximum assessment could create public perception issues and place an unnecessary burden on taxpayers.

Councilmember T. Bierbaum did not agree with setting the maximum low for the first five years and then setting a higher maximum in later years.

Council continued deliberation regarding the appropriate maximum assessment rate and future funding strategy for fire services.

Sara Commander expressed concerns that there will be at least 20-25% of people living within the city limit's will not be able to pay this assessment and will claim a hardship exemption.

City Attorney C. Adkinson advised Council that the Ordinance and Resolution needed to be adopted at the same time.

Motion made by J. Sconiers and seconded by T. Bierbaum to continue the Ordinance 993 and Resolution 2026-08 for Public Hearing to the July 13, 2026 City Council Meeting.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Nay; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Nay. 5 Ayes. 2 Nays. Motion carried.

Council directed the City Attorney to rewrite Ordinance 993 with the maximum at 100%

ITEM 6 - REQUEST TO BE ON THE AGENDA

6.A. 1 Valor Communities, LLC – Walton Point Capacity Fees – Request to Modify the Capacity Fee Payment Schedule

Mark Johnson of Valor Communities addressed the Council regarding the Walton Point subdivision and requested consideration of a phased payment schedule for utility capacity fees associated with future lot purchases within the development. The applicant advised that nine lots had already been purchased and the associated fees paid, and proposed purchasing and developing additional lots in phases over time.

City Attorney C. Adkinson advised that the preferred administrative solution would be to amend the development order to create phased development sections that correspond with the proposed lot acquisition schedule. This would allow capacity fees to be collected in accordance with each phase while maintaining compliance with City requirements.

Council discussed the request, the implications of modifying payment schedules, and the importance of maintaining consistency with established development procedures.

Council directed staff to work with the applicant and developer to pursue an amended phased development order and handle the matter administratively.

6.B. 1 Dr. Melinda Henderson – Excessive Noise from Vehicles, Boom Boxes, etc. Around the Historic District

Dr. Melinda Henderson addressed concerns about excessive noise in and around the historic district and Circle Drive area. She encouraged the city to adopt and enforce a noise ordinance and consider the installation of "Quiet Zone" signage in appropriate locations.

Tracy Jones agreed with Dr. Henderson about the noise that she hears during the day at her property on the circle.

Mark Hammond has also noticed excessive noise around the lake yard, near the library.

Marilyn Whitney addressed the excessive noise at the Presbyterian Church on the lake yard.

City Marshal J. Hurley provided an overview of enforcement efforts and reported that a review of police call data showed limited noise-related complaints during the previous six months. He explained that existing Florida statutes address modified exhaust systems and excessive vehicle noise and noted that enforcement actions are generally complaint driven. The Marshal encouraged residents to report recurring issues so that law enforcement can investigate and take appropriate action when possible.

Council encouraged citizens to report violations through the appropriate channels.

ITEM 7 - CITIZEN COMMENTS – None at this time.

ITEM 8 - CITY ATTORNEY – None at this time.

ITEM 9 - LEGISLATIVE REQUESTS

9.A. 1 Councilmember G. Harrison – City Digital/Electronic Sign at Hwy 331 S & Hwy 90

Councilmember G. Harrison requested that staff investigate the feasibility of installing a digital informational sign to provide community announcements, emergency notifications, evacuation information, weather alerts, and other public information.

Council discussed potential locations, including the former City Hall site and the former Wayside Park property, as well as considerations related to visibility, utility access, future property disposition, and potential funding opportunities through federal, state, county, or grant programs.

Councilmember D. Cosson also wanted to incorporate a large American flag display the same location.

Council directed staff to investigate potential locations, right-of-way requirements, and other feasibility considerations associated with the proposed informational sign and to report their findings at a future meeting.

9.A. 2 Councilmember G. Harrison – Letter of Support for Regional Sports Complect within the City of DeFuniak Springs to the Walton Board of County Commissioners

Councilmember G. Harrison discussed a proposed letter of support for a regional sports complex planned by Walton County on property located within the City limits.

Council expressed support for the project and the submission of a letter endorsing the development of the regional sports complex within the City of DeFuniak Springs.

Motion made by Councilmember G. Harrison and seconded by Councilmember T. Bierbaum to approve a letter of support for the proposed regional sports complex.

Vote: Councilmember T. Bierbaum, Aye; Councilmember J. Sconiers, Aye; Councilmember A. Heavilin, Aye; Councilmember G. Harrison, Aye; Councilmember D. Cosson, Aye. 5 Ayes. 0 Nays. Motion carried.

ITEM 10 - EXECUTIVE COMMENTS – None at this time.

ITEM 11 - COUNCIL COMMENTS – None at this time.

ITEM 12 - ADJOURNMENT

Mayor B. Campbell adjourned the meeting at 9:01 p.m.

Approved:

Bob Campbell

Bob Campbell, Mayor

ATTEST:

THE CITY OF DEFUNIAK SPRINGS CORPORATE SEAL 1901

Madison Lewis

Minutes taken by Madison Lewis, City Clerk
Proper notice having been duly given