

**DeFuniak Springs City Council**  
**Regular Meeting Minutes**  
**1350 Baldwin Avenue, City Hall**  
**May 11, 2026**

Mayor B. Campbell called the meeting to order at 5:01 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 – PRESENTATION AND/OR PROCLAMATION**

**2.A. 1 Mayor B. Campbell - National Day of Prayer Proclamation**

Mayor B. Campbell presented the National Day of Prayer Proclamation for May 2, 2026.

**2.A. 2 Mayor B. Campbell - Municipal Clerks Week Proclamation**

Mayor B. Campbell presented the Municipal Clerks Week Proclamation for May 3-9, 2026.

**2.B. 1 Fire Chief R. Sheffield - Presentation on Burn Ban**

Fire Chief R. Sheffield provided an update regarding the burn ban and recent fire activity within the city.

**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.

Councilmember A. Heavilin asked that items 3.D.1 and 3.E.1 be removed and added to the Regular Agenda.

City Manager K. Townsend placed item 3.D.1 Community Development Department - Resolution 2026-05 – Animals and Fowl Fees & Penalties as 4.C.10 and item 3.E.1 Public Works Department

- Resolution 2026-06 – FG&A Railroad Walton S. 25<sup>th</sup> St. Tri-Party Agreement (458263-1-57-01) as 4.C.11 on the Regular Agenda.

**Motion** by Councilmember T. Bierbaum and seconded by Councilmember A. Heavilin to approve the amended 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.

A. City Clerk M. Lewis

1. Minutes for Approval – April 27, 2026 – Regular Meeting Minutes

**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 with additions.

**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 the May 25, 2026, City Council Regular Meeting

City Manager K. Townsend explained that the next City Council meeting falls on Memorial Day, when the City of DeFuniak Springs offices will be closed. He stated that staff is prepared to cancel the meeting unless City Council would like to reschedule the meeting.

**Motion** was made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to cancel the May 25<sup>th</sup> City Council Regular Meeting.

**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 – 2023-SD-04, Bay Springs Townhomes Final Plan**

Community Development Director, Chris Wallace presented the final plan for Bay Springs Townhomes located behind Zaxby's. He explained that the developer is requesting the city accept portions of the subdivision infrastructure, including water and sewer utilities.

**Motion** was made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to approve the acceptance of water and sewer infrastructure within the Bay Springs Subdivision.

**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 – Historic District Design Standards Guidelines**

City Manager K. Townsend presented the Historic District Design Standards Guidelines and requested Council approval.

City Attorney C. Adkinson clarified that the document would serve as a guideline rather than a mandate.

Melinda Henderson spoke in support of the guidelines and stated they would provide a starting point for future historic preservation efforts.

**Motion** made by Councilmember J. Sconiers and seconded by Councilmember G. Harrison to approve the Historic District Design Standards Guidelines.

**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 – City-Wide Street Pavement Evaluation & 5 Year Action Plan**

City Manager K. Townsend presented the city-wide street pavement evaluation & 5 year action plan provided by Three Notch Group.

TJ Kelly and Chase Gunner from Three Notch Group explained the pavement evaluation process and the development of the 5-year action plan.

Councilmember A. Heavilin asked for clarification on what the ratings for each road mean.

TJ Kelly explained that the overall rating for the city roads was 83 and that any road that had a loss section, the estimate went into the 5 year plan to be addressed.

**Motion** made by Councilmember J. Sconiers and seconded by Councilmember T. Bierbaum to adopt the 5 year action plan.

**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. 5 City Manager K. Townsend – Jacobs – Out of Scope Task Order for Wastewater Permit Renewal**

City Manager K. Townsend presented an out-of-scope task order for wastewater permit renewal services due on May 15<sup>th</sup> in the amount of \$27,036.

**Motion** made by Councilmember T. Bierbaum and seconded by Councilmember J. Sconiers to approve the out-of-scope task order for wastewater permit renewal.

**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 – Discussion/Direction on Florence Park Fence & Parking**

City Manager K. Townsend reminded Council that they had previously allocated \$30,000 to a fence at Florence Park and asked for warranty information on fencing. He presented the warranty information and asked for approval of Howie's Welding quote in the amount of \$30,000.

**Motion** made by Councilmember T. Bierbaum and seconded by Councilmember G. Harrison to approve the Howie's Welding quote in the amount of \$30,000 for fencing.

**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.

City Manager K. Townsend then explained that staff would like to extend the parking lot at Florence Park. He stated that the project would require removal of 1 tree and would use \$3,000 from streets and stormwater budget for asphalt.

**Motion** was made by Councilmember T. Bierbaum and seconded by Councilmember G. Harrison to approve the parking lot expansion.

**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 – Finance Director Position Update**

City Manager K. Townsend explained that he would call Gary from Sumpter for update on the finance director's position.

Councilmember A. Heavilin requested discussion regarding termination of the Sumpter contract. She also mentioned that Northwest Florida State College is currently advertising for a CFO and wondered if we could find out from them about the number of applications they received.

Councilmember T. Bierbaum asked if the City Manager was able to obtain information from Leon County about how many applications they received for their CFO position.

City Manager K. Townsend stated that Leon County had 7-8 applicants and that only 1 had government experience.

Councilmember T. Bierbaum asked the City Attorney what would happen if we terminated contract with Sumpter.

City Attorney C. Adkinson stated that the city could terminate the contract and potentially explore reimbursement options related to the initial payment.

Councilmember G. Harrison noted that the city has been without a Finance Director for more than two years despite independent recruitment efforts.

Councilmember A. Heavilin suggested that funds saved from terminating the contract could potentially be used for temporary staffing services.

Kim Wennerberg stated that she does not believe that giving Sumpter a second chance to advertise the position is the correct route to take.

Nadine Bacon said that she is familiar with Florida League of Cities job postings and that the finance director position is currently posted until May 29<sup>th</sup>. She also asked for clarification on whether our consultant is someone we can ask about the salary and job requirements.

**Motion** was made by Councilmember A. Heavilin and seconded by Councilmember D. Cosson to terminate contract with Sumpter.

**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.

Councilmember A. Heavilin asked the City Manager to ask other local cities and Northwest Florida State College what they pay their finance director and their job requirements.

Council decided to have a special meeting on Tuesday, May 19<sup>th</sup> at 4pm to discuss this matter further.

**4.C. 8 City Manager K. Townsend – Settlement Agreement #656 – Florida Department of Corrections (Water Bill)**

City Manager K. Townsend explained that staff identified approximately \$180,000 in outstanding utility charges owed by the Florida Department of Corrections. Prison is willing to pay that amount but needs it broken up into 3 invoices.

**Motion** was made by Councilmember T. Bierbaum and seconded by J. Sconiers to approve Settlement Agreement #656.

**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. 9 City Manager K. Townsend – Discussion/Direction on Non-Ad Valorem Assessment for Fire Services (Policies & Rate)**

City Manager K. Townsend presented information regarding the proposed non-ad valorem fire assessment and requested direction from Council regarding rates, exemptions, and hardship considerations.

Councilmember D. Cosson asked if Council would agree to set the starting point at \$150 for citizens.

Councilmember T. Bierbaum expressed concern that a \$150 starting point would not adequately fund fire department operations.

Councilmember D. Cosson emphasized the importance of balancing operational needs with affordability for residents.

Councilmember A. Heavilin clarified that the assessment could be amended every year.

Councilmember J. Sconiers stated that the assessment is intended to support the fire services previously approved by Council.

City Manager K. Townsend said that the county rate is \$75 but reserves the right to increase the assessment up to \$150 in the future.

**Motion** made by Councilmember A. Heavilin and seconded by Councilmember D. Cosson to advertise a funding rate between 50% and 60%.

**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.

**Motion** made by Councilmember A. Heavilin and seconded by Councilmember T. Bierbaum to exempt 3 classes - government, institutional, and agricultural.

**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.

**Motion** made by Councilmember A. Heavilin and seconded by Councilmember D. Cosson to provide the ability for hardship assistance for qualified applicants.

**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. 10 Community Development Department – Resolution 2026-05 - Animals and Fowl Fees & Penalties**

Councilmember A. Heavilin explained that she wanted to take this item off the Consent Agenda regarding whether revenue generated from the fees would support police department operations. She asked City Marshall J. Hurley if the city would be able to collect funds out of this.

City Marshall J. Hurley explained he does not view the program as a revenue-generating source for the city.

**Motion** was made by Councilmember A. Heavilin and seconded by Councilmember D. Cosson to approve Resolution 2026-05- Animals and Fowl Fees & Penalties.

**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.

**4C. 11 Public Works Department – Resolution 2026-06 - FG &A Railroad Walton S. 25<sup>th</sup> St. Tri-Party Agreement (458263-1-57-01)**

**Motion** was made by Councilmember A. Heavilin and seconded by Councilmember D. Cosson to approve Resolution 2026-06 - FG &A Railroad Walton S. 25<sup>th</sup> St. Tri-Party Agreement (458263-1-57-01).

**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 – 1<sup>st</sup> Reading – Master Service Assessment Ordinance**

City Attorney C. Adkinson presented the Master Service Assessment Ordinance which establishes a non-ad valorem assessment.

**Motion** was made by Councilmember T. Bierbaum and seconded by Councilmember A. Heavilin to hold 1<sup>st</sup> reading and approve advertising 2<sup>nd</sup> reading for public hearing and adoption.

**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 6 - REQUEST TO BE ON THE AGENDA – None at this time.**

**ITEM 7 - CITIZEN COMMENTS**

Melinda Henderson provided comments regarding the recent triathlon event, tourism grant funding, historic preservation efforts, and community partnerships.

Kim Wenneberg thanked Council for approving the Cami Day event scheduled for May 30, 2026.

**ITEM 8 - CITY ATTORNEY – None at this time.**

**ITEM 9 - LEGISLATIVE REQUESTS – None at this time.**

**ITEM 10 - EXECUTIVE COMMENTS**

City Manager K. Townsend provided updates regarding airport runway and apron projects. He stated that public works would have a volunteer day on Thursday and Friday to help prepare for LakeFest and that the CRA has a public information event on Thursday at Tivoli Gym. He also stated that he will be out of the office during the last week of May.

**ITEM 11 - COUNCIL COMMENTS**

Councilmember D. Cosson wished Melinda Henderson a Happy Birthday.

Councilmember T. Bierbaum expressed appreciation for the adoption of the paving plan.

Councilmember J. Sconiers asked the City Attorney what the process would be for moving forward with the last penny sales tax.

City Attorney C. Adkinson stated that the last penny tax was still 2 years out.

Councilmember A. Heavilin requested the current year budget information from the City Manager.

Councilmember G. Harrison expressed excitement for LakeFest this upcoming Friday and Saturday.

Mayor B. Campbell also expressed excitement for LakeFest and the forecasted good weather for the event.

**ITEM 12 - ADJOURNMENT**

Mayor B. Campbell adjourned the meeting at 7:45 p.m.



ATTEST:

Madison Lewis

Minutes taken by Madison Lewis  
City Clerk

*Proper notice having been duly given*

Approved:

Bob Campbell

Bob Campbell, Mayor