# CITY OF CHIPLEY
# REGULAR COUNCIL WORKSHOP
# MINUTES

**January 7, 2016** **5:00 p.m.**

**Attendees:**
Mr. Lee Dell Kennedy, Mayor
Mr. Ellis Reed, Council Member
Mr. Brett Butler, Mayor Pro-Tem
Mr. John Sasser, Council Member

**Absent:**
Mrs. Karen Rustin, Council Member

**Others Present Were:**
Mr. Dan Miner, City Administrator
Mr. Kevin Crews, Police Chief
Mr. Tim Ray, Water Utilities Director
Mr. Chester Campbell, Public Works Director
Mrs. Michelle Jordan, City Attorney
Mrs. Jan Bossert, Administrative Assistant
Mr. Floyd Aycock, Fire Chief
Mr. Brock Tate, Code Enforcement/Planning Officer
Mr. Guy Lane, Recreation Director

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A. **Call to Order.** The meeting was called to order by Mayor Kennedy at 5:00 p.m.

B. **Prayer and Pledge.** Prayer was given by Reverend Nelson and Mr. Butler led the pledge to the American Flag.

C. **Approval of Agenda.**

D. **Presentation and Approval of Minutes.**
1. November 4, 2015 – Regular Council Workshop
2. November 10, 2015 – Regular Council Meeting
3. December 8, 2015 – Regular Council Meeting

E. **City Administrator and Department Head Reports.**

Police Department – Kevin Crews. Chief Crews explained it has been a busy month. There has been another rash of car burglaries where debit cards and firearms were stolen. The two subjects were arrested. We assisted the Holmes County Sherriff's Department in a meth investigation that resulted in four arrests and a pound and a half of methamphetamine with a street value of $77,000. There was a stabbing behind the Tom Thumb and an arrest was made on that case. We started a case in September of last year for lewd and lascivious sexual battery on a minor and we recently made an arrest on that case. Discussion ensued.

Public Works Department – Chester Campbell. Mr. Campbell explained December was a slow month for the department. We continue to deal with heavy rain and patching pot holes. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it has been a slow month. The department is staying busy. Discussion ensued.

Recreation Department – Guy Lane. Mr. Lane explained the soccer season is finished up. The Cemetery/Grounds department has been mowing and maintaining Christmas lights. Discussion ensued.

Water Utilities Department – Tim Ray absent. Mr. Miner explained everything is going good. There are no violations to report for the month of December. Discussion ensued.

Planning/Code Enforcement – Brock Tate. Mr. Tate explained there were two land use compliance certificates, one parade permit and one tree removal permit issued for the month of December for Planning & Zoning. Mr. Tate explained there were 23 door hanger sent out. There were twenty-two public nuisance cases and one case with the attorney for the month of December for Code Enforcement.

Administration Department – Dan Miner. Mr. Miner explained the project is complete and the close out documents have been prepared for the FDOT Seventh Street Sidewalk Project. The city has advertised for RFP's for engineering services and it closed today. We will have a recommendation for Tuesday night's council meeting for design services for FDOT North Fifth Street and Old Bonifay Drainage Improvements. We are working on the commencement documents for the FDEP FRDAP Phase VI and VII projects. Discussion ensued.

Mr. Sasser asked about securing the Mongoven Building. Mr. Miner explained he feels comfortable that we can secure the windows but not the roof. Once we touch the building it opens up a liability. Mrs. Jordan explained no one owns the tax certificates it is in the County's hands. Mr. Miner explained this will be put on February's agenda for further discussion and guidance. Discussion ensued.

Mr. Sasser asked about the asbestos test on the Old Ice House and what the City will need to do to demolish it. Mr. Miner explained we did not budget for this project. If the council wants to move forward we need to advertise for demolition services and we may pull the funds from reserves. Mr. Butler asked if we wait is it a safety hazard. Mr. Miner explained it is not a safety hazard at this time. Ms. Cheryl McCall asked about the idea of a clock tower to replace what is on that corner. Mr. Miner explained we have a committee in place to work on those ideas to be done once the building is demolished and the well is relocated. Mr. Reed asked about the progress of the wells being relocated. Mr. Miner explained we have to put down a good well to create good volume for what we need to replace two wells. Discussion ensued.

**F. Agenda Items.**

1. **Presentation of Outstanding Christmas Decoration Displays.** No discussion.

2. **Approval of Special Event Application** – Lewis & Clark Circus. Mr. Miner explained Mrs. Dotsenko has presented a Special Event Application requesting approval to hold the Lewis and Clark Circus on February 25, 2016 from 5:00 p.m. – 7:30 p.m. at Pals Park. The purpose of this event is to bring lots of fun to the community. Discussion ensued.

3. **Approval of FDOT SCOP Project Engineering Award.** Mr. Miner explained that there were four engineering firms that submitted for the design services for the 5th Street Milling, Resurfacing and Drainage project. They were: David H. Melvin, Inc., Grimail Crawford, Inc., Panhandle Engineering and Construction, Inc. and Preble Rish. Mr. Miner stated the consultants were ranked and based on that ranking we negotiated a contract fee with David H. Melvin, Inc. my recommendation is to award the design services to David H. Melvin, Inc. in the amount of $33,520.00. Discussion ensued.

4. **Approval of CRA Administration Contract** – January 1, 2016 – September 30, 2016. Mr. Miner explained this agreement is for CRA Administration fees for January 1, 2016 through September 30, 2016 and is in the amount of $2,075.00 per month. Discussion ensued.

5. **Approval of Comprehensive Plan Update** – West Florida Regional Planning Council. Mr. Miner explained the purpose of this plan is to convert and update the City of Chipley Future Land Use Map from Computer-Aided Design (CAD) to Geographic Information System (GIS) format, and update the Capital Improvement Element in the Comprehensive Plan with a ten-year improvement schedule at a total cost of $30,000.00. Discussion ensued.

6. **Ted Everett** – Planning Our Future. Mr. Everett explained the CRA contract is up for renewal and will be presented for approval at the council meeting with no request for increase in fees this year. Mr. Everett stated we need a plan, a future for Chipley. Issues that need to be resolved include a new or expanded Industrial Park for Chipley; we need to look at creating another Industrial Park or increasing what is already there; business expansion and retention within the City of Chipley; the Chipley Motel property is vacant; how will Chipley react to the proposed bypass and how can this future scenario become an asset to the visioning process. Mr. Sasser explained when Mr. Miner spoke to FDOT about the bypass and alternate routes it was scheduled for 2018. Mr. Everett explained it is years away and we need to address downtown issues before the bypass is here. Also the visioning process should identify what specific roles that each asset can contribute to the overall plan. The CRA & Chamber of Commerce ask that in 2016 we work together and address these issues. Discussion ensued.

Other Matters:

Mr. Miner explained we will have a Resolution for the FDEP SRF Loan application to be added to the agenda and a Proclamation for Gulf Power to be added to the agenda. No discussion.

Mrs. Jordan explained she may not be at the council meeting Tuesday night. No discussion.

Mr. Gary Hartman updated the council on the Washington County commercial overlay for areas South of Interstate 10 along the Highway 77 corridor that could be of economic impact in the future. Discussion ensued.

The meeting adjourned at 5:52 p.m.

City of Chipley

Lee D. Kennedy

Lee Dell Kennedy, Mayor

Attest:

Patrice A. Tanner

Patrice A. Tanner
Assistant City Administrator/City Clerk