

**CITY OF CHIPLEY
REGULAR COUNCIL WORKSHOP
MINUTES**

February 4, 2016

5:00 p.m.

Attendees:

Mr. Lee Dell Kennedy, Mayor
Mr. John Sasser, Council Member

Mr. Brett Butler, Mayor Pro-Tem

Absent:

Mrs. Karen Rustin, Council Member

Mr. Ellis Reed, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Kevin Crews, Police Chief
Mr. Chester Campbell, Public Works Director
Mr. Guy Lane, Recreation Director
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk
Mr. Floyd Aycock, Fire Chief
Tim Ray, Water Utilities Director
Mr. Brock Tate, Code Enforcement/Planning Officer

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. **Call to Order.** The meeting was called to order by Mayor Kennedy at 5:05 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Campbell and Mr. Butler led the pledge to the American Flag.
- C. **Approval of Agenda.**
- D. **Presentation and Approval of Minutes.**
1. January 7, 2016 – Regular Council Workshop
 2. January 12, 2016 – Regular Council Meeting
- E. **City Administrator and Department Head Reports.**

Police Department – Kevin Crews. Chief Crews explained it has been a busy month. Discussion ensued.

Public Works Department – Chester Campbell. Mr. Campbell explained we have been struggling with drainage issues due to all of the rain. The rain has caused the ground to be saturated and caused a few trees to fall. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained everything is going good. We have been working on community fundraisers for Skins & Bubbas employees as well as the Roulhac Middle School Softball Team. Discussion ensued.

Water Utilities Department – Tim Ray. Mr. Ray explained we have had some rain issues but we are taking care of it. Mr. Sasser asked if the upgrades to the system have helped. Mr. Ray explained that only about 35% of the collection system was replaced due to funding on that upgrade project. He explained the entire system was checked and the sections that were the most deteriorated were replaced. Discussion ensued.

Recreation Department – Guy Lane. Mr. Lane explained basketball season has started. We were awarded the baseball state tournament for the 7 & 8 year olds this year starting around July 2nd through the 8th or 9th. Mr. Miner stated the fireworks will be during the time that the tournament falls. He explained Floyd has made contact with some pyrotechnic companies and they are available on July 2, 2016. He stated that coordination is required between the fireworks committee and churches. We need to move forward with coordinating the event since we promised fireworks. Mr. Butler stated there is a Fireworks Committee meeting tomorrow at 10:00 a.m. Discussion ensued.

Planning/Code Enforcement – Brock Tate. Mr. Tate explained there were three land use compliance certificates, one parade permit, one zoning change request and one alleyway/roadway abandonment permit issued for the month of January for Planning & Zoning. Mr. Tate explained there were 25 door hanger sent out. There were twenty-five public nuisance cases and one case

with the attorney for Code Enforcement; which is the Hicks case. Mr. Miner explained we need to move forward with the next step however the attorney advises. Discussion ensued.

Finance Department – Patrice Tanner. Mrs. Tanner explained the department has been staying busy. The audit field work is complete but due to the new GASB 68 audit requirements, the auditors will not be able to complete the audit report until the State releases the retirement information required. This is scheduled to be by the end of March. No discussion.

Administration Department – Dan Miner. Mr. Miner explained the Grants and Planning Consultant and the Mayor will meet with the Senate and House Reps on the project submitted for funding to try to have it pushed through. The I-10 Utilities Extension project is continuing. The well drillers had good pump results from the test well and have sent water samples out for testing. The Engineers are encouraged by the results and reported 1,200 gpm with only a one foot draw down. Mr. Sasser asked if they had to drill more than one test well. Mr. Miner stated they did not because the first one worked. Mr. Miner explained the FRDAP Phase VI and VII projects are continuing. We are preparing the commencement documents to be mailed to the State for approval. The City contracted with West Florida Regional Planning Council to update the Chipley Comprehensive Plan. We are in the process of preparing some information for WFRPC and once submitted they will begin working on the update to the Comp Plan. Discussion ensued.

F. **Agenda Items.**

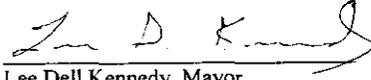
1. **Approval of Resolution No. 16-10** – FY 15/16 Budget Amendment. Mrs. Tanner explained this resolution will approve a budget amendment for Fiscal Year 2015-2016 with an increase to the budget in the amount of \$531,454. Discussion ensued.
2. **Approval of Ordinance No. 937** – Abandonment of Unopened Right-of-Way. Mr. Miner explained this ordinance, if approved, will vacate an unopened portion of right-of-way that runs from 1st Street to 2nd Street. Discussion ensued.
3. **Approval of Northwest Florida Water Management District Grant – Amendment No. 1.** Mr. Miner explained this amendment, if approved, will revise the agreement end date to September 14, 2017, unless extended by a mutual written consent. Discussion ensued.
4. **Approval of Special Event Application** – Relay for Life Walk – Run – Glow 5K. Mr. Miner explained the Washington/Holmes Relay for Life has presented a Special Event Application requesting approval to hold a Walk-Run-Glow 5K on March 12, 2016 from 5:30 p.m. – 8:30 p.m. to raise funds for the American Cancer Society through a 5K race. Mr. Butler asked if there will be police or fire presence at this event since it starts at 5:30 p.m. Mr. Miner stated yes, police and fire are usually present at these events. Discussion ensued.
5. **Approval of Special Event Application** – Early Learning Coalition of Northwest Florida. Mr. Miner explained Mrs. Suzan Gage has presented a Special Event Application requesting approval to hold an outdoor children’s art festival at Shivers Park sponsored by The Early Learning Coalition of Northwest Florida on April 23, 2016 from 10:00 a.m. – 1:00 p.m. The purpose of this event is to provide a free, outdoor festival targeted to families with children ages birth to 10 years. The focus will be on children and the arts. Discussion ensued.
6. **Large Truck Parking** – Discussion. Mr. Miner explained Mrs. Dorothy Harper was concerned about semi-truck traffic and noise in her residential neighborhood. He explained as far as our ordinances go currently, we cannot do a lot at this time about the truck parking. We need to do some work on our ordinances. We can put up no parking signs on the right-of-way but it will not solve Mrs. Harper’s problem. The man is deteriorating the roadway which is possibly against ordinance. I asked our attorney about sending him a certified letter indicating the problems. Mrs. Jordan stated she spoke with the attorney from Madison County who said the WFRPC is developing an ordinance at this time pertaining to this same issue. If we send him a letter, it can only request him to stop parking on the road. Mr. Miner stated the city attorney needs some direction of what the Council would like to do. Mrs. Jordan explained Madison County is offering industrial property for parking. Mr. Miner stated we do not have any property to offer. Mayor Kennedy explained we will discuss this issue when all the council members are present at the council meeting next Tuesday. Discussion ensued.
7. **Mongoven Building** – Discussion. Mrs. Jordan explained her search is not complete on the Mongoven Building and she will update the council at the council meeting next Tuesday. Discussion ensued.

Other Matters:

Mr. Miner explained we will have the following items to be added to the agenda Tuesday night:
Special Event Application – Annual Easter Egg Hunt and the Yard of the Month – February.

The meeting adjourned at 5:40 p.m.

City of Chipley



Lee Dell Kennedy, Mayor

Attest:



Patrice A. Tanner
Assistant City Administrator/City Clerk