

**CITY OF CHIPLEY
REGULAR COUNCIL WORKSHOP
MINUTES**

June 9, 2016

5:00 p.m.

Attendees:

Mr. Lee Dell Kennedy, Mayor
Mrs. Karen Rustin, Council Member
Mr. John Sasser, Council Member

Mr. Brett Butler, Mayor Pro-Tem
Mr. Ellis Reed, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Lieutenant
Mr. Guy Lane, Recreation Director
Mr. Tim Ray, Water Utilities Director
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk
Mr. Floyd Aycock, Fire Chief
Mr. Chester Campbell, Public Works Director
Mr. Brock Tate, Code/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 5:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Reverend Malcom Nelson and Mrs. Rustin led the pledge to the American Flag.
- C. **Approval of Agenda.**
- D. **Presentation and Approval of Minutes.**
April 12, 2016 – Regular Council Meeting
May 10, 2016 – Regular Council Meeting
May 23, 2016 – Special Council Meeting
- E. **City Administrator and Department Head Reports.**

Police Department – Scott Thompson. Lieutenant Thompson explained the department caught a burglary in progress and had a ten man round up, there is two suspects at large. No further discussion ensued.

Public Works – Chester Campbell. Mr. Campbell explained the department has been very busy. Mr. Butler explained he had some pictures to show Chester in reference to a pothole issue at the corner of Harrison and 5th Street. Mr. Sasser explained there has been mention of many potholes; maybe we need to the crew some help with inmate labor. Mr. Campbell explained inmate labor can only work at certain locations. Discussion ensued.

Water Utilities Department – Tim Ray. Mr. Ray explained everything is running good. Mr. Sasser asked if the painting is complete. Mr. Ray explained it is about 50% done and should be complete by next week. No further discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained everything is going good. Mr. Butler thanked the department for supporting the ROTC program and cooking. No further discussion ensued.

Recreation Department – Guy Lane. Mr. Lane explained everything is going well. The State Tournament for the 7 – 8 year old boys will be July 2nd – July 6th. The fireworks display will be held on July 2nd at Pals Park. The fireworks safety posters are being handed out in the community. Mrs. Tanner explained we can place some posters out with the water quality reports at the post office and the library. Mr. Sasser explained there has been a little controversy about the flags. Mr. Miner stated that he has met with Mrs. Veit and mentioned that it would be a great opportunity for different civic organizations and clubs to merge and do a joint effort on the flag project. Mr. Butler explained he will check with JROTC about what they might be committed to doing. Discussion ensued.

Planning/Code Enforcement – Brock Tate. Mr. Tate explained there were five land use compliance certificates, one sign permit, one tree removal permit and one request to site a manufactured home unit issued for the month of May for Planning & Zoning. Mr. Tate explained

there were thirty eight public nuisance cases and two cases with the attorney for the month of May for Code Enforcement. No further discussion ensued.

Finance Department – Patrice Tanner. Mrs. Tanner explained everything is going well. We should be receiving the audit report no later than the end of this month. No further discussion.

Administration Department – Dan Miner. Mr. Miner explained we have advertising scheduled in July for CEI services on the Pine Avenue Sidewalk Project. Doug Bruce & Associates are present to discuss a funding opportunity. Mr. Miner explained the well test results for the I-10 Utilities Extension Project. Re-testing of the new well site south of town is being conducted. Split sample results taken by two independent testing labs were inconsistent with each other. Re-collection of samples has been taken and test results are due June 17, 2016. Split samples will be tested by the previous two independent laboratories and a third laboratory has been called in to test and verify the split sample. This will ensure confidence in the test results. The engineers have submitted right at 90% plans for review and comment for the North Fifth Street and Old Bonifay Drainage Improvements project. The FRDAP Phase VI and VII are in progress and we will start working on the construction efforts once we get past the state tournament. The FRDAP Project Phase VIII was approved by FDEP for \$50,000. Official notification should be in the next couple of months. Discussion ensued.

F. Agenda Items.

1. **Approval of Chipley Redevelopment Agency (CRA) Appointment** – Mrs. Heather Lopez. Mr. Miner explained, if approved, Mrs. Lopez will be appointed to the CRA Board for four years until June, 2020. No further discussion.
2. **Approval of Special Event Application** – Roulhac High School Reunion. Mr. Miner explained Ms. Marvis Jett has presented a Special Event Application requesting approval to conduct a parade on July 2, 2016 on the regular parade route for the Roulhac High School Reunion. He stated there is no time listed on the application but we will have that prior to approval at the Council Meeting. No further discussion.
3. **Approval of Doug Bruce & Associates Task Order** – LCWF Land Acquisition. Mrs. Ray explained this is an opportunity through the Land and Water Conservation Fund to purchase properties for open space passive or active recreation activities. Dan and I spoke about the reuse program and the new property that we are looking at to possibly purchase. Whichever property is chosen to be purchased there will be a piece of that land that cannot be used for direct spraying. Usually thirty to forty percent of the property cannot be used as a spray field. We want to use that property and purchase that land through the grant program and use it in the future for some alternative purpose. Basically what we will be doing is asking to purchase the property and conserve the property for future use and open space. Mr. Butler asked are there any guidelines set to determine what it can be used for. Mr. Miner explained they spoke about that and there might be if there is a pond on it and then it can be used as fishing or a boat landing with walking trails, etc. Tami explained it could be used as passive with gazebos for sitting. Discussion ensued.
4. **Approval of Florida Gas Utility (FGU) Rate Study Service.** Mr. Miner explained if approved, this rate study will review our current rate structure to ensure that our fees are in line with operational costs and expenses as well as provide future growth and analysis cost. Mr. Miner explained he and Chester met with Florida Gas Utility (FGU), we have been in a negative trend in gas sales and gas customers. I think we need to look at sales and marketing and see how we can promote our gas better than what we are doing. We are limited on funds. I think they can give us some insight on how we can do that. Discussion ensued.
5. **Approval of Florida Gas Utility (FGU) Sales & Marketing Service.** Mr. Miner explained if approved, this directive will provide sales and marketing services to include incentive programs for existing and future customers and identify potential growth areas. No further discussion ensued.
6. **Mongoven Building Update** – Mrs. Michelle Jordan. Mrs. Jordan explained Park Finance of Broward County has not rerecorded their lien as of today. I will need council approval to move forward with foreclosing on the Mongoven Building. They can rerecord their lien, but they have lost their place in line. Back taxes will still have to be paid. Mrs. Jordan explained she will have to make a complaint and make reasonable attempts to get them served. If uncontested this will cost between \$2,000.00 and \$3,000.00, along with several thousand dollars in back taxes and should be around a four to six month time frame. Dan explained this is an issue that is not just going to go away. Mayor Kennedy explained we will be moving forward with this. No further discussion.

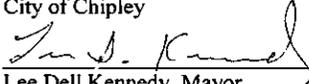
Other Matters:

Mr. Miner explained we will need to add the Reauthorization of CRA Board Members to the agenda. This will include the reappointment of Helen Daniels, Angela Grantham and Reverend Malcom Nelson. Discussion ensued.

Mr. Miner explained we will need to add the Alleyway Project Feasibility Study to the agenda. This will be the approval to hire Polyengineering, Inc. to perform a feasibility study on the Chipley alleyway. The fee will be on an hourly basis not to exceed \$6,000 and will be paid for with CRA funds. Discussion ensued.

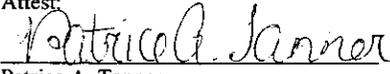
The meeting adjourned at 5:42 p.m.

City of Chipley



Lee Dell Kennedy, Mayor

Attest:



Patrice A. Tanner
Assistant City Administrator/City Clerk