

**CITY OF CHIPLEY  
REGULAR COUNCIL WORKSHOP  
MINUTES**

August 4, 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. Brock Tate, Code/Planning Officer  
Mr. Guy Lane, Recreation Director

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk  
Mr. Floyd Aycock, Fire Chief  
Mr. Chester Campbell, Public Works Director  
Mrs. Michelle Jordan, City Attorney

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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.

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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 Mr. Reed and Mr. Butler led the pledge to the American Flag.
- C. Approval of Agenda.**
- D. Presentation and Approval of Minutes.**  
July 7, 2016 – Regular Council Workshop  
July 12, 2016 – Regular Council Meeting
- E. City Administrator and Department Head Reports.**

Public Works – Chester Campbell. Mr. Campbell explained everything is going well. Mr. Butler asked about M.O.T.'s. Mr. Campbell explained they are cheaper if we do it, we save money. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained everything is going good. Discussion ensued.

Police Department – Scott Thompson. Lieutenant Thompson explained everything is going well. Discussion ensued.

Water Utilities Department – Tim Ray absent. Mr. Miner explained they finished painting the wastewater treatment plant. Mr. Ray is absent at this time due to an injury. No further discussion.

Recreation Department – Guy Lane. Mr. Butler explained he has heard a lot of good things about the tournament. Mr. Miner stated Mr. Lane and Mrs. Dawn Veit did a great job working on the tournament. Mr. Lane explained we are going to put a thank you in the paper to the volunteers that helped with the State Tournament. Mayor Kennedy stated that they all did a tremendous job. Discussion ensued.

Mrs. Veit asked what steps the City is taking to fund the Splash Pad. Mr. Miner explained we have three ongoing FRDAP projects. They are long drawn out processes and we can only have three going at one time. We have to close one out before opening another up. Mrs. Rustin explained once one is closed we will go out for another. Mr. Miner explained typically the FRDAP funding ranges from \$50,000 – \$100,000. Two current FRDAP projects will be closing at the same time. Mrs. Veit explained the City of Wausau will be putting theirs in next year. Mayor Kennedy said to keep in mind we have a lot of outstanding projects we are working on. Mrs. Veit stated the children of the town are extremely important. Mr. Sasser explained we will be closing out two grants soon. Mr. Miner corrected Mr. Sasser and stated we are just starting the two FRDAPs. Mrs. Veit explained she is very disappointed because a splash pad will bring so much joy to the children. Mr. Miner explained we have to close out a FRDAP grant completely to be able to apply for another one. Mayor Kennedy explained we need to have everything ready to submit when the time comes and have our ducks in a row. Discussion ensued.

Planning/Code Enforcement – Brock Tate. Mr. Tate explained there were three land use compliance certificates, one sign permit, one tree removal permit and one zoning change request for 751 Main Street for the month of July for Planning & Zoning. Mr. Tate explained there were thirty one public nuisance cases and one case with the attorney for the month of June for Code Enforcement. Thirty two door hangers and twenty one letters were sent out for violations; two cases went in front of the code board with two cases complying so far. The Mongoven Building is the one case that is with the attorney. Discussion ensued.

Administration Department – Dan Miner. Mr. Miner explained the Pine Avenue Sidewalk Project is going out for advertising for construction and CEI services in the September or October time frame. The Council has approved for Doug Bruce and Associates to apply for grant funding in the amount of \$500,000 for a LCWF Land Acquisition to provide recreational alternatives to a re-use site that will be selected in the near future. The Council will need to approve the option to purchase the property for the water well site in order to proceed with the I-10 Utilities Extension Project. We are preparing to advertise in September for design services for the South Fifth Street Drainage Improvements. Mr. Sasser asked if FDOT got back with us on the lift station. Mr. Miner explained they are committing to a utility use permit. Mr. Sasser asked if there is a timeframe of utilities south of the interstate. Mr. Miner stated not at this time. Discussion ensued.

Finance Department – Patrice Tanner. Mrs. Tanner explained everything is going well; we are going through a computer conversion. No further discussion.

Mayor Kennedy explained Gulf Power has an energy savings program for the residents of Chipley. Everything they do is free. They will change your air filter in your air unit. They will give you energy saving light bulbs and shower heads. They will give you energy saving faucets for your sinks. If you have Gulf Power, contact them to save on your energy bill with these free supplies. Discussion ensued.

**F. Agenda Items.**

1. **Presentation of FRDAP Pals Park Phase VIII Check – 50,000.00.** Mr. Miner explained Mr. Jacob Strickland will be here Tuesday night to deliver a presentation check to the City of Chipley in the amount of \$50,000.00 for Pals Park Phase VIII. No further discussion.
2. **Approval of Resolution No. 16-17 – FDOT Local Agency Program Agreement –Design of 5<sup>th</sup> Street Drainage Improvements.** Mr. Miner explained this resolution, if approved, will allow the design of 5<sup>th</sup> street drainage improvement from Harrell Avenue to CR 273 South Boulevard, between the City of Chipley, Florida and the State of Florida Department of Transportation in the amount of \$31,481.00. Discussion ensued.
3. **Approval of West Florida Regional Planning Council (WFRPC) Agreement Professional Services – Chipley Redevelopment Plan.** Mr. Miner explained Mrs. Kate Daniel with West Florida Regional Planning Council will be present Tuesday night at the Council Meeting to discuss the agreement. No further discussion.
4. **Approval of TRIM Schedule – FY 16/17.** Mrs. Tanner explained the TRIM Schedule for Fiscal Year 2016/2017 and stated that a budget workshop has not been set as of now but as we get closer to completion of the budget we can set a date and time for a budget workshop. Discussion ensued.
5. **Approval of Special Event Application – Washington County Health Department – 5K Run.** Mr. Miner explained the Washington County Health Department has presented a Special Event Application requesting approval to hold a 5K Run on September 24, 2016 from 7 a.m. to 12 p.m. Registration will start at 7 a.m. The purpose of this event is to promote physical fitness and bring awareness to the importance of Tobacco Free Parks. Discussion ensued.
6. **Approval of Planning & Zoning Recommendation:**
  - A. **Request to Site Manufactured Home – 582 Bennett Drive – Thomas F. Gilmore.** Mr. Miner explained Mr. Gilmore wishes to site a manufactured home on a .301 acre tract of land. The address of the proposed location is 582 Bennett Drive. The property has one accessory structure. City water and sewer are available at the proposed site. On July 28, 2016 the Planning & Zoning Commission approved the request to site manufactured home for Mr. Gilmore at 582 Bennett Drive. Discussion ensued.
7. **Approval to Purchase Property for New Water Well –** Mr. Miner explained they had a clear test on the water testing results so we are at the point of exercising the option to purchase the property to begin drilling the permanent well on that site. The owners have thirty days to respond to that request. Discussion ensued.
8. **Approval of CRA Steering Committee – Ted Everett.** Mr. Everett explained we were originally looking for four (4) applicants for the steering committee. We advertised for

these members and we have very good candidates. We received nine (9) applicants which was better than we ever expected. At this point, Dan Miner, Ted Everett and a member of the CRA will be on the Steering Committee. We have advertised for these members and have very good candidates. A question arose if I am on the steering committee will that prevent me from applying for any funds. Mr. Everett explained this will not prevent them from applying for any funds because the CRA Board votes on the grants. Mr. Everett explained he has received feedback from Poly Engineering on the Alleyway Project and states the West façade has proven to be the biggest challenge, they have done elevation shooting and are continuing to work on the project. Discussion ensued.

**Other Matters:**

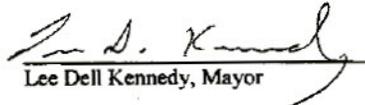
Mr. Miner explained the maple trees downtown in some areas have roots that are causing problems with the downtown buildings and sidewalks and I would hate to see those trees go but they are going to cause damage. We can wait until after the holidays to remove them. Mr. Sasser mentioned maybe we can talk to the Garden Club on recommendations on what to put there. Mrs. Foster stated she will talk to the Garden Club if the Council would like for her to do so. The Council requested Ms. Foster to talk with the Garden Club. Discussion ensued.

Mr. Sasser stated in front of Mr. Hayes old barbershop they have a piece of plywood covering a hole over the sidewalk. There are no signs or cones there. Do we need to barricade this area. Mr. Miner explained he will get that looked at. Discussion ensued.

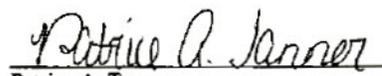
Ms. Debra Patton asked about the resolution of the splash pad. Mayor Kennedy explained there is a process that will have to be taken. We already have three grants in progress; we cannot start a new grant until one grant is completed. It will take a minimum of two years before we get started. The Recreation Committee is getting plans together to be set up when the time comes to move forward. Mrs. Dawn Veit asked if Pals Park Plus is a non-profit and couldn't we apply for our own grant. My son-in-law does grants and you can look outside of the pertinent grants. I understand that costs money to do that. Mr. Sasser explained to get registered with the IRS to be nonprofit there are fees, several hundred just to apply as a nonprofit. It would have to be a charitable organization in order for the money to go into. Mrs. Veit asked if there be more benefits to where people could donate to it and the donations be a tax write off. Mr. Sasser explained you can donate to a nonprofit organization, but most people take it off their taxes when they do. Mrs. Veit explained we need to look into it. Discussion ensued.

The meeting adjourned at 5:52 p.m.

City of ChIPLEY

  
Lee Dell Kennedy, Mayor

Attest:

  
Patrice A. Tanner  
Assistant City Administrator/City Clerk