

**CITY OF CHIPLEY
REGULAR COUNCIL WORKSHOP
MINUTES**

September 8, 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. Chester Campbell, Public Works Director
Mr. Guy Lane, Recreation Director

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk
Mr. Floyd Aycock, Fire Chief
Mr. Brock Tate, Code/Planning Officer
Mrs. Michelle Jordan, City Attorney

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 Mr. Campbell and Mrs. Rustin led the pledge to the American Flag.
- C. Approval of Agenda.**
- D. Presentation and Approval of Minutes.**
August 4, 2016 – Regular Council Workshop
August 9, 2016 – Regular Council Meeting
- E. City Administrator and Department Head Reports.**
- Police Department – Scott Thompson. Lieutenant Thompson explained everything is going well. Discussion ensued.
- Public Works – Chester Campbell. Mr. Campbell explained everything is going good. Discussion ensued.
- Water Utilities Department – Tim Ray absent. No discussion.
- Fire Department – Floyd Aycock. Chief Aycock explained everything is going good and is hoping for a little more rain. Discussion ensued.
- Recreation Department – Guy Lane. Mr. Lane explained everything is going good. Discussion ensued.
- Planning/Code Enforcement – Brock Tate. Mr. Tate explained there were three land use compliance certificates and one parade permit issued for the month of August 2016 for Planning & Zoning. Mr. Tate explained there were twenty-seven public nuisance cases and one case with the attorney and three code board cases for the month of August 2016 for Code Enforcement. Twenty seven door hangers and twelve certified letters were sent out for violations. Discussion ensued.
- Finance Department – Patrice Tanner. Mrs. Tanner explained the department has been busy with budget. Discussion ensued.
- Administration Department – Dan Miner. Mr. Miner reviewed the different projects ongoing at this time based on his monthly report for the month of August 2016. Mr. Miner explained the City will need to advertise Request for Qualifications (RFQ) for grant writing services for a Grants and Planning Consultant. We are preparing to advertise in September for design services for the South Fifth Street Drainage Improvements. Work is substantially complete for the State Road Reclaimed Water Main Relocation. The City Staff is working with WFRPC on updates to the Comprehensive Plan. There have been no sewer stoppages reported for South Boulevard/Third Street. Mr. Sasser asked if there are grant deadlines for the I-10 Utilities Extension. Mr. Miner explained the grant writers are handling the amendments to the agreements.

Discussion ensued.

F. Agenda Items.

1. **Approval of Resolution No. 16-19** – Loan from General Fund to Gas Fund. Mr. Miner explained this resolution, if approved, will approve a loan in the amount of \$55,000.00 from the general fund to the gas fund for the purchase of commercial and residential gas meters/registers. Discussion ensued.
2. **Approval of Resolution No. 16-20** – Amendment to FDOT Traffic Signal Maintenance and Compensation Agreement. Mr. Miner explained some changes to the agreement are as follows: decreased inspection requirement to 50% of signals every year (previous agreement was 100%), simplified language for penalties and retainage, added a clause to remove liability from both the City and the FDOT in the event of an Act of God and added a requirement for the City to provide an annual report of its traffic signal maintenance log. Discussion ensued.
3. **Approval of Planning & Zoning Recommendation:**
 - A. **Request for Land Use (Zoning) Change** – 761 Main Street – Shane Obert. Mr. Miner explained Mr. Obert has requested a zoning change for 761 Main Street from low density residential to neighborhood commercial. On August 25, 2016 the Planning & Zoning Commission approved the request for zoning change for Mr. Obert at 761 Main Street. Discussion ensued.
4. **Approval of Ordinance No. 938 (First Reading)** – Approval of Land Use Amendment – Shane Obert. Mr. Miner read Ordinance No. 938 by title. Mr. Miner explained, this ordinance, if approved, will establish a land use change of 761 Main Street from low density residential to neighborhood commercial. Discussion ensued.
5. **Florida Department of Economic Opportunity (FDEO) CDBG Grant Opportunities** – Fred Fox Enterprises. Mr. David Fox explained there are no decisions to be made tonight just discussion to explain the CDBG process. We have worked with the City on numerous occasions in the past and would like to work with the City again. There will be no charge to write the grant. The City will have to advertise for administration if you are awarded the grant. He explained there are four CDBG categories: Housing Rehabilitation, Commercial Revitalization, Neighborhood Revitalization and Economic Development. The following are the steps required for the CDBG Application Process: City Council appoints a CATF; the City advertises and holds a CATF meeting to discuss possible projects; the City advertises and hold the first public hearing to obtain public comment and direction by City Council to move forward on developing an application for a project; the City advertises and hold a Fair Housing Workshop at a City Council Meeting; and the City advertises and holds a second public hearing in order to finalize and submit application. Discussion ensued.
6. **Approval of Special Event Application** – Discussion. Mr. Miner explained Ms. Andrews has presented a Special Event Application requesting approval to hold a Softball Tournament sponsored by New Vizh-uhn, Inc. at Pals Park on October 1, 2016 – October 2, 2016 from 8:00 a.m. – 1:00 p.m. The purpose of this event is to raise funds to support the 2017 Martin Luther King festivities in Chipley. No further discussion ensued.
7. **Approval of Special Event Application** – Sherri Biddle – Trunk-or-Treat. Ms. Biddle has presented a Special Event Application requesting approval to hold the Annual Trunk-or-Treat from 4:30 p.m. – 6:00 p.m. The purpose of this event is to provide a safe and enjoyable time for children to participate in a “trick-or-treat” event. No further discussion ensued.
8. **Approval of Special Event Application** – Chipley High School – Homecoming Parade. Mr. Miner explained Mr. Webb has presented a Special Event Application requesting approval to hold the Chipley High School Homecoming Parade on October 21, 2016 from 12:30 p.m. – 2:00 p.m. No further discussion ensued.
9. **Washington County Library Expansion Request** – Renae Rountree. Mr. Miner explained Ms. Rountree will be at the Council Meeting Tuesday night to discuss the Washington County Library Expansion Request. No further discussion ensued.
10. **Truck Ordinance** – Discussion. Mayor Kennedy asked the City Attorney for an update. Mrs. Jordan explained she is still researching. Mrs. Rustin asked when will you have something ready. Mrs. Jordan explained hopefully in the next two weeks. Mayor Kennedy asked if we are leaning toward grandfathering in those trucks? Mrs. Jordan explained that is an issue she has not reached a conclusion on

at this time. She is not sure if the City is going to end up restricting truck travel through the City. Mrs. Rustin explained the first issue is the parking. Mr. Miner explained the main issue is the parking and the noise the trucks make in low density residential areas. Mrs. Jordan explained we can designate truck routes. Mrs. Rustin explained we need to look further into that. Mayor Kennedy explained he doesn't think we can restrict the people that provide service for the City to use the roads. Mrs. Rustin explained it's mostly the Industrial Park traffic. Mrs. Cain asked why the City took down the signs. Mrs. Jordan explained because we do not have an existing ordinance to support the signs. Mr. Miner explained the signs were only a deterrent. Mrs. Cain explained it seemed like the signs were working. Mrs. Jordan explained she is looking into this issue right now with Vernon in reference to restricting truck driving on a particular street. Chipley is not the only city having this issue. Mr. Miner explained if we do restrict and create ordinances we have to have the ability to enforce and back them up. That will mean other requirements on top of the Police Department and Code Enforcement. Mrs. Jordan explained this will take a couple of months to complete the process. Discussion ensued.

11. **Bobby Padgett** – Discussion. Mr. Miner explained Mr. Padgett will be present Tuesday night at the City Council Meeting to discuss his concerns. No further discussion ensued.

Other Matters:

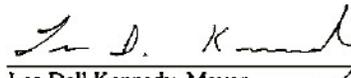
Mrs. Cain asked if Dan or any other city employees are in touch with the people about the holding pond on 3rd Street. Mr. Miner explained Code Enforcement has been over there more than once along with Chester Campbell. Mrs. Cain explained we have not had much rain and the water is already up to the top of the pin and not long it will be on the street. The white picket fence needs to be put back up. Mr. Miner explained there is a lot of street clean up and resurfacing. The big equipment has messed the road up and it has been explained that they will have to clean that up and fix it. Mr. Butler stated it looked like they were putting in a spillway that comes out on 3rd Street today. They called me up about the phone cables. Mrs. Cain explained it used to be one pond and it held the water good. Mr. Miner explained he will check into that. Mr. Butler explained the engineers when they first came here said they will put something on the bottom of the holding pond to help absorb the water that it just won't sit there and turn to mud. Part of the holdup is there are some pipes in there that serve some other purpose. Mrs. Cain explained if the street is not fixed it will wash out eventually. Discussion ensued.

Ms. McCall explained the sidewalk is impassible due to sand and clay over by Corbin's Auto Sales, Mr. Miner explained Code Enforcement is working on that. Discussion ensued.

Mrs. Cain asked about the holding pond on 5th Street, where are we at on that. Mr. Miner stated we have the design funds this year. The RFP for design services should go out this month or next month. Discussion ensued.

The meeting adjourned at 5:47 p.m.

City of Chipley


Lee Dell Kennedy, Mayor

Attest:


Patrice A. Tanner
Assistant City Administrator/City Clerk