

**CITY OF CHIPLEY  
REGULAR COUNCIL WORKSHOP  
MINUTES**

October 6, 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. Floyd Aycock, Fire Chief  
Mr. Brock Tate, Code/Planning Officer

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk  
Mr. Guy Lane, Recreation Director  
Mr. Ernie Toole, Assistant 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 5:01 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Reed and Mr. Butler led the pledge to the American Flag.
- C. **Swearing in of Karen Rustin, Brett Butler and Ellis Reed.**
- D. **Appointment of Mayor.**
- E. **Appointment of Mayor Pro-Tem.**
- F. **Appointment of Council Liaisons.**
- G. **Approval of Agenda.**
- H. **Presentation and Approval of Minutes.**

August 4, 2016 – Regular Council Workshop  
September 8, 2016 – Regular Council Workshop  
September 8, 2016 – Budget Workshop  
September 13, 2016 – Public Hearing Tentative Millage & Budget Adoption  
September 13, 2016 – Regular Council Meeting  
September 27, 2016 – Public Hearing Final Millage & Budget Adoption

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

Police Department – Scott Thompson. Lieutenant Thompson explained everything is going well. There was a burglary cleared up. Mayor Kennedy explained we put up a four-way stop on Orange Street, maybe some enforcement can be done there. Mr. Miner explained advance warning signs were placed for a couple of months. Ms. McCall asked what the purpose of the four-way stop is. Mayor Kennedy explained it is to divert the pedestrians. Discussion ensued.

Public Works – Ernie Toole. Mr. Toole explained everything is going good and the department is staying busy. The department is still three positions down but we are in the process of interviews. Discussion ensued.

Water Utilities Department – Tim Ray absent. Mrs. Morris asked if we had a report for this month. Mr. Butler explained some of the analytical results of the Wastewater Reclamation Facility for the month of August 2016 were not available at the time of writing the report. As to the results that were available there were no violations and no reportable problems for the lift stations. The bacteriological samples for the water wells in the month of August passed. Mrs. Morris asked if there has been any communication with FDEP. Mr. Miner explained he had communication with them today in reference to the Davidson Sprayfield and they were questioning if we did anything different out there because there was water reported on the Morris property. The only thing they did different was that they sprayed 220,000 gallons on Monday and they altered their time a little bit, other than that nothing has been done differently. Mrs. Morris

asked who the night operator is. Mr. Miner explained spraying was not done at night; this was done on Monday from 6:00 a.m. to 9:30 a.m. or 10:00 a.m. in the morning. Spraying was done on Tuesday and Wednesday from 6:30 a.m. – 9:30 a.m. in the morning. Mrs. Morris asked is any spraying done at night. Mr. Miner explained not unless there is an operator on site. Mrs. Morris asked do we have any record of night spraying. Mr. Miner explained we are getting that information for FDEP, for the last two months when the flows were high we had people working 24/7. Mrs. Morris asked who authorized zones 7 & 8. Mr. Miner explained it was his understanding from FDEP that Mr. Bill Evans okayed zones 7 & 8. Mr. Miner explained to them not to spray zones 7 & 8. Mrs. Morris asked and for the record zones 5 & 6 are permanently turned off. Mr. Miner stated yes. No further discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained everything is going good. We had three calls of kids being locked in vehicles. No further discussion ensued.

Recreation Department – Guy Lane. Mrs. Rustin asked for the number of soccer signups. Mr. Lane explained about 168; we are about 20 down from last year. Mr. Lane explained the Rec Board did agree that they would like to see a splash pad at Pals Park, likely to be at the west end of the soccer field, top portion by Mrs. Rustin's house. Mr. Miner explained we hope to use inmate labor to put a fence up. Mrs. Rustin explained during the Watermelon festival the adults are the problem. The kids are better than they used to be, but are still an issue. Discussion ensued.

Planning/Code Enforcement – Brock Tate. Mr. Tate explained there were four land use compliance certificates, two sign permits and two tree removal permits for the month of September for Planning & Zoning. Mr. Tate explained there were twenty-two public nuisance cases and one case with the attorney for the month of September for Code Enforcement. Ten certified letters and twenty-two door knockers were sent out and there are three cases that went in front of the Code Board. Mrs. Rustin explained there is a refrigerator sitting in the yard at a house on the Armory Road on 7<sup>th</sup> Street and it looks dangerous. Mr. Tate explained he will check on that. Ms. McCall explained there were about eight appliances in the back yard at 1300 Old Bonifay Road. Mr. Tate explained they have been moved. Discussion ensued.

Finance Department – Patrice Tanner. Mrs. Tanner explained everything is going fine and staying busy. No further discussion.

Administration Department – Dan Miner. Mr. Miner explained the bid packet has been sent to FDOT for approval and concurrency for the Pine Avenue Sidewalk Project. The I-10 Utilities Extension Project should be moving toward bid soon, 90% of the design plans have been submitted to the city for review and comment. The Facilities Plan is anticipated to be complete in January 2017 for the Reclaimed Water Distribution System/Sprayfield. The city anticipates advertising in September to October time frame for the North Fifth Street and Old Bonifay Drainage Improvements Project. Mr. Miner explained the Washington County School is requesting removal of the stop sign at Sinclair and Westbourne. Mr. Miner explained he would like to advertise and talk to the neighbors and remove that stop sign. Mr. Sasser asked do we know how much the old school is going to be utilized. Mr. Miner explained the kindergarten building only and the others are being demolished. They want to rezone and sell that property and put it back on the tax roll. There will be no kids over there at all. Discussion ensued.

#### J. Agenda Items.

1. **Approval of Ordinance No. 938 (Final Reading) – Approval of Land Use Amendment – Shane Obert.** Mr. Miner explained this ordinance, if approved, will establish a land use change of 761 Main Street from low density residential to neighborhood commercial. No further discussion.
2. **Approval of Special Event Application – Jingle Bell Run 5K – Northwest Florida Community Hospital.** Mr. Miner explained Ms. Polston has presented a Special Event Application requesting approval to hold a 5K run sponsored by the Northwest Florida Community Hospital on December 3, 2016 from 8:00 a.m. – 10:00 a.m. The purpose of this event is to raise funds for Relay for Life. No further discussion.
3. **Approval of Special Event Application – Relay for Life – American Cancer Society, Inc.** Mr. Miner explained Ms. Jones has presented a Special Event Application requesting approval to hold a fundraising event for the American Cancer Society at Pal's Park on Friday, May, 5, 2017 from 5:00 p.m. – 11:00 p.m. The purpose of this event is for teams from the community to come together for a 12 hour event to celebrate our survivors and remember those we have lost to cancer. No further discussion.
4. **Truck Ordinance – Discussion.** Mrs. Jordan explained there is a proposed truck ordinance based on some conversations we have had in recent meetings. There are two separate issues, one being truck travel on residential streets and the other is the parking of one particular vehicle in a residential area, which is a tractor trailer. We have to deal with

these issues separately because law enforcement can enforce an ordinance regarding truck travel, but law enforcement cannot go onto private property to enforce what would be a code enforcement violation. They cannot issue a ticket at someone's residence if they are parking one of these vehicles on their lot. Code enforcement will have to issue a citation and it will be handled through the code enforcement process. Mrs. Rustin asked can an officer take down the information and give it to code enforcement. Mrs. Jordan explained there is an Attorney General opinion that states law enforcement does not have the right to go onto private property to handle code enforcement. If it's on the right-of-way that's a different story. Mr. Butler asked if law enforcement can call code enforcement out. Mrs. Jordan said yes. Mr. Miner asked what is the council looking at as oversized vehicles because it specifically calls out commercial vehicles. Mrs. Rustin explained there are exclusions. Mrs. Jordan explained this is suggested language and this ordinance is related to just parking of oversized vehicles. The biggest complaint we have is noise. Mr. Miner explained school buses are a lot quieter than a tractor trailer. Mr. Miner asked is a school bus considered commercial. Maybe a logo will need to be placed on oversized vehicles. Mrs. Jordan explained the Council will need to determine the type of sanction for violation. Mayor Kennedy explained we may want to hold a special meeting on what we need to do. Mr. Miner explained to the council to write their suggestions down and give them to him. The Council agreed to get responses to Dan by October 27<sup>th</sup>. Mrs. Jordan explained her recommendation of the truck travel ordinance is to include a map of the city within that ordinance. It needs to specify exactly what roads you do not want commercial oversized vehicles on. We do not want our law enforcement to have to interpret what is a residential area. We want to define specifically what roads are subject to this ordinance. Mr. Butler asked if we can have designated truck routes in the City. Mrs. Jordan stated yes. Ms. McCall stated Vo-Tech uses city streets for training also when construction in on Highway 77 and the contractors use the local streets with the dump trucks. Mrs. Jordan explained we also need to consider what sanction that you want to establish for violation of the ordinance. Mrs. Crews explained we have trucks on Bennet Drive that park on Church Street. We have other trucks that are doing the very same thing. Mayor Kennedy explained the ordinance will be for the whole city. Mr. Ellis explained what will happen with people that are truck drivers out of town. Mrs. Jordan explained there will be signs. Discussion ensued.

5. **CATF Members.** Mr. Miner explained that he brought the requirements for the CATF Committee to the special meeting last month to try to find people that are willing to serve. Mr. Miner explained the City of Chipley is required to update the CATF Committee for the upcoming CDBG Project. The commit must consist of 3 – 5 city residents with 51% meeting the minimum income threshold requirement for CDBG. If you know anyone that is interested please let them know and they can go on the website and view the minimum income threshold requirements. Discussion ensued.
6. Mr. Ted Everett explained the CRA met on the Alleyway Project last week and they voted to pursue Option 1. Poly Engineering who was hired to do the scope has got two phases in the scope. He explained Phase I is just to deal with the ground of the alleyway. Phase II is dealing with the walls and gutters. Due to the budget we want to split this up into two years or possibly three. The first year 2017 we would like to do Phase I. This will prevent the rain and storm water from coming into the buildings themselves. The building owners do not want their buildings touched. We have found a solution to that. Option 1 is in the amount of \$54,820.50. When we bid it out the City Council will have the final say. On Option 1 they are looking at 6" of concrete surface with brick updating on either side. It's a little bit more work but goes a long way. We will have a 6" tapered curve. If you look at Option 2, the weakness of the surface plane is that the subgrade will be moist for some time after it rains. This could lead to moisture problems recurring in the buildings after severe weather events. Option 2 is in the amount of \$47,927.40. Mr. Everett explained he is requesting the Council to approve moving forward with Option 1. Mr. Miner stated we will add it to the agenda for approval at the Council Meeting next week. Discussion ensued.

#### **Other Business:**

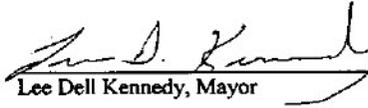
Mr. Everett explained the West Florida Regional Planning Council and the Florida Chamber Foundation will hold a public meeting and discussion in Washington County on Friday, October 14, 2016 from 9:00 a.m. - noon. As of now there are only five people registered for this. This is going to be used to determine a regional strategy to take us into 2030. There are a lot of issues to address such as workforce issues and poverty. We would love to have you all there. Discussion ensued.

Ms. McCall explained there was stolen property and two attempted break-ins and would like to thank the Chipley Police Department. Ms. McCall stated we have a serious problem maybe we can use the press to our advantage. If you are out and about driving at

night and you see something, please report it. It looked like a juvenile the other night.  
Discussion ensued.

The meeting adjourned at 6:14 p.m.

City of Chipley

  
Lee Dell Kennedy, Mayor

Attest:

  
Patrice A. Tanner  
Assistant City Administrator/City Clerk