

**CITY OF CHIPLEY
REGULAR COUNCIL WORKSHOP
MINUTES**

January 3, 2019

5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member

Mr. John Sasser, Council Member
Mr. Kevin Russell, Council Member

Absent:

Mr. Brett Butler, Mayor Pro-Tem

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief
Mr. Floyd Aycock, Fire Chief
Mr. Brock Tate, Recreation Director
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk
Ms. Page Fleming – Investigator/Code Enf. Officer
Mr. Ambers Carter, Asst. Public Works Director
Mr. Jimmy Cook, Water Utilities Director

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 Andrews at 5:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Russell and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.**

Mayor Andrews explained there is a proposed draft agenda here for our review. It includes a great insertion and does not take away from being added to the agenda if a citizen would like to be heard. The following is what was proposed:

Citizens Request

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please come to the podium, state your name and address for the record and limit your comments to not more than three (3) minutes per Florida Statute 286.0114. Your participation is welcomed and appreciated.

Attorney Jordan asked the Council if they want this proposed agenda to be used at the workshops and meetings and the Council all agreed to utilize the new agenda at all workshops and meetings. Mayor Andrews stated we will see that change for the next meeting.

- D. Presentation and Approval of Minutes.**
1. **Regular Council Meeting – December 11, 2018**
- E. City Administrator and Department Head Reports.**

Code Enforcement – Page Fleming. Officer Fleming explained there were 49 Public Nuisance cases for the month of December, of which some cases may include multiple violations. Mayor Andrews asked if the RV, Vehicle, Outbuilding used for residential living cases are due to the hurricane. Mr. Miner stated they are, and while they are repairing their houses we are allowing it. Officer Fleming stated we are looking at these on a case-by-case basis. Mayor Andrews asked when the next Code Enforcement meeting will be and Officer Fleming explained we are sorting through the cases because of the hurricane, but normally the 1st Thursday of the 1st month of each quarter. Mrs. Cain stated Officer Fleming is doing a great job just keep it up. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it has slowed down. We are not completely caught up from the storm. He stated he is not completely sure whether these structure fires were related to the storm. Mayor Andrews thanked Chief Aycock for his hard work. Discussion ensued.

Planning & Zoning – Dan Miner. Mr. Miner explained there were 11 Land Use Compliance Certificates issued and most are directly related to Hurricane Michael. Mr. Miner explained we are allowing trees to be cut without permits due to the volume because of the hurricane. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained it was quiet on New Year's Eve. Mr. Russell asked about the hit and run. Chief Thompson stated it was a hit and run involving a car. Discussion ensued.

Public Works Department – Ambers Carter. Mr. Carter explained they have been busy with hurricane repairs and taking down Christmas lights. Mr. Carter stated Shivers Park is now open to the public. Mr. Sasser asked if they have received any workers through Chipola Career Source. Mr. Miner explained we have applied for workers. Mrs. Tanner stated they will check into it and get the status. Discussion ensued.

Recreation Department – Brock Tate. Mr. Tate explained we finished up soccer season in December and we are preparing for basketball season. We have 83 participants so far this year and we have seen an across the board increase in sports registrations this year. We will be practicing during the month of January and games will begin in February. Mayor Andrews asked that the Council receive a game schedule in case any are interested in attending and supporting the youth. Mr. Sasser asked about cleaning up at Pals Park since the storm. Mr. Tate stated he is working on getting quotes. Mr. Miner explained as far as debris we are in good shape but there is a lot of work to be done to the facilities. Mr. Sasser asked about the sign at the music park and Mr. Tate stated he will look into that. Mr. Russell stated the basketball court floors look great. Mr. Tate stated that was a joint effort. Discussion ensued.

Water Utilities Department – Jimmy Cook. Mr. Cook explained the analytical results showed one fecal violation for the month of November and we have not received all of the results from December, but what we have received show no violations on the wastewater treatment facility. He explained we have a new hire, Mr. Sylvester Carter, as a Collection Systems Crewman. Mayor Andrews asked when the balance of the results for December are expected. Mr. Cook explained they are normally late and they are located in Panama City. Mr. Cook stated the bacteriological samples for the month of December passed for the water wells. Discussion ensued.

Finance Department – Patrice Tanner. Mrs. Tanner explained we are staying busy. The audit fieldwork is scheduled to begin the end of January. She explained as you all know the utility bills went out late again this month. It is an ongoing problem with the meters going out and having to be replaced because we are at that point in the life of the automatic meter read equipment that we are experiencing a higher number of outages. Mr. Miner and I have discussed it and we are going to meet with Mr. Lane to come up with a plan for replacement of these meters. The Council agreed they would like to hear the plan and see what needs to be done. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the status of the following projects: Grants and Planning Consultant – the engineers along with city staff are preparing documentation to submit to FDEP for projects that have occurred due to Hurricane Michael. These projects include but are not limited to water main repairs, SCADA system damages and manhole repairs; Downtown Park – this project has been put on hold by the contractor and we will get an estimated timeline for demo; I-10 Utilities Extension – this project is complete and we will be submitting the final engineering report in January and the project will be closed; Reclaimed Water Distribution System/Sprayfield – the Council approved the purchase of the Bultman site and the closing is scheduled for January 11, 2019; the Council may be required to approve an alternate offer on the property at the January meeting to obtain a release from a previous lease agreement related to sod farming; South Fifth Street Drainage Improvements – construction bids were received and were all over budget and after consulting with FDOT and the engineers we are going to re-advertise the project and have alternate bid options in order to be able to construct the project; the engineers are working on the updated bid package; Fifth Street Resurfacing and Drainage Improvements (Phase II) – the Notice to Proceed has been issued and the contractors are scheduled to begin this project in January; West Boulevard Roadway Improvements Project – we are preparing bid documents to advertise for design services; CDBG Neighborhood Revitalization Project Water Line Replacement – the city has requested pre-agreement authorization to incur costs for procurement of professional services, to include advertising costs for Grant Administration and Engineering; Hurricane Michael Recovery – as of December 28, 2018, Crowder Gulf has picked up 156,396 cubic yards of vegetation debris inside the city limits; State Road 77 Alternative Routes – we do not have an updated status on this project at this time but the PD&E Study will take about 18 months. Mayor Andrews asked if we can remove the South Boulevard/Third Street Sewer Issues item from the activity report since we are no longer having issues. Mr. Miner stated he will remove that from the report. Discussion ensued.

Mr. Russell asked about the monthly report that was requested from Mr. Ted Everett for the CRA. Mayor Andrews stated she knows he is unable to make it and he has a new secretary. Mr. Butler is not present or he could give an update as liaison for the CRA. No further discussion.

Mr. Miner explained we are working with the engineers and FDEP to come up with a timeline for the FDEP Consent Order that will work for the City. Discussion ensued.

Mr. Miner explained we should hear this month if the FDEO Job Growth grant was approved or disapproved. Discussion ensued.

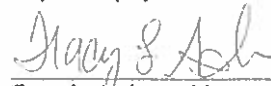
F. Agenda Items.

1. **Presentation of Christmas Parade Float Winners** – Tourist Development Council, Mrs. Heather Lopez. Mayor Andrews stated this will be presented at the meeting on Tuesday night. No further discussion.
2. **Mongoven Building Strategy** – Fuqua & Milton, P.A., Clay Milton, Mr. Clay Milton was present and explained the city does have an ordinance in place on how you will dispose of surplus property. It allows for disposal by means of a bidding or auction process and allows conditions, limitations and restrictions to be placed on the use of the property. It allows for the sale to a public or non-profit entity of which does not apply to what the Council is wanting to do with the property. It allows for the sale to a private party (for profit) under certain conditions. He stated we can include whatever provisions the Council would like to include as part of the bidding process. Mrs. Cain stated she would like to see the building refurbished and kept, not demolished. Mr. Russell stated he does not want to give anyone anything and would like to see it go through the public bid process. Mr. Milton explained although the Council can place provisions; keep in mind these provisions can create legal issues down the road. Mr. Miner stated we may be subject to what the purchaser has put into the building if they do not meet their obligations, and that could be a large number. Mr. Russell asked if extensions could be granted if progress is being made. Mr. Milton stated the Council may grant extensions. Mr. Milton explained we will need to start with a resolution being approved which will declare the property surplus and the method of disposal through a competitive bid process. He stated he will have this resolution prepared for approval at the Tuesday night meeting. Mr. Milton explained his firm will prepare an advertisement and bid package to be ready for review at the February meeting. Discussion ensued.
3. **Approval of Professional Services Agreement** – Mott MacDonald, L.L.C. Mr. Bill Perry was present and explained this is the EJCDC contract for engineering services for the USDA funding component of the waste water project. It is a federal contract regulation and USDA is concurrently reviewing the contract for their approval. Mrs. Jordan explained she is not in favor of this type of agreement because it is not at all favorable to local governments. Mr. Miner explained in order to get funding through USDA for this project, this form of contract is required. Discussion ensued.
4. **Approval of Special Event Application** – Reis Show LLC dba Lewis and Clark Circus. Mr. Miner explained the Lewis & Clark Circus rescheduled due to the hurricane and would like to hold the circus at Pals Park on March 27, 2019 from 5:00 p.m. to 9:30 p.m. Discussion ensued.
5. **Michelle Jordan, City Attorney** – Noise Ordinance. Attorney Jordan explained Chief Thompson spoke with her about a noise ordinance. She would like to have this added to the agenda and see what the Council is interested in accomplishing by this ordinance. Chief Thompson stated the States Attorney's Office recommended the City of Callaway's ordinance. Mrs. Cain explained she has gotten several complaints and the police cannot do anything because there is no noise ordinance. Mr. Russell asked if we can do anything without something in place to determine decibels. Mrs. Cain stated there has been noise blaring, drinking, partying and drugs and this is a consistent problem. Attorney Jordan asked the Council if they are wanting to look at a timeframe. Mrs. Cain stated that she understood the States Attorney's Office told Chief Thompson that he is able to enforce Callaway's ordinance. Mayor Andrews asked Attorney Jordan if she can research and look into the City of Callaway's ordinance. Attorney Jordan stated she will do some research and bring a draft ordinance back for review. Discussion ensued.
6. **Grant Writer.** Mayor Andrews stated as we are planning for growth it will be a benefit to have a grant writer on contract with the city and she would like to have this added to the agenda. She explained we do have some grants but there are other opportunities out there and a grant writer can help us to find funding, an example being the fire department. A question was brought up about the Job Growth grant and Mr. Miner explained that was a FDEO grant and it was written by the county's grant writer. The city did not hire a grant writer to write that grant. Mrs. Tanner explained the different aspects of a grant writer and

a grant administrator and how the contract positions are funded and the requirement that although the City may hire a contract grant administrator, the responsibility of the grant requirements fall 100% on the City. She explained some grants allow for a grant writer and/or grant administrator to be paid for with grant funds and there are other grants that do not allow this expense to come from the grant funds. Mayor Andrews asked Mrs. Tanner to send the Council copies of the prior grant writer/administrator advertisement. Discussion ensued.

The meeting adjourned at 6:41 p.m.

City of Chipley



Tracy L. Andrews, Mayor

Attest:



Patrice A. Tanner,
Assistant City Administrator/City Clerk