

**CITY OF CHIPLEY
REGULAR COUNCIL MEETING
MINUTES**

February 12, 2019

6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mr. Kevin Russell, Council Member
Mr. Tommy Sasser, Council Member

Mr. Brett Butler, Mayor Pro-Tem
Mrs. Linda Cain, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk
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 Andrews at 6:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mrs. Cain and Mr. Russell led the pledge to the American Flag.
- C. 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.

No citizen requests. No further discussion.

- D. Approval of Agenda.** Mayor Andrews deleted #7 – Approval of Special Event Application – Children’s Art Festival and added item #7 – Noise Ordinance Update; added item #10 – Grant Writer Update; and added Special Meeting Minutes – January 17, 2019. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the agenda with the additions/deletions. The motion passed unanimously.

- E. Presentation and Approval of Minutes.**
1. Regular Council Workshop – January 3, 2019
 2. Regular Council Meeting – January 8, 2019
 3. Special Council Meeting – January 17, 2019 (Added)

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the minutes as presented. The motion passed unanimously.

F. Agenda Items.

1. **Approval of Resolution No. 19-19 – Capital City Bank Loan – Police.** Mr. Miner explained we received three (3) quotes and Capital City Bank was the lowest with an interest rate of 3.48% with no closing costs. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve Resolution No. 19-19. The motion passed unanimously.

2. **Approval of FDEO CDBG Grant Administration Services Award and Contract – Fred Fox Enterprises, Inc.** Mr. Miner explained we advertised for Administration Services for the CDBG Water Line Project and we had one (1) submittal which was Fred Fox Enterprises, Inc. The contract price for Administration Services is \$52,000.00 which is paid out of the grant funds. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the CDBG Grant Administration Services Award and Contract to

Fred Fox Enterprises, Inc. in the amount of \$52,000.00. The motion passed unanimously.

3. **Approval of FDEO CDBG Grant Engineering Services Award.** Mr. Miner explained we advertised for Engineering Services for the CDBG Water Line Project and we had (2) submittals. The ranking committee scored the two RFP's and the highest ranked firm is Alday-Howell Engineering, Inc. and David H. Melvin Engineering, Inc. ranked second. We will need approval to award the CDBG Engineering Services and for Mr. Miner to negotiate those services. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the FDEO CDBG Engineering Services Award to Alday-Howell Engineering, Inc. The motion passed unanimously.

4. **Approval of FDEP Consent Order.** Mayor Andrews stated we have been discussing this for several months now and basically we will be agreeing to do certain things that are required of us until our spray fields are up to the required standards. Mrs. Cain asked about the time constraints and the ability to meet those time constraints. Mr. Miner explained we are working with the engineers and they feel like we should be okay with the time constraints being put on the City since we are moving forward with our spray field project and we feel pretty confident about the funding for the project from FDEP and USDA. Mrs. Cain said she is also very concerned with the I&I and that we only have 30 days to get started on it. Mr. Miner explained we have to submit a plan for the I&I within 30 days to FDEP and the engineers are already working on that plan. He also stated that I&I is very difficult to pinpoint and is an ongoing process for all agencies. Mr. Miner stated it might require putting a team back on it to be able to work it and keep it down. Mayor Andrews explained that the City is aware of the time frames and regardless of the hurdles that we face, we are going to get it done. Mr. Sasser stated there are a lot of tasks to be completed within the consent order and we are going to have to work on it and get it done. It states we shall complete all corrective actions required within three years and ten months, and you are saying we feel like that is possible. Mrs. Cain stated there are reports that need to be done on time and we cannot assume the other party is getting it done, we need to make sure it gets done. Mr. Miner stated yes we will make sure the reporting is done on time. Mayor Andrews stated a timeline chart would be a great tool to be able to keep up with the progress of the tasks included in the consent order. Mrs. Cain stated the guys need to be going out in the field and checking and logging. Mr. Miner stated yes they are going out there every day and checking and logging the information. Mr. Russell stated he knows they go out there every day and log the information because during the hurricane he saw them doing this. Mayor Andrews explained she feels we have a good grip on what needs to take place and we should be able to prepare a chart and that way the Council is aware of the tasks on a month to month basis. Mr. Butler asked if all of the Council can get that chart as soon as possible by email. Mr. Miner said he will begin working on a chart and get it emailed to the Council. Mayor Andrews asked for the chart to be prepared and emailed out prior to the meeting in March since that will already be about 30 days into this consent order process. Mr. Miner stated he will make sure that is done. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the FDEP Consent Order. The motion passed unanimously.

5. **Approval of P&Z Recommendation – Obert Funeral Home – Shannon Dale Obert, 761 Main St. Parcel #00-1280-0000.** Mr. Miner explained the petitioner, Shannon Dale Obert is requesting approval to develop a funeral home. The P&Z Board met on 01/24/19 and approved the Request for Development Order by a vote of 4-0. Mr. Russell asked if they will be required to have a holding pond and Mr. Miner stated yes they will have a holding pond. Mrs. Cain asked if they will have a paved parking lot and Mr. Miner stated yes they will have a paved parking lot. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the Request for Development Order for Obert Funeral Home – Shannon Dale Obert, 761 Main St. Parcel #00-1280-0000. The motion passed unanimously.

6. **Approval of Special Event Application – Easter Egg Hunt.** Mr. Miner explained this application is for the annual Community Easter Egg Hunt to be held on Wednesday, April 17, 2019 from 5:30 p.m. to 7:00 p.m. He stated food and drink will be provided free of charge. Mr. Butler asked if the area will be clear of debris by that time. Mr. Miner stated yes the park will be clear of debris. We do have our 5th Street project going on so there are materials and equipment being stored in that parking area but it can be flagged to keep people away from that area. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the Special Event Application for the Easter Egg Hunt. The motion passed unanimously.

7. **Noise Ordinance Update.** Attorney Jordan explained she prepared the draft ordinance for the Council and now she is looking for feedback about the draft. She asked if the areas included in the draft are the areas the Council would like to focus on and is there a disturbance listed that you would like to address. The Council agreed it looks like the direction they would like to go, they would like something that when the Police Department is called out there they have a way to enforce it. Attorney Jordan stated if it is then we can get it advertised for adoption. Mrs. Tanner explained we can put it on the agenda next month for first reading and then advertise prior to the second public hearing in April for final approval. Discussion ensued.

8. **Approval of Recreation Advisory Committee Members – Mack Campbell and Howard Bolton.** Mr. Miner explained we received two (2) applications for the recreation advisory committee. He stated if Mr. Campbell and Mr. Bolton are approved for the committee this will give us three (3) city residents and four (4) county residents on the committee. The Code allows for this, however, it requires an exception to be approved by the Council. The Council agreed that it is great that these two men are willing to serve on the board and we should not turn anyone away. Mayor Andrews explained we need to make a motion to approve the exception to approve the extra county resident, Mr. Mack Campbell. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the exception to approve the extra county resident, Mr. Mack Campbell and to also approve Mr. Howard Bolton as Recreation Advisory Committee Members. The motion passed unanimously.

9. **RFP for Mongoven Building – Fuqua & Milton, P.A. – Clay Milton – Discussion.** Mr. Matt Fuqua was present and explained they prepared the RFP and made changes to the dates in the advertisement and we will need to know where the Council would like to advertise. Mr. Fuqua suggested to advertise locally because of the cost for advertising. He stated the bids will be due on April 2, 2019 and that will give us enough time to get the information on the agenda for review and approval at the April meeting. Mr. Russell stated we can advertise in the Washington/Holmes papers and if it doesn't garner enough interest we can always go back and advertise in other papers. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to advertise the RFP for the Sale of Surplus Property of the Mongoven Building in the Washington/Holmes Newspaper. The motion passed unanimously.

10. **Grant Writer Update.** Mr. Miner explained he needs a little bit of direction on the types of grants/projects we are looking at going after and do you want it to be all inclusive. He stated he is preparing the RFP and just needs the additional direction so he can get it completed and advertised. Mr. Miner stated he cannot have it ready and awarded by the March meeting because a lot of the grants require at least three weeks advertising and then scoring it so probably April. Mrs. Cain asked if the Council will score the proposals and Mr. Miner stated typically the Department heads do the scoring. Mayor Andrews stated her concern is some of the committee may not know what to look for in that so I think your pool of who needs to be at that table needs to be revised. Mr. Miner stated it is up to the Council who scores the proposals. Mrs. Cain stated she thinks the Council needs to do the scoring, the council has done it in the past. Would you like them shortlisted? Mrs. Cain stated no, they want to see all of them. Attorney Jordan stated just a caveat about the Council being the ranking committee, it will have to be done in the Sunshine. There can be no shortlisting outside of the meeting. The Council was in agreement to do that. Mr. Miner stated the shortlisting is normally done in a public meeting. Mr. Russell said we can call a special workshop for it so it isn't done in a regular meeting. Mr. Miner said it will have to be advertised in a regional newspaper in order for it to qualify under some of the federal grants. The Council requested the proposal be advertised in Tallahassee, Washington County News and the Panama City News Herald. Mr. Miner explained he will have to finish the RFP in order to advertise sometime this month. If the Council is wanting to rank the proposals it will be a longer process so you are probably looking at an April timeframe of awarding. Mr. Butler asked that Mr. Miner get the Council the information as soon as possible so they can review it. Mrs. Cain said we need the information to go over the quicker he can get it to us. Discussion ensued.

Other Matters:

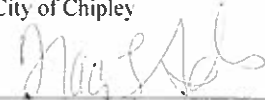
Attorney Jordan requested approval from the Council to go back and review the sex

offender ordinance again. She stated there are offenders registering in local motels and other things in the code she feels need to be revisited. Discussion ensued.

A motion was made by Council Member Butler and seconded by Council Member Russell to approve Attorney Jordan to look at the sex offender ordinance and bring it back to the Council for review. The motion passed unanimously.

The meeting adjourned at 6:35 p.m.

City of Chipley



Tracy L. Andrews, Mayor

Attest:



Patrice A. Tanner,
Assistant City Administrator/City Clerk