

**CITY OF CHIPLEY
REGULAR COUNCIL WORKSHOP
MINUTES**

March 7, 2019

5:00 p.m.

Attendees:

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

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

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Floyd Aycock, Fire Chief
Mr. Jimmy Cook, Water Utilities Director
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Ms. Page Fleming, Investigator/Code Enf. Officer

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. Sasser and Mayor Andrews 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 added item #14 – Inquiries.
- E. Presentation and Approval of Minutes.**
1. **Special Council Meeting – Executive Session – October 4, 2018**
 2. **Regular Council Workshop – February 7, 2019**
 3. **Regular Council Meeting – February 12, 2019**
- F. City Administrator and Department Head Reports.**

CRA – Ted Everett. Mr. Everett explained for the month of February 2019 the CRA Board met and approved two (2) Tree Removal Grants; one (1) Building Exterior Improvement Grant; and two (2) Emergency Loans. The CRA Board met and discussed the rules and guidelines for the new Non-Profit Grant and approved the grant application to be approved by the City Council. Mr. Everett explained the entity must be a 501c3 in order to apply for this grant. The CRA Board looked at numerous other city CRA grants in order to prepare this application. The Council requested Attorney Jordan to review the non-profit grant application prior to Tuesday night so it can be voted on at the meeting. Mr. Everett stated he is on the Opportunity Florida Board and these are the guys you hire to go to Tallahassee to fight for you. If you use what Opportunity Florida offers, you will come out ahead. Discussion ensued.

Code Enforcement – Page Fleming. Officer Fleming explained there were 54 active cases for the month of February. She explained there were two (2) citations written this month and they were habitual offenders with junk cars. The status of the property located at 736 2nd Street (Hicks Property) – the last action on this property was in December 2017 when the Code Board signed an order and the property was found to be in violation of overgrowth and unmaintained vegetation and structural disrepair; to date the property is assessing \$50.00 per day fines. The status of the property located at 506 Main Street (Sowell Property) – the last action on this property was in August 2016 when the Code Board signed an order and the property was found to be in violation of overgrowth and unmaintained vegetation and structural disrepair; to date the

property is assessing \$50.00 per day fines. Officer Fleming explained Mr. Sowell is the only one of 7 older properties that is responding to cleaning up the property to obtain a release of lien. These properties have prompted Code Enforcement to look into a new approach on what to do about the properties that have been through the Code Enforcement process. Code Board hearing, ordered to correct violations, but have failed to do so and are now assessing fines. The following are options the city can consider: Option 1 will take about 6 to 9 months – it includes foreclosing on the lien, the city purchasing the property in order to bring it up to code, list the property and sell it or continue ownership and maintain it; Option 2 will take about 2 to 4 months – it includes starting a new case file for violations, serve the parties involved and if they do not comply take it to the Code Board and start cleaning up the property; Option 3 will take about 6 to 9 months – it includes starting with option 1 and proceed with option 2 in the meantime. Mr. Russell stated his concern with the \$50.00 per day fine is most of the time the city does not get paid, we do not have the manpower to take over and clean these properties; he is of the opinion that we foreclose on the properties, sell them and get them back on the tax roll. Mr. Miner stated like option 3 allows. Attorney Jordan stated that if there are other liens that came before the city lien then those liens do have to be paid. Mr. Russell stated that he appreciates the fact that Officer Fleming is looking into options so something can be done. Mrs. Cain told Officer Fleming, "Good job and keep it up". Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained the Hurricane Michael Burn Authorization Impact Zones. The Division of Forestry is not issuing permits at this time without going out and looking at the properties and there are a lot of properties unable to be reached due to all of the rain and fallen debris from the storm, which will probably take this burn authorization into next year. Discussion ensued.

Planning & Zoning – Dan Miner. Mr. Miner explained there were 13 Land Use Compliance Certificates which were primarily related to hurricane damage, 2 construction permits and 2 sign permits. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained there was a slight downtick in criminal cases and an increase in traffic citations. Mr. Butler stated the posts on Facebook of the different arrests is really great. Chief Thompson stated Officer Curtis Porter has been moved into narcotics and Officer Jeffery Johnson moved internally from the part-time evidence position to the patrol position. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained the meters that were ordered should be here within the next 3 weeks and we will start replacing those at that time. Mr. Sasser stated the azaleas on the railroad track are dying. Mayor Andrews stated we are removing those due to safety issues for the railroad. Mr. Russell asked if we could look at the landscaping in general downtown. Mr. Russell asked if the contractor got into a gas line at Taco Bell. Mr. Lane stated yes they got into a gas line and we will bill them for the damages. Mr. Lane stated they are working on Shivers Park preparing it for the Easter Egg Hunt. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained basketball season has ended and registration for baseball/softball has ended and participation is up about 25 kids from last year. Mayor Andrews asked about the basketball championship game and having the teams come to the next meeting so we can recognize them. Mayor Andrews stated may we need to get a timing system for the lights at the ballfield because it is a waste of energy. Mr. Tate explained there is a timing system, we are just dealing with a couple of different coaches that we need to get a handle on. Mayor Andrews stated whatever you can do to keep the cost down will be great. Mayor Andrews stated, Mr. Tate you are doing an outstanding job. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of January showed a TSS violation of 6.0 mg/l and the limit is 5.0 mg/l and the cause of this violation is due to high flows. He stated we have not received all of the results for the month of February, but the results we have received show no violations. Mr. Cook explained work has started on reestablishing communication from storm damage and hopefully by the first of next week we will have spray field communication back up. Mrs. Cain asked if the generators are tested regularly and Mr. Cook stated yes they are run a minimum of 4 hours each week. Mr. Sasser asked if we have a Plan "B" in case this ever happens again and the gas system fails. Mr. Miner explained that there were multiple failures across the board and with gas being shut off that affects 2 water wells and now that we have the new water well it can be turned up to compensate for the other wells being down. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. We are continuing to work with the auditors on the annual audit; we are continuing to work on FEMA paperwork; we are continuing to gather information for the USDA Rural Development application for the sewer project. She explained citizens are continuing to utilize the credit card payment online/by telephone and at the counter so we have over 300 people currently using that method of payment, which amounts to about \$30,000 in utility bill payments. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the status of the following projects: Grant Writer – a draft RFP has been prepared and is being reviewed by Opportunity Florida for final advertisement; Downtown Park – the building downtown had asbestos and we have received an additional quote and the lowest quote is \$9,700; Reclaimed Water Distribution System/Spray field – the environmental survey and report is being performed at the present time to identify any potential issues as required by Rural Development and then the application will be submitted within the next two weeks; South Fifth Street Drainage Improvements – we will readvertise with bid alternates due to FDOT having additional funding; Fifth Street Resurfacing and Drainage Improvements (Phase II) – the contractors have received and are constructing storm water related piping in preparation for the underground work that will be completed prior to milling efforts. This project is going to close a portion of 5th Street this month in order to construct drainage piping that is crossing the roadway on 5th Street near Shivers Park; West Boulevard Roadway Improvements Project – we had to extend the advertising deadline for two weeks due to the lack of submittals; FRDAP Phase VIII – crews have been pouring sidewalks and finishing up landscaping; CDBG Water Line Project – we have awarded Fred Fox Enterprises with the Grants Administration and we have awarded Alday-Howell Engineering with the Engineering Services. Once the environmental assessment is complete we can move forward with design of the project; Hurricane Michael Recovery – debris cleanup continues with the last day to put debris out being March 15, 2019 and the last day for pickup being April 15, 2019. The city staff continue to work with Wheeler EMC establishing project worksheets to be submitted to FEMA; Sign Committee – at the last meeting the committee chairman recommended committee members submit their recommendations for review to submit to the city council. We may need to hold one more meeting prior to the submission to the council; Consent Order – the timeline for the consent order is shown in my report and we are tracking it to make sure all of the tasks are completed on time; Surplus Property – City Council voted to surplus the property known as the Mongoven Building and at the present time it is being advertised for sale as directed by the Council and the bid closing is April 2, 2019. We have had three people look at the building so far. Discussion ensued.

G. Agenda Items.

1. **Approval of Ordinance No. 957 (First Reading)** – Amendment to Chapter 11 – Private Property Standards and Abatement of Nuisances. Mr. Miner explained the attorney drafted this ordinance at the request of the Council due to several complaints from citizens. Mayor Andrews stated that the times need to be reconsidered. The following changes were agreed upon: section (a)(4) change 10:00 p.m. to 11:00 p.m.; section (a)(8) change 7:00 p.m. to 7:00 a.m. to sunset to sunrise (all three places in this section). Mr. Miner read Ordinance No. 957 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA,
PROVIDING FOR AUTHORITY; PROVIDING FOR AN
ADDITION TO AND AMENDMENT TO CHAPTER 11 OF
THE CITY CODE, ENTITLED “PRIVATE PROPERTY
STANDARDS AND ABATEMENT OF NUISANCES”;
RELATING TO PRIVATE PROPERTY STANDARDS AND
NOISE CONTROL; PROVIDING FOR SEVERABILITY;
PROVIDING FOR CONFLICTS; AND PROVIDING FOR
AN EFFECTIVE DATE**

2. **Approval of Resolution No. 19-20** – Water Utilities Water Department Vehicle Loan. Mr. Miner explained this resolution will approve a loan with Capital City Bank for \$21,959.00 with an interest rate of 3.55% and no closing costs, for a 2019 Ford F-150 ½ Ton Truck. We received three (3) quotes and Capital City Bank was the lowest. No further discussion.
3. **Approval of Resolution No. 19-21** – FY 18/19 Budget Amendment. Mrs. Tanner explained this resolution approves a budget amendment with an increase in the annual budget by \$1,090,422. It includes the two loans that were approved for the police car and the truck for the water utilities water department if the council approves agenda item #2. It also includes the new FDLE JAGD Grant; the new FDOT SCOP West Boulevard Grant; the new FDEO CDBG Water Line Grant; and the matching funds for the FDEO CDBG Water Line Grant. No further discussion.
4. **Approval of Resolution No. 19-22** – Support of House Bill 0191. Mr. Miner explained this resolution certifies our support for House Bill 0191 which is the Northwest Florida Rural Inland Affected Counties Recovery Fund. The Florida League of Cities is advocating for these funds for the entities affected by Hurricane Michael. Discussion ensued.
5. **Approval of Resolution No. 19-23** – FDOT Municipal SCOP Application Submission – 3rd Street/Church Avenue. Mr. Miner explained this application for grant funding consists

of resurfacing Church Avenue from North 2nd Street and reconstructing 3rd Street from Church Avenue to Watts Avenue. Discussion ensued.

6. **Approval of Resolution No. 19-24 – FDOT Municipal SCOP Application Submission – 7th Street.** Mr. Miner explained this application for grant funding consists of roadway improvements to 7th Street from South Boulevard to South Railroad Avenue. Discussion ensued.
7. **Approval of Bid No. 19-02 Chipley Water Line Repair – Prime Utilities, Inc. Mr. Miner explained this bid is to repair the water main that ruptured during the hurricane. It is a direct result of us losing our water system during the storm. This approval will award this project to the lowest and only bidder Prime Utilities, Inc. in the amount of \$49,435.68. Discussion ensued.**
8. **Kevan Parker Presentation.** Mr. Parker stated that the debris flyer that was sent out in the utility bills is working. The deadlines at this time are still 03/15/19 to put your debris out; 04/15/19 for the debris to be picked up; and 05/31/19 for the temporary debris sites to be cleaned up and FDOT invoiced for all of the work. Washington County has requested to extend this date out. The official State of Florida date is 07/11/19. There are options for debris that is still out after the final pickup is done as follows: the city can decide the debris left out is the property owner's responsibility; the city can take responsibility and hire a contractor to pick it up and pay the invoice; or the city can take responsibility and pick it up with city staff. He explained that FEMA has a private property debris removal process and the county has agreed to this if FEMA will approve it and if FDOT will pay for it. He stated next week is an entire week full of FEMA site inspections for the city and FEMA has a self-certification process that can be used for projects that are already complete. Mr. Butler asked if there is something people need to do now to get approval for private property pickup and Mr. Parker stated no, not yet since it is not approved at this time, but they can call to be put on the list. The city will be the ones to approve how far in the yard the debris can be picked up. He stated Blountstown approved 50 feet. Mr. Parker stated that once the individual signs the right-of-entry they are clearing the city, county, state and FEMA from damages. The city has had the following debris picked up to date: 193,000 cubic yards; 1,600 hangers; and 116 trees. He explained we are concentrating on the parks this week. Mr. Miner asked what happens if private property is not approved by FEMA. Mr. Parker stated they are approving it, we just don't want to move forward until we know who is footing the bill. Mr. Parker asked that citizens only put eligible debris out for pickup because anything else will not be picked up. Mr. Parker stated we are recovering! Mr. Lane stated that Amnesty is normally done during the month of April. The council was in agreement to postpone it until the Fall. Discussion ensued.
9. **Approval to Dispose of Surplus Property – Police Department.** Mr. Miner explained this request is to dispose of a 2010 Dodge Charger in the Police Department. Discussion ensued.
10. **Approval to Dispose of Surplus Property – Police Department.** Mr. Miner explained this request is to dispose of a 2008 Ford Crown Victoria in the Police Department. Discussion ensued.
11. **Approval of FDEO CDBG Grant Engineering Services Contract – Alday-Howell Engineering, Inc.** Mr. Miner explained the council approved the CDBG Engineering Services award last month for Alday-Howell Engineering, Inc. and the fees for the project have been negotiated and the amount they are requesting is \$99,985.00. Discussion ensued.
12. **Richard Williams Opportunity Florida Grant Writer – Discussion.** Mr. Richard Williams with Opportunity Florida was present to give the council an overview of what to look for in a contracted Grant Writer. The following are some things to look for in a grant writer: make sure the grant writer is paying their way, it should not cost the city to have a grant writer; the grant writer does not work alone, they need staff assistance to be able to get the information for the grants they write; do not pay a grant writer to write a grant that you are guaranteed to get anyway; set limits with an approval process; make sure they know who their boss is because too many bosses can make a job impossible; be careful in the selection process; make sure they are a good fit for and that they know the city. He explained this is a position that could really pay off for the city. Mayor Andrews thanked Mr. Richard Williams and Mr. Roy Baker for coming over to discuss this with the Council. Mr. Williams explained this is a service we provide for the City as members of Opportunity Florida. Mrs. Cain stated we need to make sure the grant writer knows the city and cares about the city. Mayor Andrews stated it is great to know we have Opportunity Florida as a resource. Mr. Williams explained some of the things they offer for the city as members: there are scholarships available for different things such as the

Gulf Power Symposium and the Economic Development Summit; we go to Tallahassee and fight for the communities during the Legislative Session; and we would like to work with the city on the Job Growth Grant application this year if the funds become available again. Economic Growth is important and it's going to be a long recovery process because of the hurricane but there will be recovery and we need to come back stronger than we were. Discussion ensued.

13. **Council Meeting Time Change** – Discussion. Mr. Miner explained that he understood the Council to say they do not have enough time to review the materials prior to the workshop each month. It is difficult to get the packets out any earlier than we do now because we do not usually have the information until after the first of the month. The Council was all in agreement to leave the day and time for the workshop and the meeting the way they are currently scheduled. If we have items that come in after the packets are delivered the Council was in agreement that they are okay with us adding items to the agenda as necessary. Discussion ensued.

Other Matters:


Mayor Andrews made the Council aware we have received our letter back from one of the Indian Tribes stating they do not feel the CDBG Water Line Project will harm the environment as it relates to the tribe. No further discussion.

Mayor Andrews explained that it came up at one of the Neighborhood Watch Meetings that they would like to see a stop light at Highway 77 and Highway 273 because it is such a dangerous intersection. FDOT will do a traffic study which will take about 60-90 days and they will let us know the results. Discussion ensued.

Mrs. Cain thanked Chief Thompson and his staff for patrolling 3rd Street and 5th Street.


The meeting adjourned at 6:50 p.m.

City of Chipley



Tracy L. Andrews, Mayor

Attest:



Patrice A. Tanner,
Assistant City Administrator/City Clerk