

**CITY OF CHIPLEY
REGULAR COUNCIL WORKSHOP
MINUTES**

April 4, 2019

5:00 p.m.

Attendees:

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

Mr. Brett Butler, Mayor Pro-Tem
Mr. Tommy Sasser, Council Member

Absent:

Mr. Kevin Russell, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief
Mr. Floyd Aycock, Fire Chief
Mr. Guy Lane, Public Works Director
Mrs. Michelle Jordan, Attorney

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk
Mr. Jimmy Cook, Water Utilities Director
Mr. Brock Tate, Recreation Director
Ms. Page Fleming, Investigator/Code Enforcement

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 Mrs. Cain and Mr. Butler 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.**
- E. Presentation and Approval of Minutes.**
1. Regular Council Workshop – March 7, 2019
 2. Regular Council Meeting – March 12, 2019
- F. City Administrator and Department Head Reports.**

Code Enforcement – Page Fleming. Officer Fleming explained there were 54 active cases for the month of March with the majority of the cases being junk, trash and debris. She explained there was one (1) citation written this month and it was due to trash, debris and no 911 address. The status of the property located at 736 2nd Street (Hicks Property) – the existing case has been turned over to the attorney and we have started a new case under the guidelines of the current ordinance that is in place. The status of the property located at 506 main Street (Sowell Property) – Mr. Sowell has been in contact with us and he is working on getting quotes for work to be done and we have started a new case under the guidelines of the current ordinance that is in place just in case he does not follow through. The status of the property located at 740 2nd Street – this property is under a FDEP violation from 10/2011 and there is a deed restriction on this property and FDEP attorneys are getting a vacate order for it. Officer Fleming explained a new case has been opened on the old Dairy Dip property and we have three (3) cases going to the Code Board this month on April 18, 2019 at 3:00 p.m. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained things have picked up since the rain quit. He stated the call count looks high but if you look at the mutual aid those are up. Mayor Andrews asked if we are issuing burn permits and Chief Aycock stated we determine that on a day-by-day basis because the winds have been rough. Discussion ensued.

Planning & Zoning – Dan Miner. Mr. Miner explained there were 12 Land Use Compliance Certificates which were primarily renovations, barns and roofs related to hurricane damage. 1 tree removal permit, 1 demolition permit and 3 sign permits. Mr. Miner stated we have a siting of a manufactured home on the Planning & Zoning agenda for next month. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained it was a busy month. Criminal cases have doubled. Mr. Butler stated he has been keeping up with the posts on Facebook and shares the information when he sees it. Mr. Sasser stated he received an email about a JAG Grant and wanted to make sure Chief Thompson was aware of it. Mr. Thompson stated he is aware of it. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained the water registers are in stock now and we should have them complete by next week. The Public Service Commission was here and we passed our annual audit of the gas system. Mayor Andrews asked if these registers will lessen the number of rereads and Mr. Lane stated they will. Mr. Miner explained the debris contractor is picking up in Chipley this week. Once this ends we will start our normal pick-up of leaves and shrubs but there will be a charge for the hurricane debris. There has been discussion of an extension but nothing has been confirmed. Ms. Cheryl McCall stated that Pensacola dealt with debris pick-up for a year after Hurricane Ivan: you may want to check and see how they dealt with it. Mr. Miner stated we are going to have to decide when to cut it off. Mrs. Cain stated yes, but our citizens pay taxes and we need to do all we can. Mr. Sasser asked if the water line replacement project is complete on West Boulevard. Mr. Lane explained it is complete but we are cutting in the service lines across the road now instead of when we originally did the water lines so the cuts in the road won't be there as long waiting on the project to start. Mayor Andrews asked about broken head stones at the cemetery. Mr. Miner stated we are not responsible unless we damage them. Mr. Lane explained the cemetery/grounds department started spraying weed killer to prevent the weed eaters from hitting the head stones. Mayor Andrews stated you are doing a great job. thank you. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained they are staying busy preparing for baseball/softball season with Opening Day being this Saturday. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of February showed three TSS violations due to high flows. He stated we have not received all of the results for the month of March, 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 end of this month we will have full communication back up at the Davidson and Golf Course sprayfields. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. We are continuing to work with the auditors on the annual audit and we are continuing to work on FEMA paperwork. We had an internet failure which had us down for close to a week but everything is back up and running now. We are continuing to see an increase in credit card payment utilization each month. She explained disconnects were not complete as of the time of this report but the final number of accounts disconnected for non-payment were 37. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the status of the following projects: Grants and Planning Consultant – the engineers along with city staff prepared documentation to submit to FDEP for projects that occurred due to Hurricane Michael: these projects included a water main repair, SCADA damages and manhole repairs: these funds were approved but we will not be utilizing these funds because they are grant/loan and FEMA will reimburse the projects at 100%; Grant Writer – a RFP was advertised and the closing date is April 12, 2019; we will need to hold a meeting during the month of April for the Council to approve the selection committee recommendation; Downtown Park - the building downtown had asbestos and Cason Environmental and Demolition was awarded the bid to remove it and they are scheduled to begin work in about two weeks; 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; the Environmental Review of the new sprayfield has been completed with no findings of significant impact to the area; the Preliminary Engineering Report has been completed and submitted to FDEP for review and comment prior to final submission; and the electronic application to USDA is complete and ready for submission upon getting FDEP and USDA final comments and corrections completed; South Fifth Street Drainage Improvements – the bid package is complete and has been submitted to FDOT for review and final comment prior to advertising by the end of this month; Fifth Street Resurfacing and Drainage Improvements (Phase II) – the drainage work took longer than expected so the road closure has continued and we have had some deductive/additive change orders in the process; West Boulevard Roadway Improvements Project – we received responses for Design and CEI Services and the Selection Committee has ranked both services and they are on the agenda for approval this month; FRDAP Phase VIII – the picnic pavilion is complete and one piece of playground equipment has been installed; a second piece of playground equipment is being constructed; CDBG Water Line

Project – the final Environmental Review is being prepared for advertisement and review by FDEO; this process takes approximately 45 days and if it indicates no significant impact to the proposed project areas then FDEO will release funds to begin 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; as of April 1, 2019 Crowder Gulf has picked up 201,103 cubic yards of vegetation debris inside the city limits; they have removed 1,605 hangers and 116 leaners; and they have picked up 11,442 cubic yards of C&D materials; Mrs. Cain asked about a tree leaning on Chesnut Hill by the pond and Mr. Miner stated that is County property and they are aware of it; Sign Committee – Mr. Paul Goulding is present tonight to discuss the findings of the Sign Committee; 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 was April 2, 2019; we received 1 bid and it is on the agenda this month. Discussion ensued.

G. Agenda Items.

- 1. Approval of Ordinance No. 957 (Public Hearing) – Amendment to Chapter 11 – Private Property Standards and Abatement of Nuisances.** Mr. Miner explained this ordinance, if approved, will provide noise control provisions. Mr. Butler asked about changing the wording on #8 to “the Planning Department” instead of “he”. Mrs. Jordan stated it was not a problem to make those changes. Discussion ensued.
- 2. Approval of Resolution No. 19-25 – Water Utilities Department Tractor Loan.** Mr. Miner explained we received three (3) quotes and Capital City Bank was the lowest with an interest rate of 4.15% for seven (7) years with no closing costs, in the amount of \$71,755.15. Discussion ensued.
- 3. Approval of FDOT SCOP West Boulevard CEI Services Award – David H. Melvin, Inc.** Mr. Miner explained based on scoring by the Selection Committee the recommendation of the West Boulevard CEI Services award is David H. Melvin, Inc. If negotiations are not met we will move onto the next highest ranked firm. Discussion ensued.
- 4. Approval of FDOT SCOP West Boulevard Design Services Award – Genesis Halff, Inc.** Mr. Miner explained based on scoring by the Selection Committee the recommendation of the West Boulevard Design Services award is Genesis Halff, Inc. If negotiations are not met we will move onto the next highest ranked firm, but keep in mind that if David H. Melvin negotiates and a contract is approved for the CEI, that firm will not be able to also do the Design for this project. If that happens and negotiations are not acceptable with Genesis Halff, Inc., then we will move onto the third ranked firm for the Design. Discussion ensued.
- 5. Approval of Bid No. 19-03 Chipley Sidewalk Repairs – S.H. Hayes Enterprises, LLC.** Mr. Miner explained this bid is to repair the sidewalks, curb and gutter which were damaged by Hurricane Michael and these funds are reimbursable by FEMA. Discussion ensued.
- 6. Approval of the Sale of Surplus Property – Mongoven Building.** Attorney Jordan explained the City received one bid in the amount of \$1,000.00 on the sale of the Mongoven Building and all of the paperwork looks to be in order. The Council will need to vote on Tuesday night as to whether they will accept or reject the bid. Discussion ensued.
- 7. Approval of Federal Emergency Management Agency Public Assistance Funding Agreement – Hurricane Michael.** Mr. Miner explained this is the agreement required in order for the City to receive reimbursement through FEMA. The amounts will not be filled in until FEMA knows what our total project reimbursement will be. Discussion ensued.
- 8. Sign Ordinance Review Committee Recommendations – Paul Goulding.** Mr. Paul Goulding was present to provide the Sign Committee findings. Mr. Goulding thanked the Council for allowing input from the community. He explained the committee met numerous times throughout the months of January and February and the committee was made up of Mr. John Ostrowski, Ms. Regina Wolfgang, Mr. Dennis LaRue, Chief Thompson and Investigator/Code Officer Page Fleming was also present at the meetings. Mr. Goulding stated that the City Sign Ordinance “as is” is completely fine and enforceable. He explained the committee would like to see a specific type of sign which is brought in at night, rules for the size and rules for the time limit. There are several businesses downtown that are already using this type of sign but you can run into ADA compliance issues. We were thinking we should adhere to the 60 days for election signs.

We feel that enforcement needs directions. We realize small businesses are going to have to get creative with their advertising techniques. He further explained that the committee does not have specific suggestions for these signs, and they may vary, but this seems to be a possible solution, if correctly utilized and enforced. Mr. Goulding explained that education of your businesses is going to be paramount, so maybe a small packet of the sign code being issued at the time a new business comes in for a license would be a good start. The Council thanked Mr. Goulding and the others on the committee. Discussion ensued.

9. **Engineering Update** – Mott MacDonald. Mayor Andrews stated Mott MacDonald will be present at the meeting Tuesday night to give an update on the sprayfield project. No further discussion.

Other Matters:

Mayor Andrews explained we will have a couple of items to add to the agenda on Tuesday night. One will be a Request for Inclusion for FDEP and the second item will be a proclamation for Child Abuse Prevention Month. No further discussion.

Mayor Andrews reminded everyone that the Annual Easter Egg Hunt will be at Shivers Park on April 17, 2019 at 5:30 p.m. The kids usually come out at 4:30 p.m. because there will be hot dogs distributed by the Fire Department. If the Council is interested we can hand out chips and the Chief said he will pick them up and then we can get the money to him. Mr. Miner stated he will make sure there are tables and chairs at the event for the Council. Discussion ensued.

Mrs. Cain asked if we are going to discuss the traffic study at all. Mr. Miner stated he was going to respond to the Mayor in an email. We are still working on several streets and it is going to take a while. Mrs. Cain stated she is not sure how they did this study. Mayor Andrews stated it would be better to do it all in one setting. Mrs. Cain stated if you have a police car sitting there people are going to naturally slow down. It was agreed it can be discussed once the study is complete. No further discussion.

The meeting adjourned at 6:16 p.m.

City of Chipley



Tracy L. Andrews, Mayor

Attest:



Patrice A. Tanner,
Assistant City Administrator/City Clerk