

City of Chipley
Regular Council Workshop
Minutes
July 8, 2019 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor (In @ 5:23 p.m.) Mr. Brett Butler, Mayor Pro-Tem
Mrs. Linda Cain, Council Member Mr. Tommy Sasser, Council Member
Mr. Kevin Russell, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Scott Thompson, Police Chief Mr. Floyd Aycock, Fire Chief
Mr. Brock Tate, Recreation Director Mr. Jimmy Cook, Water Utilities Director
Mr. Ambers Carter, Asst. PW Director Mrs. Michelle Jordan, City Attorney (Out @ 5:45 p.m.)

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 Pro-Tem Butler at 5:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mrs. Cain and Mr. Sasser 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 no 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 – June 6, 2019.
2. Regular Council Meeting – June 11, 2019.
- F. City Administrator and Department Head Reports.**

Community Redevelopment Agency (CRA) – Ted Everett. Mr. Everett explained the CRA Board has discussed some policies and procedures to be implemented in order to make the grant and/or loan process more efficient, with timelines included as well as the amount of funding that can be issued to one building owner per address, not business owner. Only the building owner can get

the funding and it is per location/address. Mr. Everett explained the board discussed the allowance of painting the buildings and the timeframe in between issuing grants for the painting of the buildings, so we are making good use of the taxpayers' dollars. He explained we are trying to be very comprehensive but there might still be other questions that come up later. The City Attorney will be attending the next CRA meeting to give her input. Mr. Everett stated the Council discussed holding a workshop to discuss the disaster recovery funds and economic development to see what potential projects can be sought after. He explained the state is looking at transportation and sheltering projects that have a direct relation to hurricanes. We need to get a date for the meeting. Now is the time to have these discussions, not later. Mr. Everett stated there is \$40 million in the job growth fund this year. Mr. Miner stated he has spoken with Mr. David Melvin numerous times and expressed the need to go after the free money to help offset the loan portion of the USDA/FDEP spray field project. On the SR77 alternate route project he explained FDOT is currently working on a feasibility study to determine if a widening project and/or alternate route is supported by the amount of traffic. The feasibility study should be complete by the end of September and if the study supports the widening then a PD&E study would be conducted which could be complete by September 2020; design would then take up to 2 years and property acquisition would also take up to 2 years; then, assuming the funds are available for every phase of the project, the best case scenario would be going to construction in 5 years and a project duration of 3 years. He explained that back in 2005/2006 the City Council was opposed to the truck route and others were opposed to the two-way pairs. Mr. Miner stated he will be contacting the State to see if an email, resolution or letter is needed stating the Council is in support of any alternative route the state may look at. Mr. Everett stated that based on the history of this project he feels a resolution would be the strongest to make it known you are for this. The most important thing the EDC will be concerned with will be where they put the retention ponds and where the curb cuts will be; if you take your best commercial land and put retention ponds there, then you have lost opportunities. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it was a normal month with a couple of brush fires due to the July 4th Holiday. Discussion ensued.

Planning & Zoning – Dan Miner. Mr. Miner explained there were 3 Land Use Compliance Certificates which were a sign, generator and garage; 1 tree removal permit and 1 sign permit. Discussion ensued.

Code Enforcement – Scott Thompson. Chief Thompson explained there were 44 active cases for the month of June with the majority of the cases being junk, trash and debris. There were no cases brought before the Code Board this month. We get a couple of people to comply and we close a case and then we get a couple of new cases. Mr. Miner explained the Code Enforcement/Planning Officer position has been advertised and it is advertised as open until filled because if we do not advertise it that way, then we have the expense of having to re-advertise if we are unable to fill the position with the applicants we receive by a due date. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained things are back to normal this month. He stated the 4th of July was not horrible, we did the best we could. He explained there was a 30 person narcotics round up and there are only 2 still at large. Discussion ensued.

Public Works – Ambers Carter. Mr. Carter explained everything is going good. The highway 77 water line project is in progress. Mr. Butler asked if the concrete that we have been placing in the ditch that crosses at Main Street and Forrest Avenue has presented a problem over the years. Mr. Carter stated that they have not seen any issues with it but they do keep a check on all of the ditches. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained everything is going good. We will be starting soccer sign-ups in August. Mr. Sasser asked if there were any issues with the soccer field after the Watermelon Festival like there were last year. Mr. Tate stated that there were not any issues this year. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of May show no violations. He stated we have not received all of the results for the month of June, but the results we have received show no violations. We are continuing to mow with the new tractor at the spray fields. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. The FY 2017-2018 Financial Statements have been issued to the City in electronic format and we have now received the bound copies and all of the Council should have a copy. Mr. Hilton Galloway is present this evening and will discuss the audit. Mrs. Tanner stated we are continuing to work on the annual budget process. Discussion ensued.

Administration – Dan Miner. . Mr. Miner explained the status of the following projects: Grant Writer – he is already working hard for us with the State Representatives and the State Agencies and the communication has been good; Reclaimed Water Distribution System/Spray field – the Washington County Planning Commission will meet on July 9, 2019 at 5:00 p.m. to vote on the special exception request for the proposed spray field and then the Washington County Board of County Commissioners will meet on July 25, 2019 at 9:00 a.m. to vote on the special exception for final approval; South Fifth Street Drainage Improvements – bids were received for the project with 3 responsive bidders and the engineers recommendation is to award to North Florida Construction as the low and responsive bidder in the amount of \$422,450.20; Fifth Street Resurfacing and Drainage Improvements (Phase II) – project construction is complete and the final closeout documents are being completed for final payment reimbursement purposes; West Boulevard Roadway Improvements Project – the engineers have begun surveying activities and preliminary engineering activities are underway as well; FRDAP Phase VIII – this project is complete and the final closeout documents have been submitted to FDEP for review and final reimbursement. Mrs. Tanner stated we have already received payment for the grant in full; CDBG Water Line Project – the Environmental Review is complete and has been sent to FDEO and we anticipate to release the engineer to work this month on design; Hurricane Michael Recovery – the city funds expended to date are about \$510,000; insurance reimbursement to date are \$74,156.58; FEMA reimbursements to date total \$84,614.27; all projects are moving forward, it is just a slow process; 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; we submitted a second in-kind project to FDEP for review and approval and it is for aeration at the Golf Course spray field; Surplus Property – the closing on the Mongoven building took place on June 17, 2019 and is now final; State Road 77 Alternative Routes – Mr. Miner explained FDOT is currently working on a feasibility study to determine if a widening project and/or alternate route is supported by the amount of traffic. The feasibility study should be complete by the end of September and if the study supports the widening then a PD&E study would be conducted which could be complete by September 2020; design would then take up to 2 years and property acquisition would also take up to 2 years; then, assuming the funds are available for every phase of the project, the best case scenario would be going to construction in 5 years and a project duration of 3 years. Mr. Sasser asked if the sketches that were presented before are still available for review. Mr. Miner stated FDOT is having to start the project from the beginning so they do not have those available. He explained that back in 2005/2006 the City Council was opposed to the truck route and others were opposed to the two-way pairs. Mayor Andrews stated that at some point the City will have a seat at the table to discuss it. Mr. Miner stated at this point we need to let FDOT know if the Council is in favor of an alternate route. Discussion ensued.

G. Agenda Items.

1. **Fiscal Year 2017-2018 Annual Financial Statements** – Carr, Riggs & Ingram, LLC – Hilton Galloway. Mr. Galloway reviewed the annual audit with the Council. He explained that the City is in very good shape and the money has been managed well. The fund that does concern him is the Gas Fund and that is because it has been at a deficit for a few years now and it is eating away at the general fund reserves because it is having to borrow from that fund. However, it is his understanding that the City is already taking a proactive stance on working toward increasing rates and that will definitely help. The City has about a 98 day fund balance reserve and the mandate is that municipalities have at least a 90 day fund balance reserve in case of an emergency. Discussion ensued.

2. **Approval of Resolution No. 19-31** – FDLE JAGD Grant Application. Mr. Miner explained this resolution will authorize the filing of an application for the Edward Byrne Memorial Justice Assistance Grant Direct in the amount of \$1,135.00. Chief Thompson explained that this grant will be used to purchase CPR masks and trauma tourniquets which will assist in the welfare of the officers and the public when involved in medical emergencies. Discussion ensued.
3. **Approval of FDOT LAP 5th Street Drainage Improvements Construction Bid** – North Florida Construction, Inc. Mr. Miner explained this will approve awarding to the lowest bidder, North Florida Construction, Inc. in the amount of \$422,450.20. The engineers have evaluated the bids and have determined that North Florida Construction, Inc. is the apparent low bid. Mr. Miner stated we received concurrency from FDOT today. Discussion ensued.
4. **Life Management Center** – Hurricane Support. Ms. Keisha Collins and Ms. Sharon Jones with Life Management were present and discussed Project Hope, an emotional support program, and how it can help the City of Chipley. This is a project sponsored by FEMA to collect data on trauma due to the hurricane. She explained we need help getting the information out to the citizens. The program will last until February, but if we can show the need it is possible FEMA will extend the program. We are here to help the individuals navigate resources and we want them to know we are available. Ms. Collins stated she will get flyers to the Mayor. The Council thanked them for doing this program. Discussion ensued.
5. **Resolution No. 19-32**. Mr. Miner explained this resolution will approve the FDOT LAP 5th Street Drainage Improvements Project Supplemental Agreement in the amount of (\$45,180). This will bring the total agreement to \$500,375.00. Discussion ensued.
6. **Arts Learning Academy Impact Fee Waiver Request**. Mr. Miner explained Ms. Trina Hill will be present at the Council Meeting tomorrow night to request this waiver. No further discussion.

Other Matters:

Mayor Andrews asked Mr. Miner if there will be sand/sand bags available for the upcoming storm and Mr. Miner stated we are monitoring the storm and we will have sand/sand bags available to the citizens. No further discussion.

The meeting was adjourned by Mayor Pro-Tem Butler at 6:26 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner
Assistant City Administrator/City Clerk