

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

**Attendees:**

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

Mrs. Linda Cain, 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. Guy Lane, Public Works Director

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Floyd Aycock, Fire Chief  
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. 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 – July 8, 2019.  
2. Regular Council Meeting – July 9, 2019.
- F. City Administrator and Department Head Reports.**

Police Department – Scott Thompson. Chief Thompson explained it has been a busy, busy month. There were 82 criminal cases for the month of July. The officers have worked 96 hours of overtime working these cases. Mr. Russell asked if there have been reports of vehicles being egged. Chief Thompson stated no he has not had reports of vehicle being egged but there have been numerous burglaries of vehicles and businesses. Mayor Andrews asked that people make sure they are locking their vehicles. Chief Thompson stated that citizens need to lock their cars, but also they do not need to leave tempting items visible. Mr. Russell stated there is a lot of foot traffic after 11:00 p.m. at night. Chief Thompson explained the City does have a curfew for juveniles, but not adults. Discussion ensued.

Code Enforcement – Scott Thompson. Chief Thompson explained there were 42 active cases for the month of July with the majority of the cases being junk, trash and debris. There were no cases brought before the Code Board this month. Mrs. Cain asked if we are making any progress on the trailer park. Chief Thompson stated that is one of the cases that was turned over to the Attorney. Mr. Russell asked about the brown paper on the windows of the downtown buildings and if that is a code violation because it looks bad. Mr. Miner stated he will look into that. Mr. Miner explained that candidates have been interviewed for the Code Enforcement/Planning Officer position and we will be offering the job to one of the candidates. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it was an active month. Mr. Russell stated that the Fire Department cooked for the Back to School activities, they do a lot for our schools. Mayor Andrews stated the Fire Department is very active in the community and we appreciate your commitment to the community. Discussion ensued.

Planning & Zoning – Dan Miner. Mr. Miner explained there were 6 Land Use Compliance Certificates which were all hurricane related. Mr. Russell asked about the issue with the parking lot at the Woman's Club. Mr. Miner stated they are looking into that and hoping to hire an engineer free gratis maybe to help them with that. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained we are working three men down and will have a 4<sup>th</sup> opening on Monday. We have five applicants and two have dropped out because they are already employed. Mr. Russell stated that we need to figure out what to do with the salaries if we cannot keep people. Mrs. Cain stated we are going to have to adjust something to keep good people. We need to look at the salaries and adjust them. Mr. Russell stated we owe it to our employees. The Council agreed we need to work on a program to get our salaries increased. The highway 77 water line project is now complete. Mr. Sasser asked about the antique lamps downtown. Mr. Lane stated we are waiting on fixtures to come in. Discussion ensued.

Recreation – Brock Tate was absent. Mr. Miner explained everything is going good. We will be starting soccer sign-ups August 15<sup>th</sup> through September 1, 2019. Mayor Andrews stated there will be a Back to School Drive this Saturday, August 10, 2019 at 10:00 a.m. with school supplies. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of June showed one violation for PH, which was a calibration issue. He stated we have not received all of the results for the month of July, but the results we have received show no violations. We are continuing smoke testing on the north side of town. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. 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 – Mr. Melvin is assisting the city in securing a piece of property for an intermediate pump station located on State Park Road; Downtown Park – Mr. Russell asked about the possibility of expanding the Downtown Park project to include all of the downtown area possibly providing landscaping and ADA compliance throughout. Mr. Miner stated we are planning to budget

\$70,000 for engineering for this project in order to have a shelf ready project when we apply to the CDBG program because this will give us extra points on the application. Mayor Andrews stated that we need a visionary plan; we need to visit other downtown areas and look at what they have come up with; Mr. Miner stated that the Mayor brought an article to his attention that is related to fighting blight with initiative to tear down dilapidated properties. The article explained a process they use in Montgomery to deal with the same issues we are dealing with in Chipley. He stated there is such a need for low to moderate income housing in Chipley. He explained there is a legal method and our Attorney will need to look at that. Mayor Andrews stated we need to start looking at what we want to do to move forward. Reclaimed Water Distribution System/Spray field – the Washington County Planning Commission and the Washington County Board of County Commissioners have approved the special exception for the new sprayfield on Pike Pond Road and we are reviewing 60% plans on Monday; South Fifth Street Drainage Improvements – the CEI firm is arranging a preconstruction conference August 15th with the contractor and FDOT personnel; West Boulevard Roadway Improvements Project – the engineers have begun surveying activities and preliminary engineering activities are underway as well; 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 \$520,000; insurance reimbursement to date are \$74,156.58; FEMA reimbursements to date total \$260,000; Consent Order – we submitted a second in-kind project to FDEP for review and approval and it was not accepted by FDEP so we were required to pay the \$4,000 fine; 7<sup>th</sup> Street Resurfacing Improvements Project – this project has been funded through the FDOT Municipal SCOP program and it is from South Boulevard to South Railroad Avenue; it includes milling and resurfacing, drainage improvements, pavement markings and signage; Surplus Property – the purchasers have hired an engineer and the engineer believes it is in a lot better shape than was anticipated so they are interested in possibly having apartments upstairs to lease out; they are continuing to look at options to pay for it all to be done; 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. He explained that back in 2005 the City Council was opposed to the truck route and others were opposed to the two-way pairs. Mayor Andrews stated that we need to show effort to be able to move forward and grow our city. We cannot go back and change what was done in 2005. Mr. Miner stated that a resolution in favor of the process to mitigate congestion on our city streets will be a good start to show FDOT that we are interested in moving forward. Discussion ensued.

#### **G. Agenda Items.**

1. **Citizen Recognition.** Mayor Andrews explained this will be done at the Council Meeting on Tuesday, August 13, 2019 at 6:00 p.m. No further discussion.
2. **Approval of Resolution No. 19-33** – Fiscal Year 2018-2019 Budget Amendment. Mrs. Tanner explained this resolution decreases the annual budget by \$44,683. She stated it amends the budget to include the deduction in the FDOT LAP 5<sup>th</sup> Street Drainage project agreement in the amount of \$45,180 and it also amends the Bulletproof Vest Grant funds into the budget in the amount of \$497. No further discussion.
3. **Approval of the Fiscal Year 2019-2020 Budget and TRIM Schedule.** Mr. Miner explained this schedule includes the required dates for adopting the millage and budget so we do not have conflicting dates with the County or School Board. We will set dates for budget workshops at a later time. No further discussion.
4. **Approval of the Termination and Release of Lease Agreement** – Porter Construction. Mr. Miner explained this is the termination and release for Porter Construction for the

property at 33 Pike Pond Road. We will issue them a refund in the amount of \$1,899.00 for terminating the lease early. Discussion ensued.

Other Matters:

Mayor Andrews stated that the Council would like a quarterly report from the Grant Writer as per the agreement. Mr. Miner stated he will get in contact with Mr. David Melvin and get that information to the Council as soon as possible. No further discussion.

The meeting was adjourned by Mayor Andrews at 5:55 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner  
Assistant City Administrator/City Clerk