

***City of Chipley***  
**Regular Council Workshop**  
**Minutes**  
**September 5, 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  
Mr. Brock Tate, Recreation Director  
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Floyd Aycock, Fire Chief  
Mr. Jimmy Cook, Water Utilities Director  
Mr. Calvin Sherrouse, Code Enf./Planning 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 Mrs. Cain 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.** Mayor Andrews added item #8 – Special Event Application – Chipley Christmas Fest and item #9 – FGU Presentation – Tom Geoffrey. No further discussion.
- E. Presentation and Approval of Minutes.**
1. Executive Session – December 11, 2018.
  2. Special Council Meeting – August 8, 2019.
  3. Regular Council Workshop – August 8, 2019.

#### 4. Regular Council Meeting – August 13, 2019.

#### F. City Administrator and Department Head Reports.

Police Department – Scott Thompson. Chief Thompson explained it has been a busy month. We have been working on burglaries. We will be down one position when Officer Slater leaves in a week. Discussion ensued.

Code Enforcement – Dan Miner. Mr. Miner explained there were 42 active cases for the month of August with the majority of the cases being junk, trash and debris and overgrown lots. There were no cases brought before the Code Board this month. Mr. Miner introduced Mr. Calvin Sherrouse as the new Code Enforcement/Planning Officer. Attorney Jordan stated she is currently working on three Code Enforcement cases. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it was a slower month. He stated ISO is coming this month. We will have a mutual aid agreement with the County on the aerial truck that we will house here at the City. We will do the preventative maintenance and they will pay for the truck. Mayor Andrews stated this is a great partnership with the County. Mr. Sasser asked about the bunker gear that was approved in a grant and Chief Aycock explained the grant was approved for 100% instead of 50%/50% match and we have ordered the bunker gear and we are waiting for it to come in. Discussion ensued.

Planning & Zoning – Dan Miner. Mr. Miner explained there were 4 Land Use Compliance Certificates. No further discussion.

Recreation – Brock Tate. Mr. Tate explained everything is going good. We are preparing for the upcoming soccer season. We have had 171 participants sign up and registration ends on the 6<sup>th</sup>. We do not currently have enough coaches but we have put it on Facebook and hope to have enough by the time we pick teams. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained everything is going good. We delayed the fall cleanup but we are hoping to have it 10/14/19 – 11/08/19 and we should be able to get it in the utility bills the end of September. We are still down four positions but we are doing interviews next week so we hope to fill some of those vacant positions. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of July showed no violations. He stated we have not received all of the results for the month of August, but the results we have received show no violations. We are continuing smoke testing on the north side of town. We have not found anything really measurable at this time. Mayor Andrews asked about the generators being checked and Mr. Cook stated the generators are checked once every two weeks. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. We are continuing to work on the annual budget process and we are holding another budget workshop next Monday. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the status of the following projects: Grant Writer – Mr. Melvin will be here Tuesday night to brief the Council; Downtown Park – Mr. Russell proposed that we wait for funding to revamp the entire downtown area to include the old Ice House area where the park originally was to be; Reclaimed Water Distribution System/Spray field – we will be reviewing 90% plans very soon and the Indian Nation is wanting archaeological digs and that should be done soon; Mrs. Cain asked if that will delay funding and Mr. Miner stated it should not delay funding; South Fifth Street Drainage Improvements – construction was scheduled to begin on 09/03/19 but it has been postponed until 09/09/19; West Boulevard Roadway Improvements Project – the plans should be complete by the end of the year with construction in the spring; CDBG Water Line Project – the engineer has been released to work and they have started survey work; Hurricane Michael Recovery – the city funds expended

to date are about \$585,000; insurance reimbursements to date are \$74,156.58; FEMA reimbursements to date total \$360,659.23; Consent Order – FDEP has requested an I&I Plan to include long-term goals and short-term goals in reducing inflow and infiltration in the sewer system so we have submitted a letter to FDEP for comment in regards to the I&I Plan and the financial burdens placed on the City at this time; State Road 77 Alternative Routes – we have discussed this project and the thing we need to remember is that the traffic has to support the alternative routes, so at this point we do not know what FDOT will decide to do. Discussion ensued.

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

- 1. Approval of Resolution No. 19-35** – Amendment to Personnel Policy. Mr. Miner explained this amendment to the personnel policy will add in the verbiage necessary for salaried employees to be paid overtime in the event of a natural and/or manmade disaster with Council approval. Mayor Andrews asked about comp time and Mr. Miner explained comp time is addressed in the current policy. Discussion ensued.
- 2. Approval of Resolution No. 19-36** – Fiscal Year 2018-2019 Budget Amendment. Mr. Miner explained this amendment will increase the annual budget by \$136,152 to include additional revenues. No further discussion.
- 3. Grant Writer Update** – David H. Melvin, Inc. Mayor Andrews stated Mr. Melvin will be present at the meeting Tuesday night to give the Council an update on the grants. No further discussion.
- 4. Approval of Mutual Aid Agreement** – American Public Gas Association. Mr. Miner explained this agreement provides assistance in the event of a natural disaster or other emergency affecting the natural gas system. We were able to get assistance from Okaloosa Gas during Hurricane Michael because of this agreement. No further discussion.
- 5. Approval of FDEP State Revolving Fund Loan WW670110 Amendment No. 5** – Chipley Treatment Project. Mr. Miner explained this amendment will increase our wastewater project funding for design costs by \$330,169, with \$264,135 being principal forgiveness. The payments will not begin until 03/15/2021. No further discussion.
- 6. Approval of Special Event Application** – The Merchants of Historic Chipley – Trunk or Treat. Mr. Miner explained this is the Annual Trunk or Treat event and will be held on Saturday, October 26, 2019 from 4:30 p.m. to 6:00 p.m. at Pals Park. Discussion ensued.
- 7. Approval of Special Event Application** – Chipley High School Homecoming Parade. Mr. Miner explained this parade will be held on Friday, November 1, 2019 at 12:45 p.m. It will begin at the old Chipley High School parking lot on North Railroad Avenue. No further discussion.
- 8. Special Event Application** - Chipley Christmas Fest. Mr. Miner explained this event will be held on Friday, December 6, 2019 from 4:00 p.m. to 8:00 p.m. at the Farmers Market. The parade will start at 5:30 p.m. No further discussion.
- 9. FGU Presentation** – Tom Geoffrey. Mr. Miner stated Mr. Geoffrey will be present at the meeting Tuesday night to give a presentation on the natural gas rates. No further discussion.
- 10. RCC Donation of Land** – City Attorney. Attorney Jordan explained the RCC Church has agreed to donate a piece of land for the lift station which is required for the new spray field project. She stated the Council will need to approve the land donation. Discussion ensued.

Other Matters:

Mayor Andrews reminded the Council about the water that we agreed to bring for the Suicide Awareness Walk to be held on 09/14/2019. No further discussion.

Ms. Rehberg explained the First Presbyterian Church will be holding the Scottish Festival & Highland Games. This event will be held on Saturday, November 2, 2019 from 9:00 a.m. to 2:00 p.m. There will be a Tea which will be a \$5.00 admission and then admission to the festival will be \$5.00. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 5:48 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner  
Assistant City Administrator/City Clerk