

City of Chipley
Regular Council Meeting
Minutes
January 12, 2021 at 6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Kevin Russell, Council Member

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

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief
Mr. Floyd Aycock, Fire Chief
Mr. Brock Tate, Recreation Director

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Mr. Jimmy Cook, Water Utilities Director
Mrs. Michelle Jordan, City Attorney

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 6:00 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 raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

No citizen requests. No further discussion.
- D. **Approval of Agenda.** Mayor Andrews added item #9 – Mongoven Building Update and item #10 – CRA Concept. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the additions. The motion passed unanimously.

- E. **Presentation and Approval of Minutes.**
1. Special Council Meeting – November 24, 2020.
2. Regular Council Meeting – December 8, 2020 (Form 8b – Voting Conflict attached).

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the minutes as presented. The motion passed unanimously.

F. City Administrator and Department Head Reports.

Mayor Andrews stated if there are any questions regarding the Department Head Reports to please contact Mr. Miner. Mr. Butler explained the CRA is working on scheduling their next meeting. No further discussion. Mr. Miner explained we have hired Mrs. Tamara Donjuan as the new Code Enforcement/Planning Officer. She has been with us a week and we are working on a plan to concentrate on Wards 1 and 2 first and put out a news briefing so the public is aware. Mrs. Donjuan will be at the meeting next month. No further discussion. Mr. Russell asked about the status of the Police and Fire Building. Mr. Miner explained there is no work being done at the building at this time. We have an engineer and surveyor working on it. We are confident it is outside of flood zone A, but we have to be able to certify this for the insurance company to remove it from the flood zone and pay the claim. At this time when it was determined to be in a flood zone, it changed the deductible from \$2,500 to \$500,000 for contents and \$500,000 for the building. Discussion ensued. Mr. Russell would like for the ordinance for the modular homes to be pulled and reviewed. He stated the process of variances does not make sense. If we are going to approve the modular home placement, then why are we requiring the citizens to go through this process. Mr. Miner explained at the time the ordinance and policy were put in place the Council wanted to make sure it went before Planning & Zoning and the City Council for approval. Mr. Miner stated Attorney Jordan will need direction. If the Council would like for the policy to go away, they will need to vote on it. Mr. Russell stated he would like the policy pulled for review at the next meeting. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve having staff pull the modular home policy, and the Council review it for the next Council Meeting. The motion passed unanimously.

Mr. Russell asked that the signs at the cemetery be replaced. Mr. Miner stated he will make sure that is done. Mr. Sasser asked about the status of the new lights at the park. Mr. Miner stated the project will not start until February 15th. At the time of the bid, we did not know there would be a delay in supplies for the project due to COVID. Mr. Russell thanked the Council for attending the Jim Trawick Park dedication. Mayor Andrews thanked Mr. Russell for providing leadership and making the dedication a success.

G. Agenda Items.

1. Presentation of Employee Longevity Service Awards. The Employee Longevity Service Awards were presented to the following employees:

Mr. Donald “Donnie” Finch – Public Works Department – 25 Years.
Mrs. Janet Mitchell – Administration Department – 10 Years.
Mr. Jason Gavaller – Fire Department – 10 Years.
Mr. Jacob “Ryan” Thoms – Police Department – 5 Years.
Ms. Chelsey Castro – Police Department – 5 Years.
Mr. Brock Tate – Recreation Department – 5 Years.

2. Presentation of Employee of the Year Awards. The Employee of the Year Award was presented to the following employees:

Mr. Curtis Porter – Police Department.
Mr. Chris Folsom – Public Works Department.

3. Presentation of Christmas Decoration Awards.

Ward 1 – Dale and Gina Metcalf – 568 4th Street. Mr. Russell presented the plaque for outstanding Christmas decoration display for Ward 1 to Dale and Gina Metcalf.

Ward 2 – Brett and Emily Farrar - 643 5th Street. Mr. Sasser presented the plaque for outstanding Christmas decoration display for Ward 2 to Brett and Emily Farrar.

Ward 3 – Mrs. W.S. Riley – 863 Earl Street. Mayor Andrews presented the plaque for outstanding Christmas decoration display for Ward 3 to Gina Page.

Ward 4 – Bradley Bowman – 754 West Boulevard. Mr. Butler presented the plaque for outstanding Christmas decoration display for Ward 4 to Bradley Bowman.

At Large – William Everett – 743 3rd Street. Mrs. Cain presented the plaque for outstanding Christmas decoration display for Member-at-Large to William Everett.

4. **Approval of Resolution No. 21-08** – Capital City Bank Loan – Water Utilities Department. Mr. Miner explained this resolution will approve a loan for one (1) 2021 Ford F-150 4WD truck in the amount of \$28,323.70, with an interest rate of 3.15%. This vehicle is being purchased on State Contract pricing and it was included in the budget. No further discussion,

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve Resolution No. 21-08. The motion passed unanimously.

5. **Approval of Resolution No. 21-09** – Chipley Utility Asset Management and Fiscal Sustainability Plans for the Water and Wastewater Systems. Mr. Miner explained this resolution will approve the Water and Wastewater System plans and authorize the City Administrator to effectuate and implement the plans in order to continue obtaining funding from the SRF. Mr. Paul Thompson with Florida Rural Water Association was present and explained these Asset Management Plans for the Water and Wastewater Systems will help the City to manage your assets. He stated overall the city is in good shape. These plans are a requirement to participate in the SRF program and will help the City to be good stewards of what they have in the systems. FRWA recommends the plans be revisited annually. Mr. Miner stated it is being proactive, instead of reactive. We would like to thank Paul for all of the hard work he put in creating these plans for us. The recommendations of work to be done is to take place in phases, not all at one time. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 21-09. The motion passed unanimously.

6. **Approval of Road Closure** – COVID-19 Vaccination Distribution. Mr. Miner explained this will approve the road closure every Wednesday starting at 8:00 a.m. for 3-5 hours for the COVID-19 vaccine distribution. The State is in charge of distributing the vaccine and the County Commission has stepped up to try to help with the process because it is such an important need. The current location for vaccine distribution is not the ideal location but it is the best for now. The priority is currently age 65 and above. Mr. Kevin Parker with Wheeler was present and explained it is the intent to keep South Boulevard open and not blocked throughout the day. Mr. Miner stated it is a first come first served basis and when they reach the number of vaccines offered for any given day, they will turn the others away until the next week. It is a work in progress. Mr. Parker stated the work the City has put into the vaccine distribution is appreciated. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the Road Closure for the COVID-19 Vaccination Distribution and allow the City Administrator to approve changes to the road closure as it evolves over time. The motion passed unanimously.

7. **Gulf Power** – Tracy Andrews. Ms. Tracy Andrews addressed the Council as the Gulf Power External Affairs Manager. Ms. Andrews explained that on January 1, 2021 Gulf Power merged with Florida Power & Light. The details of the rates are still being discussed and should become final in January 2022. We would like the City to know that no matter what our name on our shirts or hard hats, that our commitment to our customers remains the same. It is our privilege to serve this community and we look forward to a bright 2021!

8. **Approval of Reappointment of Code Enforcement Board Member** – Crystal Zuraff. Mr.

Miner explained Ms. Zuraff has expressed an interest in serving an additional term on the Code Enforcement Board, and this approval will renew her term for an additional three years beginning on February 14, 2021. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Reappointment of Crystal Zuraff to the Code Enforcement Board for a three-year term to begin February 14, 2021. The motion passed unanimously.

9. **Mongoven Building Update** – Discussion. Mr. Miner explained the Council requested an update from Mrs. Kristina Speights this month. He stated he has spoken with her and she has been ill and remains ill at this time. Mr. Miner stated he spoke with her about the possibility of funding through the CDBG-HRP program and asked Mrs. Speights if she would be interested in selling the building back to the City if we were able to obtain funding, and she stated yes, she would be willing. He explained the CDBG-HRP program will only allow us to pay fair market value for the property and the deed states we can buy it back for \$1,000. This could mean there is a difference between the two numbers. In order to proceed with the CDBG-HRP program we will need a commitment letter from Mrs. Speights; and the Council will need to approve a project application for commercial properties damaged by Hurricane Michael. Mr. Miner stated we will need to come up with a good project because all communities affected by Hurricane Michael will be competing for the funds. Mr. Russell stated he does not agree with paying the owner fair market value when we have the ability to purchase it back for \$1,000. Attorney Jordan stated that she believes based on what she is hearing, the Council will have to make a decision as to whether they want to pursue the grant funds or pursue a different path with the owner of the building. Mr. Miner stated to keep in mind that this grant funding could get this building cleaned up and also give us the funding to put something there. There are many options for the property. Ms. Cheryl McCall stated since David H. Melvin, Inc. has the expertise in this area, why don't you get a suggestion from them as well as the Council. Mr. Miner stated he can speak with Mr. Vance Coley with David H. Melvin, Inc. and let him know the Council would like any suggestions they may have. Discussion ensued.

10. **CRA Concept.** Mr. Russell explained he would like to explore what CRA paid to redo these buildings over the years, that have now been torn down. There are no stipulations on the grant funds, or payback on the grants/loans based on proration percentages, if the owners want to tear down the buildings. The taxpayer's money is going into fixing up these buildings and there are no stipulations. Mr. Butler stated they have been focusing on the buildings changing ownership and the stipulations on demolishing the buildings may have been overlooked. Once the CRA has set the next meeting date we will make sure to pass it along. Attorney Jordan explained it has been discussed in prior meetings that the wording in the grants be revised and the CRA Plan be amended to include the new language. It was also discussed that you will have to pay the CRA Consultant and myself to review the work done on the grants. Mr. Russell stated he would like to see the CRA grant process stopped until the grants language can be looked at. If we are going to use taxpayers money to issue these grants, then the grant language needs to be revised so we are not paying more than once in a few years to have the same work done. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to stop the CRA grant process for any grants not awarded as of now, until the verbiage is updated, and our Attorney has reviewed. The motion passed unanimously.

Attorney Jordan asked for clarification from the Council that they do want her to look at revising the CRA Plan to include this verbiage and then have a uniform provision for each grant. She stated she just wanted to make sure she should start on the project of reviewing the grants. The Council agreed for her to work on it. Mrs. Cain stated she does have a problem with paying a lawyer two times to do the same work. Mr. Miner stated the Council approved the request for that to be done, but valid point. Mrs. Cain stated we need to do what is best for the CRA and the City. Mr. Russell stated he would like to see us go back to having our monthly workshop. Attorney Jordan recommended the City Council and the CRA Board meet to discuss the CRA. Mr. Miner stated he will reserve the meeting room for February 4, 2021

at 5:00 p.m., if available. If it is not available, we will try for February 2, 2021 at 5:00 p.m. Mayor Andrews stated we can start monthly workshops beginning with this meeting and then back to normal workshops in March 2021. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to hold a Special Council Workshop for the Council and the CRA Board to discuss the CRA. The motion passed unanimously.

Other Matters:

Mayor Andrews reminded everyone about the Martin Luther King Day Parade on Monday, January 18, 2021 at 10:00 a.m.

Attorney Jordan stated the foreclosure sale on the Sowell Property is January 13, 2021 at 10:00 a.m. She would like to confirm that the Council would like for her to bid up to the judgement amount of \$74,465.35, plus interest, as discussed previously. The Council was in agreement for her to bid up to the judgement amount.

Mayor Andrews stated the FDOT Work Plan Meeting was held today for upcoming projects. No further discussion.

The meeting was adjourned by Mayor Andrews at 8:08 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk