

***City of Chipley***  
**Special Council Workshop**  
**Minutes**  
**February 9, 2021 at 5:00 p.m.**

**Attendees:**

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

Mr. Brett Butler, Mayor Pro-Tem  
Mrs. Linda Cain, Council Member

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Scott Thompson, Police Chief  
Mrs. Michelle Jordan, City Attorney  
Rev. Malcolm Nelson, CRA Board Member  
Mrs. Heather Lopez, CRA Board Member  
Mrs. Chris MacBlain, CRA Admin. Assistant

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Guy Lane, Public Works Director  
Mrs. Amy Wiwi, CRA Board Member  
Ms. Angela Grantham, CRA Board Member  
Mr. Ted Everett, CRA 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 Reverend Malcolm Nelson and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.** No discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve the agenda as presented.**

- D. 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 at any time during the meeting, in reference to the item(s) on this Special Council Workshop Agenda, 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.

- E. Agenda Item.**

- 1. Community Redevelopment Agency (CRA) – Discussion.**

Mayor Andrews explained we have been tasked as a Council and CRA Board to discuss developing grant language and incorporating the policies and procedures into the grants on how these grants will be administered. At our meeting on January 12<sup>th</sup> we made a motion to stop the CRA grant process on grants not awarded, until the verbiage is updated, and the attorney has reviewed that verbiage. Mr. Ted Everett explained the CRA Board would like to see policy language prepared, the grants are fine and were already approved by the Council. The only issue the CRA has is what amount of money should be given to a business at one location in what amount of time. He explained there was a concern last year that someone could buy a building, use CRA grant funds, sell the building, and then the new owner could then come and ask for more CRA grant funds. This is a big concern of ours. The city expects the CRA to use taxpayers' money wisely, so we have concerns about policy, and we are here to address it. Mr. Everett explained we did an RFP for Consultant Services and we only received one RFP. Other companies contacted us about the RFP and some of them said the value of \$2,500 for the services was just not enough to even prepare an RFP. He stated he has not opened the RFP because it is difficult to compare apples to apples when there is only one response. The CRA Board is asking that Attorney Jordan meet with us so we can state our concerns and she can prepare some policies for CRA approval and the Council approval and then we are done. Different scenarios were discussed about the use of the grants that could be considered wasteful use of taxpayers' money, such as painting and then repainting a building within a couple of years. Mr. Everett stated the CRA Board would like to see policies that include these types of guidelines so we can show the applicants the requirements up front. We have been following everything in the grants that were approved by City Council. Other than policy language there are no other issues that we see. Mr. Everett stated he included documentation in the packets that includes a listing of the grants by address and the amounts that have been issued totaling \$700,000 in grants that have been distributed since 2017, so we feel like the CRA is doing its job. We just need to tighten up the policies and procedures. There is nothing wrong with the grants. Mayor Andrews explained we have four bullet points that I think we need to look at and discuss and we are going to hear from our Attorney in regards to some of the grant verbiage. Mayor Andrews stated she applauds the CRA for the job they have done but she believes we are trying to tighten up some of the procedures, so we do not run into some of the things we have seen in the last couple of years in redundancy or perhaps turnover and maybe money being spent unnecessarily. We want to make sure we are fair across the board. Mrs. Cain stated that Ted needs to have verbiage in there for them to follow, so we need to get that done. Attorney Jordan explained a recapture clause can be included in the grants to be able to recapture grant monies that were used on a building that is demolished within a certain amount of time after the grant is awarded, or the property is sold. A similar program would be the SHIP program. It is used for purposes of redeveloping a property with restrictions on selling the property within 5, 10, or 15 years, and restrictions on demolishing within a certain timeframe of utilizing grant funds. Mr. Russell stated his concern is when grants are given out and money put into these buildings, and then property is not maintained and then these buildings are torn down. Mr. Everett explained the CRA has only spent funds on two projects in the past that were demolished and that is the Chipley Motel and the County Jail. In order for an owner to receive funds for demolition they must have a redevelopment plan in place. He stated he believes this is an easy fix. The CRA Board just needs to meet with Attorney Jordan and work on getting the verbiage in the grants correct. Mrs. Cain asked how long it will take to get these policies and procedures in place because we do not want these owners to miss out on the grants. Mayor Andrews asked what the Attorney has seen as the norm in her research and Attorney Jordan stated 5 to 15 years recapture of funds dependent upon the type of grant. Attorney Jordan asked if there is a demolition grant and Mr. Miner stated not a demolition grant specifically, but a grant dealing with blight. Mr. Butler stated we should tighten up the policy and then tie the grants to the policy. Mr. Russell asked about including a request for financial information to the grants. Mr. Everett stated the owners will not get grants if they have to give financial information. He also stated that the grants are per address. Attorney Jordan stated you want to make sure the grants are being used for the greatest need and that the owners have exhausted all of their resources. Mayor Andrews asked if we were trying to add another grant to the grants already in place. Attorney Jordan explained it is an option to use CRA monies to acquire property that is in poor condition. Mr. Everett asked how much money the City wants the CRA to put in their budget for code acquisition. Mr. Russell asked who is responsible for what when it comes to the CRA. Attorney Jordan explained the Council adopts policy and the CRA

Board handles the day-to-day operations. They can work in an advisory capacity and work on the policy. Mayor Andrews stated in order to get the grants in place a disclaimer needs to be worked out for the verbiage and Attorney Jordan will meet with the CRA Board to present back to Council for approval. Mr. Everett stated they will sit down with Attorney Jordan and go over this information and move forward. Mrs. Cain stated if we get policies and procedures in place, the rest will fall into place. Mr. Everett stated we are willing to do whatever it takes to get this complete. Attorney Jordan stated we should be able to get this completed within one month. Mr. Russell stated it does not need to be rushed, it needs to be fixed. Attorney Jordan stated the Council is requesting the following: CRA give proposals on recapturing funds; demolition grant; policy for timeframes; flipping buildings; and any other issues the CRA Board is running into that need to be addressed. Mayor Andrews asked that Mr. Everett contact Attorney Jordan and expedite this process. Mrs. Cain thanked the CRA Board. Discussion ensued.

Mr. Everett explained Chris would like to retire again so we have been advertising the Administrative Assistant position for months. The pay for this position is too low so we would like to request an increase of \$3,000 per year. We had planned on hiring a consultant and since we are not going to do this, we would like to use those funds to go toward the salary. Mayor Andrews stated we will discuss this at the Regular Council Meeting at 6:00 p.m. Mayor Andrews thanked Mr. Everett and the CRA Board for all they do to make sure the citizens of the City of Chipley are taken care of. Mr. Everett stated these members work hard on your behalf. Discussion ensued.

Mayor Andrews adjourned the meeting at 5:48 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk