

***City of Chipley***  
**Regular Council Meeting**  
**Minutes**  
**February 9, 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  
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Guy Lane, Public Works Director  
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 6:01 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.** Mayor Andrews added item #2a. – Chipley Effluent Disposal Bid Award; item #11 – CRA Administration Contract; item #12 – Trawick Park Discussion; and #13 – Sowell Property Foreclosure. No further discussion.

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

**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 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.

**E. Presentation and Approval of Minutes.**

1. Regular Council Meeting – January 12, 2021.

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

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

Mayor Andrews asked if there are any questions for the Department Heads at this time. Mr. Miner introduced the new Code Enforcement/Planning Officer Tamara Donjuan and stated he looks forward to her doing great things for the City. Mayor Andrews stated we are excited to have you here. Discussion ensued.

**G. Agenda Items.**

- 1. Approval of Resolution No. 21-10 – FDOT Municipal Small County Outreach Program (M-SCOP) Grant Submission.** Mr. Miner explained this includes two grant applications for South 5<sup>th</sup> Street/Earl Street which is listed as Priority #1, and Bennett Street which is listed as Priority #2. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 21-10. The motion passed unanimously.**

- 2. Approval of Resolution No. 21-11 – FDEP Clean Water State Revolving Fund (SRF) Loan Application Submission and Authorization of Loan Agreement.** Mr. Amir Zafar with Mott MacDonald was present and explained this is to approve the submission of the FDEP State Revolving Fund loan application for the Chipley Effluent Disposal Project. The funding will be a combination of USDA funding and FDEP SRF funding. Mr. Sasser asked if this includes the Solar Study and Mr. Miner stated that is a separate grant project. Discussion ensued.

**A motion was made by Council Member Butler and seconded by Council Member Sasser to approve Resolution No. 21-11. The motion passed unanimously.**

- 2a. Chipley Effluent Disposal Bid Award.** Mr. Amir Zafar with Mott MacDonald was present and explained the City received six bids, which is great. Three of the bids were within \$600,000 of each other, and the lowest to highest bid variation was about \$4,000,000. The lowest bidder was North Florida Construction, Inc. with a bid of \$9,583,444. This company did a job in Perry and they did a good job. A portion of these funds will come from USDA and a portion from FDEP SRF. We are requesting the Council approve awarding the bid to North Florida Construction, Inc., contingent upon funding approval. There are additional funds that are being discussed at this time by USDA due to the bids coming in lower than anticipated, but we hope to be able to come up with additional elements that the funds can be used for and that will benefit the project. Mr. Butler asked what can be added to benefit the project and Mr. Zafar stated a possible hay operation which will require the purchase of equipment to maintain/mow the property. We are hoping USDA or SRF will approve the purchase of the equipment as part of the project and prevent the City from losing any grant funds that were already obligated to the City. The two agencies USDA and FDEP have worked together and come up with a great funding package for the City. Mr. Zafar explained the application process will take about 60 days and then the contractor will have 10 days to get the contracts ready. Mr. Miner stated an approximate timeframe for the project to begin is April. Discussion ensued.

**A motion was made by Council Member Butler and seconded by Council Member Cain to approve the Chipley Effluent Disposal Project Bid Award contingent upon funding approval, to North Florida Construction, Inc. in the amount of \$9,583,444. The motion passed unanimously.**

- 3. Approval of Resolution No. 21-12 – FDOT Utility Work by Highway Contractor Agreement – State Road 77.** Mr. Miner explained this is the work to be performed by a FDOT Contractor for SR 77 from CR 280 (Brickyard Road) to CR 273 (South Boulevard). The total cost of the project is \$10,050 for 5 manhole adjustments and 3 valve box adjustments, and this project should be approved for forgiveness by FDOT. No further discussion.

**A motion was made by Council Member Sasser and seconded by Council Member**

**Butler to approve Resolution No. 21-12. The motion passed unanimously.**

- 4. Approval of Resolution No. 21-13** – FDOT Utility Work by Highway Contractor Agreement – State Road 77. Mr. Miner explained this is the work to be performed by a FDOT Contractor for SR 77 at the CR 273 (South Boulevard) intersection. The total cost of the project is \$60,000 for 2 manhole adjustments, 8 valve box adjustments and a gas main relocation, and this project should also be approved for forgiveness by FDOT. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 21-13. The motion passed unanimously.**

- 5. Approval of Resolution No. 21-14** – Donation of Property to FDOT. Mr. Miner explained this is the donation of the property located at the intersection of Highway 77 and Highway 90 that FDOT requested the Council donate to FDOT so they can make improvements to the intersection. Mayor Andrews explained FDOT has stated there are things they can do now in order to help with safety concerns, since the project is not going to take place until 2022. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 21-14. The motion passed unanimously.**

Mrs. Cain asked Mr. Miner to check into the possibility of another flashing speed sign on the North side of the City, up near the Anomaly building. Mr. Miner stated he will send a letter of request to FDOT. Discussion ensued.

- 6. Approval of Resolution No. 21-15** – Social Media Policy. Mr. Miner explained this policy will establish enforceable rules for the use of social media by City Officials and Employees when engaged in City business. We will make sure it is distributed to all employees. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 21-15. The motion passed unanimously.**

- 7. Approval to Authorize Establishing a Steering Committee for the Downtown Redevelopment Project** – David H. Melvin, Inc. Mr. Vance Coley with David H. Melvin, Inc. was present and explained that a Steering Committee can be formed for the Downtown Redevelopment Project and can help with a vision for the project. We will work on defining an area for the downtown project, inventory the area, hold a couple of Town Hall meetings, take suggestions, and come up with a master plan for the project. Mr. Miner stated the CRA can also help a great deal with this process. Mayor Andrews asked that Mr. Coley establish a timeline for the committee members. She also asked that each Council Member submit their choice of committee members and maybe have an alternate to Mr. Miner by February 16, 2021. Mr. Coley assured the Council that the Steering Committee would be utilized to come up with a plan and bring it to the Council for review and suggestions. The Council will have continuous oversight of the project. It was also stated that the committee would be able to meet by Zoom to make it more convenient. Mr. Russell stated it is great to see involvement by the community members. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain for each Council Member to provide a name for a member and an alternate member for the Steering Committee for the Downtown Redevelopment Project. The motion passed unanimously.**

- 8. Approval of Special Event Application** – Easter Egg Hunt. Mr. Miner explained this request is for the annual Community Easter Egg Hunt. Ms. Biddle is requesting to hold the event on Wednesday, March 31, 2021 from 5:30 p.m. to 7:00 p.m., at Shivers Park. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member**

**Butler to approve the Special Event Application for the Easter Egg Hunt. The motion passed unanimously.**

9. **Approval of Reappointment of Planning & Zoning Commission Member** – Holland Kent. Mr. Miner explained Mr. Holland Kent has expressed an interest in serving an additional term on the Planning & Zoning Commission, and this approval will renew his term for an additional three years beginning on March 11, 2021. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Butler to approve the reappointment of Holland Kent to the Planning & Zoning Commission for an additional three-year term beginning on March 11, 2021. The motion passed unanimously.**

10. **Manufactured Home Ordinance & Policy** – Discussion. Mayor Andrews asked that Attorney Jordan go through the policy and code and make suggested changes and bring it back to the Council for discussion. Discussion ensued.

11. **CRA Administration Contract.** Mayor Andrews explained this item is the increase Mr. Everett requested in the amount of \$3,000 per year, in order for the Chamber to hire someone at a higher rate of pay. As explained, they are having difficulty hiring someone at the lower rate of pay for the Administrative Assistant position. Mrs. Tanner explained we are currently paying the Chamber \$2,075 per month and this increase will raise the monthly payment to \$2,325 per month, or \$27,900 per year. Discussion ensued.

**A motion was made by Council Member Butler and seconded by Council Member Cain to approve an increase in the CRA Administration Contract from \$24,900 per year to \$27,900 per year. The motion passed unanimously.**

12. **Trawick Park Discussion.** Mr. Russell explained he had a request to name a field at Pals Park (either field #5 or #6) after Mr. David Salter, who has had a big role in Chipley recreation for many years. He requested that the Council consider coming up with a policy on naming the fields moving forward. Mayor Andrews asked Attorney Jordan to research and bring a policy back for the Council to review. Mayor Andrews asked about a date for the dedication and Mr. Russell stated maybe April timeframe at the start-up of softball. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve naming a field at Pals Park after Mr. David Salter. The motion passed unanimously.**

13. **Sowell Property Foreclosure.** Attorney Jordan explained at the time of the Sowell Property auction there were multiple bids so she bid the judgement amount, which was the amount the Council agreed to, and the City was the high bidder. We paid about \$500 in doc stamps and the property is now in the name of the City. She stated the City may want to consider getting some appraisals on these properties once obtained so you will have a better idea of a minimum bid you might want to accept when selling them. Mayor Andrews asked if Attorney Jordan can look at a couple of different options for selling the foreclosed properties and bring that information back to us for review. Mr. Miner stated he will have to get prices on the demolition of the building, which will include having it checked for lead and asbestos. Due to the money involved in cleanup and demolition of these properties, it may need to be addressed at budget time each year in order to have the funds available. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Mr. Miner doing the background work on pricing for cleanup and demolition of the Sowell Property, and for Attorney Jordan to research disposal options. The motion passed unanimously.**

**Other Matters:**

Mrs. Cain asked if the Coggin Property was being left the way it is. Mr. Russell stated he believes it is being leveled out for safety issues. Discussion ensued.

Mr. Russell asked if we can make sure that all employees understand how the leave time for COVID is working now that the federal guidelines have changed. Mr. Miner stated we can provide each employee with a memo explaining this. Discussion ensued.

Attorney Jordan asked if the Council wants to include a lifetime limit on any of the CRA grants. Mrs. Cain stated we need to see what the CRA Board recommends. Mr. Butler stated if there is a lifetime limit on a building, someone might be less likely to buy it. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 7:31 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk