

City of Chipley
Regular Council Meeting
Minutes
March 8, 2022 at 6:00 p.m.

Attendees:

Mr. Kevin Russell, Mayor Pro-Tem
Mr. Tommy Sasser, Council Member

Mr. Brett Butler, Council Member
Mrs. Linda Cain, Council Member

Absent:

Ms. Tracy Andrews, Mayor

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Michael Richter, Police Lieutenant

Mrs. Patrice Tanner, Asst. City Admin./City Clerk

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 Pro-Tem Russell at 6:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Sasser and Mayor Pro-Tem Russell led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Pro-Tem Russell deleted item #4 – Approval of Professional Engineering Services Continuing Contract – Mott MacDonald; deleted item #8 – Opportunity Florida Presentation – Richard Williams; and added item #10 – Designation of Park. No further discussion.

A motion was made by Council Member Butler and seconded by Council Member Cain to approve the agenda with the addition and deletions. 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 Workshop – January 6, 2022.
2. Regular Council Meeting – January 11, 2022.
3. Regular Council Meeting – February 8, 2022.

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

F. Agenda Items.

- 1. Approval of Resolution No. 22-13 - Fiscal Year 2021-2022 Budget Amendment.** Mr. Miner explained this resolution will approve an increase to the budget in the amount of \$3,479,939, which is all grant project funds. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve Resolution No. 22-13. The motion passed unanimously.

- 2. Approval of Award of RFP No. 2022-02 for Florida Licensed Attorneys to Provide Special Magistrate Services – Pittman Law Group, P.L.** Mr. Miner explained we advertised for Special Magistrate Services for Code Enforcement and only received one submittal. The Pittman Law Group has two attorneys that will be assigned to the city for these services. The fee schedule states they will charge \$175.00 per hour and receive reimbursement for any pre-approved travel expenses billed at the State of Florida reimbursement rate. Mr. Russell asked if this will eliminate the Code Enforcement Board and Mr. Miner stated it will eliminate any need for a Code Enforcement Board. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Award of RFP No. 2022-02 for Florida Licensed Attorneys to Provide Special Magistrate Services to Pittman Law Group, P.L., at the rate of \$175.00 per hour. The motion passed unanimously.

- 3. Approval of Professional Engineering Services Continuing Contract – David H. Melvin, Inc.** Mr. Miner explained this will approve the Professional Engineering Services Continuing Contract with David H. Melvin, Inc. No further discussion.

A motion was made by Council Member Butler and seconded by Council Member Sasser to approve the Professional Engineering Services Continuing Contract to David H. Melvin, Inc. The motion passed unanimously.

- 4. Approval of Professional Engineering Services Continuing Contract – Mott MacDonald.** This item was deleted from the agenda, and we will add it to the agenda at a later date. No further discussion.
- 5. Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-01 – FDEO Drainage Study Project – David H. Melvin, Inc.** Mr. Miner explained this will approve the Task Order for the FDEO Drainage Study Project for David H. Melvin, Inc., in the amount of \$291,785.00. No further discussion.

A motion was made by Council Member Butler and seconded by Council Member Cain to approve the Professional Engineering Services Continuing Contract Task Order No. 2022-01 for the FDEO Drainage Study Project to David H. Melvin, Inc., in the amount of \$291,785.00. The motion passed unanimously.

- 6. Approval of Employee Classification Document Change – Police Department.** Mr. Miner explained this will change the Clerical Assistant (Evidence Tech) position from part-time to full-time. The department has the need for this position to be full-time due to more evidence to process, and this position also covers the office while the Administrative Assistant is out. If she is not there the department has to utilize officers for answering the phones. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member

Butler to approve the Employee Classification document Change for the Clerical Assistant at the Police Department, from part-time to full-time. The motion passed unanimously.

7. **Approval of Special Event Application** – Easter Egg Hunt. Mr. Miner explained that Sherri Biddle is requesting approval for the Community Easter Egg Hunt to be held on Wednesday, April 13, 2022 at Shivers Park, from 5:00 p.m. to 6:30 p.m. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve the Special Event Application for the Easter Egg Hunt. The motion passed unanimously.

8. **Opportunity Florida Presentation** – Richard Williams. This item was deleted from the agenda because Mr. Williams was present at the workshop last week. No further discussion.
9. **American Rescue Plan Act (ARPA) Funding** – Discussion. Mr. Miner explained the list of proposed projects for the ARPA funding and stated that we have to have the reporting complete by April 30th, so if the Council has any projects they are interested in to please send him the information so we can compile a complete list for approval. He further explained to keep in mind that the list can change over time, but we have to at least have a plan in place. Discussion ensued.
10. **Designation of Park.** Mr. Miner explained the intent of the designation was to have signage for the museum, and FDOT would only allow signage if there is a park at that location. This would require the City to do a land use change. Mayor Andrews met with Secretary Gainer, and he is committed to working with the City on this, which will prevent us from the requirement of a land use change. The Mayor and Dorothy Odom are drafting a letter to Secretary Gainer. Mr. Russell asked if the Council would want to name it a park like Heritage Park and Mr. Miner stated that is up to the Council entirely. Discussion ensued.

Other Matters:

Mr. Russell asked about getting the city buildings pressure washed and cleaned. Mr. Miner stated we will work on this. Discussion ensued.

The meeting was adjourned by Mayor Pro-Tem Russell at 6:19 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk