

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**April 7, 2022 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Brett Butler, Council Member  
Mrs. Linda Cain, Council Member

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

**Others Present Were:**

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Scott Thompson, Police Chief  
Mr. Jimmy Cook, Water Utilities Director  
Mrs. Michelle Jordan, City Attorney

Mr. Guy Lane, Public Works Director  
Mr. Floyd Aycock, Fire Chief  
Mrs. Tamara Donjuan, Planning/Code Enf. 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 Mr. Tommy Sasser and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.**
- 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.
- James Caudle – 1320 Jackson Avenue.** Mr. Caudle explained he is being told a letter was sent to him back in 2020 and he stated he never received the letter; it went to an old address. He further stated he is being fined since that time and he is currently working on the property. He stated he had no idea there were fines being assessed. His plan is to continue with the clean-up and would like to discuss the fines. Mayor Andrews explained we can discuss Mr. Caudle's concerns during the departmental reports and under Code Enforcement. Mrs. Donjuan will address your concerns. No further discussion.
- E. Presentation and Approval of Minutes.**
1. Regular Council Workshop – March 3, 2022.
  2. Regular Council Meeting – March 8, 2022.
  3. Special Council Meeting – March 31, 2022.

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

**Community Redevelopment Agency (CRA)** – Ted Everett. Mayor Andrews stated Mr. Everett was unable to make it tonight. The CRA held two meetings last month. They are also holding community informational meetings this month. The next one will be held on April 14<sup>th</sup> and they are working to get feedback from the community. Mr. Butler stated the April 5<sup>th</sup> meeting was cancelled due to inclement weather. Discussion ensued.

**City Attorney** – Attorney Michelle Jordan. Attorney Jordan explained everything is going well. Attorney Jordan stated the old dairy dip is in foreclosure and the case is active. We had a code enforcement case and notice was sent to the address on the property appraiser's website and someone signed for it at that address, which was legally sufficient notice. Notice was mailed again prior to the hearing and posted on the building and at City Hall. All was legally sufficient. He did not appear at the hearing. The board heard the case and found the property was not in compliance and began assessing \$50 per day as of September 4, 2020, so from a legal stand there was no issue with notice. The lien is \$28,950; the attorney fees are \$2,200; and the advertising fees are \$400; for a total of approximately \$31,550. This property has been accruing fines at \$50/day since September 4, 2020. Mr. Caudle explained he is being told a letter was sent to him back in 2020 and he stated he never received the letter; it went to an old address. Mrs. Tanner explained that in speaking with Mr. Miner about this case he did state that Mr. Caudle has worked toward cleaning up the property but there are still structural aesthetics with the building that need to be fixed. If he is going to demo the building, then Mr. Miner recommends at least recovering the legal fees and do not waive the fines until the complete demo and clean-up is done because this has been going on for years and it has been ignored and it has gotten worse over time. Mr. Russell asked what Mr. Caudle's plans are for the property because his issue is the property has been in bad shape for a long period of time; so are we going to be in the same situation in 6 months. Mr. Caudle stated he does not have a problem with demolishing the building. Attorney Jordan stated the fines are your money, so it is within your discretion to negotiate that lien. He cannot do anything with the property until we get paid. We are proceeding with the foreclosure unless you direct me otherwise. Mr. Russell asked if he is planning to sell the property and Mr. Caudle stated there is a title issue with the property. Attorney Jordan stated there are outstanding mortgages on the property that have not been satisfied. Mr. Russell stated his issue is that this property has been in bad shape much longer than 2019. That building has been neglected for a long time and he does not see how it can be fixed and then he leases it, and in 6 years we are in the same boat again. The council talked about it last month about taking it down and being done with it. He stated property is selling high right now. I don't want to say let's work this out and us waive the fines and then you sell the property for \$160,000 when the property has obviously been neglected for years. I can't speak for the rest of the Council but our business is not to take the property but to have the city cleaned up. I would be in favor of getting the prices of what it's going to cost for demolition then maybe going into negotiation knowing the demo has been signed and is coming down. Mayor Andrews stated this item can be added to the agenda on Tuesday night if Mr. Caudle has the information on the demolition by that time. Discussion ensued.

**Fire Department** – Floyd Aycock. Chief Aycock explained everything is going good. We are making the decision to burn on a day-to-day basis. Mayor Andrews explained there is a second round of money that will be distributed by the State for Public Safety, and she would like to see the volunteers considered for this round again. Mr. Sasser asked if we would be double utilizing funds for a fire truck since we already applied for a fire truck grant. Mrs. Tanner explained if the fire truck grant is approved, we will not use ARPA funds toward a fire truck. Discussion ensued.

**Code Enforcement** – Tamara Donjuan. Mrs. Donjuan explained she has 15 active cases and 26 cases that were closed during the month of March. She stated we have a Special Magistrate meeting set for May 12<sup>th</sup>; the new Code Enforcement software kickoff meeting is scheduled for April 8<sup>th</sup>. Discussion ensued.

**Planning & Zoning** – Tamara Donjuan. Mrs. Donjuan explained there were 16 Land Use Compliance Certificates issued; 2 Demolition Permits; 1 Zoning Variance; 1 Site Plan Review; 2

Development Orders; 9 Zoning Verifications; and 1 Solicitor's Permit reviewed. Discussion ensued.

**Police Department** – Scott Thompson. Chief Thompson explained it has been a busy month. We had 3 burglaries and 2 of them are solved. Mrs. Cain asked about cameras on the houses and checking into it, and let her know the outcome please. Mr. Russell stated the traffic warnings have more than doubled from February to March. Chief Thompson stated they have now received the first car we ordered. Discussion ensued.

**Public Works** – Guy Lane. Mr. Lane explained we have been busy and everything is going good. The county is preparing to resurface South Boulevard so we have been relocating 500 feet of water main out of the roadway prior to the paving. We have been working with FPL to see what it will cost to convert all street lights to LED. He stated he would like to see a policy put in place stating where we will allow street lights to be placed, and lights that may need to be moved. Mayor Andrews explained it would be great to have a schematic of the entire street lighting system. Mr. Lane explained he would like to see the Public Works Department work 4 - 10 hour days, Monday through Thursday. The majority of the employees want to do this. The on-call guy would work Tuesday through Friday so there will always be an employee working to handle calls from City Hall, or anything else that may come up. The hours will be 6:30 a.m. to 5:00 p.m. The Council told him to try it and see how it works out. Mayor Andrews stated you will have to see how it affects your overtime. Mr. Butler asked about the smoke testing and the rain valves in yards being above grade. Mr. Jimmy Cook stated they are being taken care of. Discussion ensued.

**Recreation** – Brock Tate. Mayor Andrews Mr. Tate is at games tonight. She stated Opening Day was a huge success. Mayor Andrews stated she would love to see more of the Recreation Board Members present at major events. Mr. Russell Discussion ensued.

**Water Utilities** – Jimmy Cook. Mr. Cook explained we have been busy. We finished the first round of smoke testing. Mr. Sasser stated some of the manhole covers are not seeded and they rock when you drive over them. Mr. Cook stated they will look into it. Mayor Andrews asked about the manhole rain guards installed being a large number this month and Mr. Cook explained we are trying to get them replaced. Discussion ensued.

**Finance** – Patrice Tanner. Mrs. Tanner explained we have been busy and everything is going well. We are continuing to work on the annual audit, budget preparations and the annual election. Discussion ensued.

**Administration** – Patrice Tanner. Mrs. Tanner explained the following project updates: Downtown Redevelopment Project – this project is in the planning stage and the Council is looking at various downtown activities and will prioritize at a later meeting; USDA/SRF Effluent Disposal Project – the project is on schedule at this time; Solar Field Feasibility Study – the solar study indicated funding needs and grant requirements for feasibility so our next step will be to secure funding for said projects; Comprehensive Stormwater Drainage and Flooding Study – we have issued a tasking to David H. Melvin to begin this work; Recreation Facility Splash Pad (FRDAP Phased Project) – we have included this project on the ARPA priority listing funding to enhance this project; ARPA Funding – we have included a plan for approval this month. Discussion ensued.

## **G. Agenda Items.**

1. **Approval of Resolution No. 22-15** – FDEO Agreement No. M0041 – Mongoven Building. Mrs. Tanner explained this resolution will approve the FDEO Mongoven Building Agreement in the amount of \$852,800.00. This is for the acquisition and demolition of the Mongoven Building. No further discussion.
2. **Approval of Resolution No. 22-16** – FDEO CDBG (DR and MIT) Purchasing Policy including the Minority Enterprise Policy. Mrs. Tanner explained this resolution will approve the FDEO CDBG Disaster Recovery and Mitigation grants purchasing policy along with the Minority Business Enterprise Policy, which is required by FDEO to utilize

this funding. No further discussion.

3. **Approval of Planning & Zoning Recommendation** – Request for Variance – 581 7th Street – Lloyd Franklin Everett. Mrs. Tanner explained this request for a variance is for 581 7th Street and will allow two structures to exist on two different parcels. Mrs. Donjuan explained the P&Z Board approved this request with a 3 to 2 vote. They felt like the 3<sup>rd</sup> lot was unbuildable and there is a heritage tree as well, so they changed it to 2 parcels instead of 3 parcels. Mr. Everett stated he would like to divide the 2 homes and sell separately. Discussion ensued.
4. **Approval of Special Event Application** – Panhandle Watermelon Festival. Mrs. Tanner explained this Special Event Application will approve the Panhandle Watermelon Festival to be held on June 24th and June 25th, with the parade on June 25, 2022, at 10:00 a.m. Discussion ensued.
5. **Approval of Special Event Application** – School Reunion. Mrs. Tanner explained Mrs. Carla Rhynes-Campbell has requested this Special Event Application to approve the T.J. Roulhac School Reunion to be held on July 1, 2023, from 7:00 a.m. to 5:00 p.m. at Gilmore Park. Mayor Andrews stated they are pre-planning for the event for next year in 2023. No further discussion.
6. **Approval of Special Event Application** – Tiger Pride Fun Run. Mrs. Tanner explained the Chipley High School Cheerleaders have requested this Special Event Application for the Tiger Pride Fun Run to be held on May 21, 2022, from 7:30 to 10:30 a.m., using the normal route. Discussion ensued.
7. **Approval of ARPA Plan** – Discussion. Mrs. Tanner explained the listing we currently have is a priority list that we prepared and is not necessarily the Council’s priority list. The Council will need to approve the potential to claim the entire amount as lost revenue, but it will be based on how the ranked projects are categorized; and then also approve the ranked listing of projects. Mrs. Tanner stated that this listing is not set in stone once it is voted on and can change throughout the process. The Council reviewed the listing and asked that we send the priority listing out to them so they can list their priorities prior to approval next week. Ms. McCall stated the Women’s Club is booked for rentals every weekend this year, so it would be great if the city had the recreation building finished. There was discussion about some additional projects which were the Recreation Building; the purchase of a bucket truck; basketball courts; and an additional round of employee premium pay. Discussion ensued.
8. **Liberty Partners of Tallahassee, LLC** – Jennifer Green and Tim Parson. Mrs. Green explained LPOT was not able to get the funding approved for the WW Effluent Disposal Project (additional funding needed), or the Pecan Street Project, but are hopeful that with good planning and preparations we will be ready for the next Legislative Session. She stated it is good to have shovel-ready projects and this can be accomplished possibly by utilizing ARPA funding as there are a couple of projects on the priority listing that engineering could be done for in order for them to be ready for construction once funding is obtained. Mrs. Green thanked Mayor Andrews for attending the Washington County Delegation meeting and visiting Tallahassee during the Legislative Session. Mayor Andrews stated it will better prepare us for the next session if we hold workshops to discuss priorities the city has. Mrs. Green explained the following are positive steps in moving forward: team effort with consultants, staff and engineers; have a plan in place; feedback from the citizens; and decide the priorities. Mr. Parson explained the Northwest Florida Water Management District is interested in assisting the city with needs and it would be beneficial to have Mr. Lyle Seigler at a future meeting to discuss what they can do for the city. Mr. Parson stated the District has some contingency funds and would like to address the city directly. Discussion ensued.

**Other Matters:**

Mr. Russell asked about properties the city owns that are being rented for free such as the Chamber of Commerce and the Historical Society. He explained the problem he has with it is that the buildings are rent-free, but are continuing to cost the city money. He would like to see a list of the properties the city owns that are being rented for almost nothing, and vacant properties as well. We are trying to save money and this is an additional cost to the city and taxpayers. Discussion ensued.

Mr. Russell explained he would like to see the city contract out the pressure washing of buildings since we do not have the staff to get it done. Some of the buildings look pretty bad. Discussion ensued.

Ms. Cheryl McCall asked about the old fire department and stated it is not being utilized and it looks bad. Mrs. Tanner stated Mr. Miner and Mr. Lane are currently looking into this property. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:48 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk