

City of Chipley
Regular Council Meeting
Minutes
May 10, 2022 at 6:00 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:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief

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 Andrews at 6:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Russell and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #9 – Special Event Application – Evelyn Ward; #10 – David H. Melvin, Inc. Update; and #11 -Liberty Partners of Tallahassee, LLC. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler 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.

Cheryl McCall – 1261 Coggin Avenue. Ms. McCall explained that since everyone has moved out at Maybell Way, there are cats everywhere. Mr. Miner stated we will get animal control to set some traps. Also, the Housing Authority has mattresses out there and it looks bad going into the cemetery. Mayor Andrews stated we will talk to the Director and see what she can do to help with this issue. Mr. Miner explained we had amnesty already and our guy that picks up is putting out door knockers and if it is not gone one week later then we pick it up and charge them. Mrs. Cain stated we also need to do like the Mayor stated and talk to the Director at the Housing Authority because it needs to be cleaned up. Mayor Andrews stated if we need to follow up with a letter then we can do that also. Ms. McCall stated there has also been a lot more activity of drop offs at the cemetery. Discussion ensued.

E. Agenda Items.

- 1. Approval of Resolution No. 22-17** – Annual Municipal Election. Mr. Miner read the resolution by title and explained this will approve the Annual Election to be held on September 6, 2022, with a Runoff Election to be held on September 20, 2022, if necessary. The qualifying will be held from July 11, 2022 at 8:00 a.m. until July 15, 2022 at 4:00 p.m. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve Resolution No. 22-17. The motion passed unanimously.

- 2. Approval of Resolution No. 22-18** – Florida Department of State – Division of Historical Resources Small Matching Grant Application Submission. Mr. Miner read the resolution by title and explained this will approve the submission of a Division of Historical Resources small matching grant in the amount of \$50,000.00, in order to complete a professional engineering assessment for 672 5th Street. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 22-18. The motion passed unanimously.

- 3. Approval of Resolution No. 22-19** – FDOT Pipeline Hazardous Materials Safety Administration Technical Assistance Grant. Mr. Miner read the resolution by title and explained this will approve a FDOT Pipeline Hazardous Materials Safety Administration Technical Assistance Grant Agreement in the amount of \$53,217.05, for a GIS Modernization Project for the gas department. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 22-19. The motion passed unanimously.

- 4. Approval of Award of RFQ No. 2022-03 Grant Administration Services for Hurricane Michael Related Program Funding for the City of Chipley.** Mr. Miner explained this will award the Professional Grant Administration Services Continuing Contract to David H. Melvin, Inc. and Fred Fox Enterprises, Inc., based on the scoring of the Selection Committee. This will allow us to alternate between the two firms and bring a Task Order to Council for approval, instead of having to advertise for each project separately because that process takes at least a couple of months to do each time and is costly. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve Award of RFQ No. 2022-03 Grant Administration Services Continuing Contract for Hurricane Michael Related Program Funding to David H. Melvin, Inc. and Fred Fox Enterprises, Inc. The motion passed unanimously.

- 5. Approval of Professional Engineering Services Continuing Contract** – Mott MacDonald Florida, LLC. Mr. Miner explained this will approve the Professional Engineering Services Continuing Contract with Mott MacDonald Florida, LLC. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Professional Engineering Services Continuing Contract to Mott MacDonald Florida, LLC. The motion passed unanimously.

- 6. Approval of Planning and Zoning Recommendation** – Request for Variance – 1213 Old Bonifay Road. Mr. Miner explained this will approve the Planning and Zoning Recommendation for a Request for Variance for 1213 Old Bonifay Road, in order to allow the setbacks. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the Planning and Zoning Recommendation for Request for Variance for 1213 Old Bonifay Road. The motion passed with three (3) ayes and two (2) nays (Council Member Russell and Council Member Butler opposed).

7. **Approval of Planning and Zoning Recommendation** – Request for FLUM Amendment – 1414 Main Street. Mr. Miner explained this will approve the Planning and Zoning Recommendation for a Request for FLUM Amendment from commercial use to medium density residential use, at 1414 Main Street.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Planning and Zoning Recommendation for Request for FLUM Amendment for 1414 Main Street. The motion passed unanimously.

8. **Approval of ARPA Funding Request** – Employee Premium Pay. Mr. Miner explained this will approve a second round of Employee Premium Pay to all employees and volunteer fire in the amount of \$1,000.00 after taxes. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the ARPA Funding Request. The motion passed unanimously.

9. **Approval of Special Event Application** – Evelyn Ward. Mr. Miner explained this Special Event Application will approve the Chipola College Theatre Department performing “The Taming of the Shrew” at the Farmer’s Market on June 17, 2022, with setup beginning at 5:00 p.m. and the performance beginning at 7:00 p.m. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Special Event Application for Chipola College Theatre Department. The motion passed unanimously.

10. **David H. Melvin, Inc. Update.** Mr. David Melvin with David H. Melvin, Inc. was present and explained there are two upcoming grant opportunities. The first grant is the FDEO CDBG-MIT grant which has a closing date of June 10, 2022; and the second grant is the CDBG Cycle grant which has a closing date of July 17, 2022. The Council will need to hold the first public hearing in June to receive public input on projects; the second required public hearing in July; and a CATF meeting, in order to meet the grant deadline. Mr. Russell stated he would like to see a playground with handicap equipment. Mr. Miner stated that might be a good FRDAP project. Mr. Melvin explained these projects can be multi-location projects. Mr. Miner explained to do just paving you will not score very high, but you can do multiple locations like we have done in the past with water lines on multiple streets. Mr. Miner stated we are looking at a possible stormwater project in the amount of \$2 - \$3 million for the mitigation grant. Ms. McCall stated that if the Maybell Way trailer park has not sold then a pond could be placed on that property if the city purchased it. Mr. Miner explained the amount the owner wants for the property is way more than the appraised value, but there is a piece of property down the road that we might be able to purchase. Mr. Sasser stated the offer was 2 times the appraisal value. Mr. Miner stated he did not pursue the property in question after the Council agreed they were asking too much for the property. Mr. Miner further stated the stormwater projects seem to be getting funded so his recommendation is to apply for it and see what happens. We also discussed a pond out here by the Police/Fire building to help with water. Mayor Andrews mentioned Peach Street and Mr. Miner stated Peach Street definitely needs to be looked at closer. Mrs. Cain stated the north side needs something done also and Mr. Miner explained the \$2.9 million project we have already been approved for is a north side project also. Mr. Russell asked if we need to do a drainage study for this drainage issue and Mr. Melvin stated the drainage study is already underway. Mr. Miner stated we

have two homes in Chipley that are being purchased through the FEMA flood program that the county will own once the process is complete, and they are willing to give the city those pieces of property. Ms. McCall stated that Ms. Lee's house floods when it rains; Ms. Coggin's house also floods and she had to put pumps under her house. Mr. Melvin explained if you have a place to drain the water to then you can get rid of it, but if you don't have a place to drain the water to then it floods. Discussion ensued.

The City Council agreed to hold a Special Meeting on June 7, 2022.

11. Liberty Partners of Tallahassee, LLC Update. Mrs. Jennifer Green and Mr. Tim Parson with LPOT were present to give an update. Mr. Parson gave a brief update on the following: Governor DeSantis signed the largest tax relief package in Florida history; he also vetoed the net metering bill; and it is possible he will veto the business impact lawsuit bill. He also stated there is a Special Session "D" that will be called this month regarding the insurance rates. Mrs. Green explained the HAFF Program being offered to citizens; the Emergency Rental Assistance Program along with discussion about the OPIOD Settlement. She stated you may want to have discussions with the county about help with ARPA funds from them, as some counties are assisting their municipalities. Mayor Andrews asked that LPOT mention to their contacts at FDEO that we will be applying for the CDBG-MIT along with the CDBG Cycle grants. Mr. Miner explained the Sheriff's increase in pay for fiscally restrained counties is going to affect us a great deal, so this needs to be worked on at the Governor level, because we will end up losing officers to the county. Discussion ensued.

Other Matters:

Mr. Russell asked about the bushes at the cemetery and Mr. Miner stated he believes it was a communication error, and it has been addressed. No further discussion.

The meeting was adjourned by Mayor Andrews at 7:03 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk