

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**June 7, 2022 at 5:15 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  
Mr. Guy Lane, Public Works Director  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Floyd Aycock, Fire Chief  
Mr. Jimmy Cook, Water Utilities Director  
Mrs. Michelle Jordan, City Attorney

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 5:17 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.** Mayor Andrews added item #15 – Cash Hunt – Mr. Kevin Russell; and item #16 – Florida Gas Utility- Presentation. No further discussion.
- 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 – April 7, 2022.
  2. Regular Council Meeting – April 12, 2022.
  3. Regular Council Workshop – May 5, 2022.
  4. Regular Council Meeting – May 10, 2022.

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

Community Redevelopment Agency (CRA) – Mayor Andrews explained Mr. Ted Everett will be

handling EDC 100% now and we are looking to fill the Chamber Executive Director position, which will handle the CRA. Ms. Jennifer Jones, current Chamber Board Member, is currently handling the CRA and keeping it on track until we hire someone for the position. No further discussion.

City Attorney – Attorney Michelle Jordan. Attorney Jordan explained the Code Enforcement Special Magistrate meeting went well. The attorney was incredibly efficient and had great attention to detail. Attorney Jordan stated she is very pleased with the Code Enforcement proceedings. No further discussion.

Recreation – Mr. Miner explained Mr. Tate was not present due to District Tournament games finishing up tonight and the District Softball Tournament will start in two weeks. No further discussion.

Fire Department – Floyd Aycock. Chief Aycock explained it was a very busy month. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained she has 12 active cases and 26 cases that were closed during the month of May. She stated she is using the new Code Enforcement software. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained there were 14 Land Use Compliance Certificates issued; 2 Tree Removal Permits; 1 Demolition Permit; and 5 Zoning Verifications. Mrs. Donjuan stated she will be attending the Flood Plain Management Conference. No further discussion.

Police Department – Scott Thompson. Chief Thompson explained it has been busy. No further discussion.

Public Works – Guy Lane. Mr. Lane explained we have been busy and everything is going good. He further explained he has a request on the agenda to pave the City Hall parking lot using the same contractor we are using for Peach Street, under the same pricing conditions utilizing the county bid process to save a great deal of money. The total cost for the paving will be \$47,225.00. Mr. Miner stated we need to develop a plan to get these streets paved. Mayor Andrews asked that we set up a workshop to discuss the street paving. Mr. Russell stated we need to look at the concept of annexing in more properties to bring in more revenue. Mrs. Cain stated she does not like to see us pave the parking lot when we have streets to pave. We do need to get started on how we are going to get the streets paved. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained we have been busy. Mr. Sasser asked if Mr. Cook has seen any reduction in the inflow since he has been doing the smoke testing and changing out clean-out caps, and Mr. Cook said very little but thankfully the rain is not hurting us right now. 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 and it is going well; along with budget preparations and the annual election. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: USDA/SRF Effluent Disposal Project – the project is on schedule at this time with the exception of the holding ponds at the sprayfield site and intermediate pump station; the engineer and city staff are working with the contractor to see what can be done to get the project back on schedule; some of the issues have been the ability to get materials; Comprehensive Stormwater Drainage and Flooding Study – we issued a task order to David H. Melvin in March and they are currently working on the study; Recreation Facility Splash Pad (FRDAP Phased Project) – Brock is currently working on a conceptual plan for the splash pad; Commercial Fire Pumper Apparatus – the grant for the fire truck was not funded; the state was funding extractors during this cycle; Mongoven Building – we are currently preparing post execution documents and the environmental exemption documents; once this is all approved FDEO will release funds to begin

the project; we cannot expend funds prior to the release of the funds; ARPA Funding – the final project listing was approved by Council in April and the required reporting was completed by the deadline of April 30<sup>th</sup>; the premium pay was paid to all employees and volunteer fire today and will post to their accounts tomorrow. Discussion ensued.

## **G. Agenda Items.**

- 1. FDEO Small Cities Community Development Block Grant Cycle (First Public Hearing).** Mr. Miner stated this Public Hearing will be held at the Council Meeting on Tuesday night, June 14, 2022. No further discussion.
- 2. Approval of In-Kind Penalty Project – Lighting Project.** Mr. Miner explained that FDEP has approved the in-kind project we submitted for installation of LED light fixtures at the City Hall, Fire Department, Wastewater Treatment Plant and associated buildings. The minimum amount required for the project is \$18,000.00 and our project estimate came in at \$19,800.00 from Newsome Electric. He further explained this will be a savings on electricity and maintenance. Mayor Andrews stated this is a worthy project. Discussion ensued.
- 3. Approval of Award of Bid No. 2022-01 for Utility Scan 350 HS – GSSI.** Mr. Miner explained we advertised this project for the Utility Scan 350 HS, and we received one bid from GSSI in the amount of \$20,920.00. Mr. Miner stated this equipment is grant funded and there is a two-year warranty on the equipment. Discussion ensued.
- 4. Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-02 – FDEO Stormwater Restoration Project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the engineering services for the Stormwater Restoration Project from Griffin Road to the NW quadrant of the city. The task order is for David H. Melvin, Inc. in the amount of \$362,942.10. Mr. Vance Coley explained that these fees include engineering and construction engineering and inspection services during the project. Mr. Sam Bell – 603 Martin Luther King explained he has flooding at his location and is interested to see what can be done in that area. Mr. Coley stated he will look into it and see what can be done. Discussion ensued.
- 5. Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-03 – FDE Hometown Revitalization Project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the engineering services for the Mongoven Building. The task order is for David H. Melvin, Inc. in the amount of \$62,500.00. There was discussion about the Mongoven Building safety and demo, and Attorney Jordan stated once the title transferred to the new owner, it is no longer our liability. Discussion ensued.
- 6. Approval of Professional Grant Administration Services Continuing Contract – David H. Melvin, Inc.** Mr. Miner explained this is the Professional Grant Administration Services Continuing Contract for David H. Melvin, Inc., based on the award of grant administration services per the selection committee. Attorney Jordan stated the rate sheet is not included in the contract, and Mr. Vance Coley with David H. Melvin, Inc. stated he will get that document to the city first thing tomorrow. Discussion ensued.
- 7. Approval of Professional Grant Administration Services Continuing Contract Task Order No. 2022-01 – FDEO Hometown Revitalization project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the grant administration services for the Stormwater Restoration Project. The task order is for David H. Melvin, Inc. in the amount of \$145,805.94. Discussion ensued.
- 8. Approval of Professional Grant Administration Services Continuing Contract Task order No. 2022-02 – FDEO Hometown Revitalization Project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the grant administration services for the Mongoven Building. The task order is for David H. Melvin, Inc. in the amount of

\$47,600.00. Discussion ensued.

9. **Approval of Professional Engineering Services Continuing Contract** – Mott MacDonald Florida, LLC. Mr. Miner explained this is the Professional Engineering Services Continuing Contract for Mott MacDonald Florida, LLC, based on the award of the engineering services per the selection committee. He further explained this is the second time we are approving this contract due to some missing federal guideline information that was not included in the contract originally. Discussion ensued.
10. **Approval of Special Event Application** – 4<sup>th</sup> of July Community Event – Splash & Dash Car Detailing. Mr. Miner explained Mr. Miken Hooks is requesting approval of a 4<sup>th</sup> of July Community Event to be held on Monday, July 4, 2022 from 11:00 a.m. to 11:00 p.m., at T.J. Roulhac Middle School. Mr. Russell stated his concerns with the ending time being at 11:00 p.m. and people living in that area having to go to work the next morning. Mrs. Cain stated it was well done last year. Chief Thompson stated he is not expecting any problems from this event. Mr. Elijah Hooks spoke on behalf of Mr. Miken Hooks and stated it is going to be a safe, fun event and a great deterrent for any problems. Attorney Jordan stated the insurance should be in the applicant's name. Mr. Miner stated we will meet with Mr. Hooks and come up with appropriate distances for the fireworks from the city infrastructure. Mr. Elijah Hooks asked about the Deermont Circle road closure and Mr. Miner stated the application did not request any road closures, so we will have to take a closer look at that. Chief Thompson stated he will study on it, meet with Mr. Miken Hooks and bring it to the Council next week. Discussion ensued.
11. **Approval of Emerald Coast Regional Council Agreement for Annexation Services.** Mr. Miner explained this agreement is for annexation services in the amount of \$21,186.00, with the scope of work being complete no later than April 30, 2023. The scope of work will include technical assistance in the annexation of the identified parcels on the map that is included in the agreement, which is about 20 parcels. Discussion ensued.
12. **Approval of Resurfacing Project** – City Hall Parking Lot. Mr. Miner stated this item was explained during Mr. Lane's report. No further discussion.
13. **Approval of Citizens Advisory Task Force Members.** Mr. Miner explained this will approve the Citizens Advisory Task Force Members for a two-year term. The CATF usually meets at the time we are doing a FDEO CDBG Cycle Grant, and discusses projects they would like to see in the city. Mr. Miner further explained that we are still looking for one more member. Mr. Sam Bell stated he would like to become a member of the committee. Mr. Miner explained to Mr. Bell that he will need to come into City Hall and complete the application, and then we can add him to the CATF. Discussion ensued.
14. **Approval of ARPA Funding Request** – Fire Department Bunker Gear. Mr. Miner explained NAFECO has provided a quote for bunker gear in the amount of \$54,196.00. Chief Aycock is requesting to spend ARPA funding for this purchase. Discussion ensued.
15. **Cash Hunt** – Mr. Kevin Russell – Discussion. Mr. Russell stated he has concerns about this Cash Hunt that is taking place in the city, and the liability for the city. The individuals holding these are advertising as the cash being hid on public property, but people looking are going all over private property as well. Attorney Jordan stated yes, the city can be liable, but none of the city ordinances regulate this type of event. She further stated that as of now the city is not regulating this event, and her recommendation is to not take any action regarding this event. Discussion ensued.
16. **Florida Gas Utility** – Presentation – Mr. Tom Geoffroy. Mr. Miner stated this presentation will be at the Council Meeting next week. No further discussion.

The meeting was adjourned by Mayor Andrews at 6:46 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk