

City of Chipley
Council Workshop
Minutes
July 14, 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:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief
Mr. Guy Lane, Public Works Director
Mr. Brock Tate, Recreation Director
Mrs. Michelle Jordan, City Attorney (via Zoom)

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Floyd Aycock, Fire Chief
Mr. Jimmy Cook, Water Utilities Director
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. Kevin Russell and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.** No 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. Special Council Meeting – June 7, 2022.
 2. Regular Council Workshop – June 7, 2022.
 3. Regular Council Meeting – June 14, 2022.

F. City Administrator and Department Head Reports.

Liberty Partners of Tallahassee – Mr. Tim Parson was present and explained to the Council that

the additional appropriations the Governor approved for the local support grant requests are supposed to be approved by September 15th. The two projects for the Effluent Disposal Project and the Pecan Street Resurfacing have been submitted to Representative Drake's Office and we are hopeful for a positive outcome. Discussion ensued.

Community Redevelopment Agency (CRA). Mayor Andrews explained the Chamber has secured an Executive Director, Mr. Michael Maxwell. Mr. Butler explained the CRA is still working on a scope with Emerald Coast Regional Planning for a Strategic Plan. No further discussion.

City Attorney – Attorney Michelle Jordan. Attorney Jordan explained everything is going well. Discussion ensued.

Recreation Department – Brock Tate. Mr. Tate explained the Darlings won State and we will recognize them at the next Council Meeting. They will now go to the World Series in Cochran, GA on July 29, 2022. Mr. Tate further explained the advertisement for bids for the Splash Pad will close on August 4, 2022. Discussion ensued.

Fire Department – Chief Floyd Aycock. Chief Aycock explained it has been an extremely busy month. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained she has 30 active cases and 30 cases that were closed during the month of June. She stated everything is going well with the Special Magistrate. Mr. Russell asked if the process seemed to be speeding up and Mrs. Donjuan stated yes it is speeding up with the Special Magistrate. Mr. Russell asked about the old dairy dip property. Mrs. Donjuan explained the liens were files and we have to wait a minimum of 90 days. Mrs. Cain asked who has been cleaning the property and Mr. Miner explained the city did some clean-up, but Mr. Caudle has been working on the property. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained there were 9 Land Use Compliance Certificates issued; 1 Tree Removal Permit; and 4 Zoning Verifications. No further discussion.

Police Department – Chief Scott Thompson. Chief Thompson explained we are now fully staffed. We have one officer in training. Mr. Russell asked if there were any problems for the 4th of July and Chief Thompson stated there were only 8 calls for service. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained we have been busy and everything is going good. We have been working on ditch cleaning. We advertised for pressure washing the buildings and the company is starting next week. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained we have been busy. We have had a lot of grass to cut with all the rain. We had a small lightning hit at the Highway 77 water well. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained we have been busy and everything is going well. The audit was complete prior to the deadline of June 30th and it turned out very well. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: USDA/SRF Effluent Disposal Project – the sprayfield ponds are done; there is only about 75 to 100 feet needed to complete the pipe, and it should be tied in by now; the pressure testing is complete at the sprayfield; the electrical contractor is working at the pump station; the transformers delivery is October 26th and then it will only take West Florida Electric a couple of days to do the work, there are alternate scenarios that can be used if we have to in order to keep the project moving; scheduled project completion date of November 21st; 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) – the advertisement for bids closes on August 4th; Commercial Fire Pumper Apparatus – Mrs. Tanner explained Mary Gavin with SERCAP said we can apply for another Community Facilities grant

with USDA even though we already have the police vehicle grant open, so we are planning to work with her to get an application submitted for the fire truck; Mongoven Building – we are currently working on the environmental review 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 30th; CDBG Cycle Application – this application is being prepared by Fred Fox Enterprises to replace the Peach Street Lift Station; the water utilities department is working on a survey of the required homes in order to obtain the LMI information needed for the project application, and we have about 18 more homes we have to get information from; the Council stated they would help if necessary; Mr. Sasser asked if the Habitat property is in the CDBG service area, and Mr. Miner stated no it is not in the service area for this project. Discussion ensued.

G. Agenda Items.

1. **FDEO Small Cities Community Development Block Grant Cycle (2nd Public Hearing).** Mr. Miner explained this public hearing will be held on Tuesday night at the Council Meeting. No further discussion.
2. **Approval of Resolution No. 22-21 – FDEO CDBG Grant Application Submission.** Mr. Miner explained this resolution will approve the submission of the CDBG grant application. We are requesting to relocate and reconstruct the Peach Street Lift Station about 175 feet south of the current location. Discussion ensued.
3. **Approval of Resolution No. 22-22 – FDEO CDBG Leveraged Funds.** Mr. Miner explained this resolution is also for the CDBG grant and will authorize funding in an amount up to \$240,825.00, but no less than \$50,000.00 as leverage for this grant application. He further explained we will receive points in the application for the \$50,000.00 leverage funds. No further discussion.
4. **Approval of Resolution No. 22-23 – FDEO CDBG Community Development Plan.** Mr. Miner explained this resolution is also for the CDBG grant and will authorize the implementation of the long term and short term objectives of the City Community Development Plan. No further discussion.
5. **Approval of Resolution No. 22-24 - FDEO CDBG-DR Hazard Mitigation Grant Program Match Agreement.** Mr. Miner explained this resolution will approve the FDEO CDBG-DR HMGP Match Agreement No. M0143 in the amount of \$38,561.00. This is the matching funds for the generator grant we have for the two lift stations. Discussion ensued.
6. **Approval of Resolution No. 22-25 – Fiscal Year 2021-2022 Budget Amendment.** Mrs. Tanner explained this resolution will be sent out to the Council tomorrow. No further discussion.
7. **Approval of Resolution No. 22-26 – FDOS Division of Historical Preservation Grant Agreement.** Mr. Miner explained we are hoping to receive this grant agreement in time to have it approved at the Council Meeting next week. No further discussion.
8. **Approval of Bid No. 2022-02 – Chipley Sidewalk Replacement.** Mr. Miner explained this project was advertised for bids and we received one bid from S.H. Hayes Enterprises, LLC, in the amount of \$42,286.00. Mr. Lane does not have that number budgeted for this project so he negotiated with the only bidder and was able to get Mr. Hayes to bring his price down to \$23,000.00, but the city will demo the sidewalk. Discussion ensued.
9. **Approval of Florida Gas Transmission Service Agreement – Contract No. 119257.** Mr. Miner explained this is the agreement we have had in place for the last ten years and this is to extend the terms of the agreement. It guarantees the city a certain number of MMBtu's each month (scheduled volume). Mr. Russell asked if it remains the same as

the prior ten-year agreement, and Mr. Miner stated yes it does. No further discussion.

10. **CRA Demo Grant** – Discussion. Mr. Butler explained the CRA Board is discussing a demo grant. We do have the ability to do grants for demos, but we don't want to demolish buildings and collect vacant lots. The only way for it to be done is if CRA agrees to help with a demo and the property owner agrees to turn the property over to Habitat for Humanity or another entity; basically, they would have to give up the property. We would like to look at some other options in order to get rid of some of these blighted properties without taking someone's lot. There have been some roadblocks with the grants because of the requirement of a lien being placed on the property. It is being discussed to maybe have a dollar threshold in order for a lien to be placed but right now we are just throwing ideas out there. Mr. Russell asked if you didn't put a lien against the property and the owner had someone doing the design work on what they were planning to do on the property, then could that not be used as an offset of a lien. Mr. Butler explained that is all part of the development order to put something in place. Once you have someone committed to that, there is a much higher probability of it moving forward to completion. Mr. Sasser asked about the properties that have been abandoned. Mr. Butler explained there are properties that have been abandoned and we are unable to track down the property owners. The CRA does not want to leave them because they are becoming a safety hazard. Mr. Russell asked is this is just within the CRA District and Mr. Butler stated yes. Mr. Russell asked about the concept of a contingency plan. If the city takes the property, cleans it and sells it at market value, then that money goes into a contingency fund in order to fund the next property. Mayor Andrews explained the CRA will need to give us feedback on what they would like to see in the demo grant. I would love to know their thoughts and suggestions on what they want to see. We have a lot of areas with blight so it is a matter of how can we accommodate property owners with some type of grant to be of some assistance to help them. Attorney Jordan explained she believes the CRA is looking to do some modifications to program guidelines and then wait until the Strategic Plan is updated. Mayor Andrews stated it is good that we can provide input to the CRA Board to come up with something in addition to what they are talking about. Discussion ensued.
11. **Approval of Reappointment of Planning & Zoning Board Member** – Wanda Owens. Mr. Miner explained this will reappoint Mrs. Wanda Owens to the P&Z Board for an additional three-year term to expire on July 11, 2025. He stated Mrs. Owens would like to continue to serve on the board. No further discussion.
12. **Approval of Reappointment of Planning & Zoning Board Member** – Rebecca Cousson. Mr. Miner explained this will reappoint Ms. Becky Cousson to the P&Z Board for an additional three-year term to expire on July 11, 2025. Ms. Cousson would like to continue to serve on the board. Mr. Russell asked if there are any opening on the P&Z Board and Mrs. Donjuan stated it is full with an alternate member. No further discussion.
13. **Approval of Special Event Application** – Carnival – Connections Worship Center. Pastor Martin was present and explained they would like to hold this event as a community outreach on September 10, 2022, from 5:00 p.m. to 7:00 p.m. at the Farmers Market. Discussion ensued.

Other Matters:

Ms. Cheryl McCall explained the light plugs were not working at the Farmers Market, and Mr. Miner explained they are turned off and locked up to avoid everyone using the electricity. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:10 p.m.

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk