

City of Chipley
Regular Council Meeting
Minutes
July 19, 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
Mr. Wesley Adams, Incoming Council Member
(via Zoom)

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mrs. Michelle Jordan, City Attorney (via Zoom)
Mr. Michael Maxwell, Chamber Executive Director

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 6:01 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 deleted item #7 – Resolution No. 22-26; added item #14 – Cellular Antennas – Discussion. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda with the deletion and addition. 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. Special Council Meeting – June 7, 2022.
2. Regular Council Workshop – June 7, 2022.
3. Regular Council Meeting – June 14, 2022.

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

to approve the minutes as presented. The motion passed unanimously.

F. Agenda Items.

1. **FDEO Small Cities Community Development Block Grant Cycle (2nd Public Hearing).** Mayor Andrews closed the Regular Meeting and opened the Public Hearing at 6:05 p.m. Mr. David Fox with Fred Fox Enterprises, Inc. gave an overview of the CDBG Project. He explained that Service Area #1 is the Rehabilitation of the Peach Street Lift Station Number Six. He further explained the CDBG estimated project cost and sources of funding and different categories in the amount of \$700,000.00; the City Match Budget and different categories in the amount of \$240,825.00; and the Total Project Budget and different categories in the amount of \$940,825.00. The City anticipates it will take approximately thirty (30) months for the project to be complete including the environmental review. Mr. Fox also explained that an unmet need has been included in the application so if funds remain after addressing the above work, the balance of the funds will be able to be utilized for the unmet need. The unmet need for this application is Service Area #2 which is the 1st Avenue Sanitary Sewer Line Extension to serve the property located at 1147 1st Avenue, which is currently being serviced by a septic sewer system. He explained the sewer line extension budget is estimated to be \$60,000.00 and the sewer line hookup budget is estimated to be \$20,000.00. Mayor Andrews asked if there are any comments from the public. Mr. Sasser asked if these are still estimated costs we are talking about and Mr. Miner explained they are estimated but real numbers from other lift stations that have currently been bid. Mayor Andrews asked if 1147 1st Avenue is the only home that would be connected and Mr. Miner explained that is the only home on 1st Avenue that is not currently connected to the city sewer system. Mr. Miner further explained that the unmet need in the application will only be done if there are funds unspent on the project. With no further public comment, Mayor Andrews closed the Public Hearing and reopened the Regular Meeting at 6:12 p.m. 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 discussed tonight. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 22-21. The motion passed unanimously.

3. **Approval of Resolution No. 22-22 – FDEO CDBG Leveraged Funds.** Mr. Miner explained this resolution is also for the CDBG grant discussed 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. No further discussion.

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

4. **Approval of Resolution No. 22-23 – FDEO CDBG Community Development Plan.** Mr. Miner explained this resolution is also for the CDBG grant discussed and will authorize the implementation of the long term and short term objectives of the City Community Development Plan. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve Resolution No. 22-23. The motion passed unanimously.

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. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve Resolution No. 22-24. The motion passed unanimously.

6. **Approval of Resolution No. 22-25** – Fiscal Year 2021-2022 Budget Amendment. Mrs. Tanner explained this resolution will amend the current year budget and increase it by \$1,223,086.00 and includes project funding and volunteer fire department revenues. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve Resolution No. 22-25. The motion passed unanimously.

7. **Approval of Resolution No. 22-26** – FDOS Division of Historical Preservation Grant Agreement. This item was deleted from the agenda.
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. Mr. Butler asked if we will only be removing the sidewalk and nothing else. Mr. Miner stated yes, city employees will demo and dispose of the existing sidewalk; and the contractor will perform the grade work, framing and pouring of new sidewalk. Mr. Russell asked if we will have to pay to dispose of the concrete and Mr. Miner stated no, we will not have to pay to dispose of it because we have different uses for the material. Mrs. Cain stated that Mr. Lane did a great job negotiating this project so it can be completed. No further discussion.

A motion was made by Council Member Butler and seconded by Council Member Cain to approve Bid No. 2022-02 to S.H. Hayes Enterprises, LLC at the negotiated price \$23,000.00. The motion passed unanimously.

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). No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the Florida Gas Transmission Service Agreement No. 119257. The motion passed unanimously.

10. **CRA Demo Grant** – Discussion. Mayor Andrews stated this item was discussed at the workshop last week. No further discussion.

Mayor Andrews introduced Mr. Michael Maxwell as the new Washington County Chamber of Commerce Executive Director. 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.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the Reappointment of Planning & Zoning Board Member Mrs. Wanda Owens, for an additional three-year term to expire 07/11/2025. The motion passed unanimously.

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 term limits for the volunteer boards we have, and Mr. Miner stated that term limits are not currently included in the City Code. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Reappointment of Planning & Zoning Board Member Ms. Rebecca Cousson, for an additional three-year term to expire 07/11/2025. The motion passed unanimously.

13. **Approval of Special Event Application** – Carnival – Connections Worship Center. Mr. Miner explained Pastor Martin was present at the workshop last week and is requesting to hold a community outreach on September 10, 2022 from 5:00 p.m. to 7:00 p.m., at the Farmers Market. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for Connections Worship Center. The motion passed unanimously.

14. **Cellular Antennas** – Discussion. Mr. Miner explained he has been contacted by Verizon and they are interested in putting cellular antennas on our water tower. These types of agreements usually run from \$1,000.00 to \$2,000.00 per month. He further explained that he has spoken with Mr. Jim Morris since he handles our water tank maintenance and he said that they deal with this all the time. He was able to give some recommendations on things to allow or not allow. Due to service area they are only interested in utilizing the one by the High School. Mr. Sam Bell asked if Verizon is the only company that has requested use of the tower and Mr. Miner stated yes, they are the only company at this time. Mr. Miner explained he does recommend only allowing the company contracted to place equipment on the tower. A lot of contracts allow them to subcontract to others and that could cause clutter. The Council agreed for Mr. Miner to work with Verizon on negotiations; to work with the attorney on a contract; and bring it back to the Council for discussion and approval. Discussion ensued.

Other Matters:

Mr. Russell stated that the pressure washing of City Hall looks great. No further discussion.

Mayor Andrews congratulated Mr. Kevin Russell and Mrs. Linda Cain for continuing on the City Council unopposed. She also congratulated Mr. Brett Butler for making the decision to go home and enjoy his retirement; and she congratulated Mr. Wesley Adams for joining a great team with the City of Chipley. No further discussion.

The meeting was adjourned by Mayor Andrews at 6:33 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk