

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**August 11, 2022 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor

Mr. Brett Butler, Council Member (via Zoom)

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. Michael Richter, Police Lieutenant

Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk

Mr. Wesley Adams, Incoming Council Member

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 Mrs. Linda Cain and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.**

Mayor Andrews asked about the tower lease agreement and Mr. Miner stated he negotiated \$24,000 per year and once we receive the agreement we will forward to Attorney Jordan for her review. Discussion ensued.

Mrs. Cain asked about the fire truck timeline and Mr. Miner stated it will be the next funding cycle for USDA, which begins on October 1<sup>st</sup>. Mrs. Cain explained they are in need of a fire truck. Mr. Wesley Adams stated the guys fixed the truck the last time it broke down and saved the city a lot of money. Discussion ensued.

Mayor Andrews asked about the status of the historic signs that are being placed and Mr. Miner stated they are planning to move them to walls and get them off of the lawns. This will make them more visible. Mr. Miner further explained this was a grant that they received to do the signs. Discussion ensued.

- 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 – July 14, 2022.
2. Regular Council Meeting – July 19, 2022.

**F. City Administrator and Department Head Reports.** Mayor Andrews stated the Department Heads are not present tonight but if you have any questions feel free to reach out to Mr. Miner. No further discussion.

**G. Agenda Items.**

1. **USDA Community Facilities Funding – Purchase of Public Works Equipment.** Mr. Miner explained Mrs. Mary Gavin with SERCAP will be present at the meeting Tuesday night to discuss this grant. No further discussion.
2. **Approval of Resolution No. 22-26** – Florida Department of State, Division of Historical Resources Grant Agreement – Old Chipley City Hall. Mr. Miner explained this is the agreement for the Old City Hall for an engineering study in the amount of \$33,000. Discussion ensued.
3. **Approval of Resolution No. 22-27** – FDLE JAGD Grant Application Submission – Speed Reduction Efforts. Mr. Miner explained this is a grant for the purchase of a radar feedback speed sign. Chief Thompson will budget the additional funds needed for this grant in his budget for next year. Discussion ensued.
4. **Approval of Resolution No. 22-28** – USDA Community Facilities Grant Application Submission. Mrs. Mary Gavin will be present on Tuesday night to discuss the project. Mr. Miner explained this resolution is to approve the USDA Community Facilities Grant Application Submission in the amount of \$75,000. The 25% additional funding needed for this purchase will come from ARPA funding. No further discussion.
5. **Approval of Fiscal Year 2022-2023 Budget and TRIM Schedule.** Mr. Miner explained this will approve the millage and budget dates to comply with the requirements set forth by the Department of Revenue. The tentative millage and budget hearing will be held on September 15, 2022, at 5:05 p.m. and the final millage and budget hearing will be held on September 30, 2022, at 5:05 p.m. No further discussion.
6. **Approval of Community Redevelopment Agency (CRA) Executive Director** – Mr. Michael Maxwell. Mr. Miner explained Mr. Michael Maxwell has been hired as the Chamber of Commerce Executive Director and the CRA Board has approved him as the CRA Executive Director, for Council approval. Discussion ensued.
7. **Approval of Award of Bid No. 2022-04** – City of Chipley Splash Pad – Struthers Recreation, LLC. Mr. Miner explained we advertised for bids for the splash pad and we only received one bid from Struthers Recreation, LLC, in the amount of \$134,415.00. Mr. Russell asked about the total surface area and Mr. Miner stated it will be 40' x 50'. Mrs. Cain stated she does not like the location that was decided on and Mr. Miner stated the Recreation Board approved that location some time ago. Mr. Miner further explained that drainage will be a nightmare at Shivers Park. Mr. Russell asked how will we advertise the splash pad with it being up at Jim Trawick Park, and Mr. Miner stated a splash pad will advertise itself. Ms. Cheryl McCall stated you can see about FDOT putting a sign up. After further discussion the Council asked that Mr. Miner check with Mr. Fred Fox and FDEP and see if the location can be moved to Shivers Park and how that might affect the grant. Discussion ensued.

8. **Approval of Award of RFP No. 2022-04** – Workers’ Compensation, Property & Casualty Insurance. Mr. Miner explained we advertised and received RFP’s from three companies. Our current insurance provider came in the lowest with a total cost of \$165,095.00. It worked out for us as our current provider gives us great service. Discussion ensued.
9. **Approval of Planning & Zoning Recommendation** – Request for Development Order – 1046 Main Street – GCT Capital Properties, LLC. Mr. Miner explained this Development Order is for an office renovation at 1046 Main Street. This is H&R Block and they are remodeling the interior and exterior of the building. The Planning & Zoning Commission approved it unanimously. No further discussion.
10. **Approval of Special Event Application** – Christmas Festival. Mr. Miner explained this will approve the Christmas Festival to be held on December 2<sup>nd</sup> and 3<sup>rd</sup> with the parade starting at 5:30 p.m. on the 2<sup>nd</sup>. Mr. Russell stated he has always received complaints about the parade being held at night due to safety issues and some citizens not being able to get out at night to see it. Is it possible to livestream the parade so the citizens that are unable to attend can see it. Mrs. Heather Lopez stated that Two Egg TV can livestream it and it can also be posted to the facebook page. Mr. Russell stated his concerns are safety and having the proper mechanisms in place, such as lighting. Mrs. Lopez stated she will check into lighting. Discussion ensued.

**Other Matters:**

Mr. Russell explained there was a problem with a tree being cut down at the cemetery and asked if there was something we can put in place to prevent this from happening again, such as they will need Council approval. Mr. Miner explained that it was an employee judgement call and they made the incorrect decision on giving approval for the tree to be removed. We have discussed this so it does not happen again. Attorney Jordan explained the cemetery deed that is issued is not actually a deed, but a license to bury. Attorney Jordan further explained that if the Council wants to enforce this then they will need to adopt an ordinance to require approval to cut trees down in the cemetery. Discussion ensued.

Mrs. Cain stated it is cleaner and looks good going into the cemetery now.

The meeting was adjourned by Mayor Andrews at 5:53 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk