

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**January 6, 2022 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Tommy Sasser, Council Member

Mr. Brett Butler, Council Member  
Mrs. Linda Cain, Council Member

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Guy Lane, Public Works Director  
Mr. Floyd Aycock, Fire Chief  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Scott Thompson, Police 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 5:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Floyd Aycock and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.** 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 Meeting – December 14, 2021.
- F. City Administrator and Department Head Reports.**  
  
Community Redevelopment Agency (CRA) – Ted Everett. Mayor Andrews stated Mr. Everett was unable to make it tonight. The next meeting scheduled for the CRA is January 11, 2022 and they plan to elect Officers. No further discussion.

City Attorney – Attorney Michelle Jordan. Attorney Jordan stated it was a quiet month and everything is going well. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it has been a quiet month. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained she has 15 active cases and 22 cases that were closed during the month of December. It has been a little slower through the holidays. Mayor Andrews explained we met with a concerned citizen and gave them a clear understanding of our process. It was very productive. Thank you to our Code Enforcement Officer for your hard work. Your report reflects it, and our city reflects it. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained there were 8 Land Use Compliance Certificates issued; 2 Zoning Verifications issued; and 1 Site Plan Review. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson introduced three new Officers as Officer Garrick Peterson, Officer Jennifer Jackson, Officer Gene Simonds. The Council stated they appreciate them all. Chief Thompson stated the first car we ordered should arrive any day now, and the other vehicles are in line to be built this month. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained we have been busy and everything is going good. Discussion ensued.

Recreation – Brock Tate. Mr. Miner stated Mr. Tate is on vacation this week. They finished basketball registration with 163 participants; continued with grounds maintenance, field maintenance and janitorial maintenance. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained we have been busy with equipment maintenance. We had four lift stations go down that we had to repair. All of the issues from the lightning strike have now been repaired with the exception of the centrifuge, and we are currently working on getting that back in service. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained we have been busy and everything is going well. We are currently working on year-end closeout and audit. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: Downtown Redevelopment Project – Mr. Vance Coley with David H. Melvin, Inc. Grant Writer – DHM is prepared to brief the Council on this project at the Council Meeting on Tuesday night; USDA/SRF Effluent Disposal Project – the holding ponds are being constructed on the sprayfield site and the transmission line work is underway; Solar Field Feasibility Study – the solar study indicated funding needs and grant requirements for feasibility so our next step will be to secure funding for said projects; Comprehensive Stormwater Drainage and Flooding Study – this project was approved by FDEO and Council; Recreation Facility Splash Pad (FRDAP Phased Project) – we are looking at our options to possibly utilize ARPA funding to enhance this project, and we will know more once we have our plan approved in April; ARPA Funding – a public meeting was held in November to hear input from the citizens in regards to ARPA funding initiatives, and several good ideas were presented; we will hold future meetings before final implementation of a plan in April. Discussion ensued.

## **G. Agenda Items.**

- 1. Presentation of the Christmas Parade Awards.** Mrs. Heather Lopez presented the Christmas Parade Awards to the following winners: 3<sup>rd</sup> Place – Truth Church; 2<sup>nd</sup> Place – Chipley High School Theater Department; and 1<sup>st</sup> Place – Poplar Spring Queens.
- 2. Presentation of Christmas House Decorating Awards.** Mayor Andrews explained we will present the Christmas House Decorating Awards at the Council Meeting on Tuesday night. No further discussion.
- 3. Approval of Ordinance No. 972 (First Reading)** – Amendment to Chapter 30 – Signs. Mr. Miner explained this ordinance will amend Chapter 30 – Signs as reviewed by the

Planning & Zoning Commission for approval by the City Council. Discussion ensued. Mr. Miner read Ordinance No. 972 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING CHAPTER 30 OF THE CODE OF ORDINANCES RELATED TO SIGNS; ADDING CLARIFYING LANGUAGE REGARDING TYPES OF REGULATED SIGNS; ADDING PROHIBITIONS TO REGULATED SIGNS; PROVIDING FOR ADDITIONAL TYPES OF PERMITTED SIGNS UNDER CERTAIN CONDITIONS; PROVIDING FOR REVISED PERMIT REGULATIONS; PROVIDING FOR REMOVAL OF SIGNS AFTER CLOSURE OF A BUSINESS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Miner explained that sock signs are currently prohibited but will now be allowed. The portable signs will be deleted. Attorney Jordan stated there is no specific definition of portable sign listed. Ms. Regina Wolfgang stated portable signs are banners, sidewalk signs and many others. We need input from the business owners that this affects because a lot of people buy what they can afford. The problem is unawareness. If we could make everyone aware that would help this problem. If we could simplify code to make it mom and pop friendly that would help. As long as we allow home-based businesses to make homemade signs, we are not generating sales tax revenue. The entire county would lose 1.5% of sales tax revenue because there is no one buying permits. Mayor Andrews stated it is our hope to get the message out. All we can do is communicate that out to the citizens. Ms. Wolfgang stated she has told her clients for years not to do temporary signs because in the city limits they cannot use them. She explained she lost revenue because she read the code. I hope you will put inserts in bills and let everyone know change is coming. I recommend every department head to join this team and have more eyes and boots on the ground to relay these issues to Code Enforcement. Mayor Andrews thanked Ms. Wolfgang for her comments. Attorney Jordan explained separate areas were suggested to Planning & Zoning and they swayed away from that. She further explained that Special Districts will be important and maybe the city can utilize the existing CRA boundaries. She stated she has not drafted that portion yet until she receives feedback. Mayor Andrews stated location is everything; rules change based on location. Attorney Jordan stated one thing that needs to be clarified is one permit per sign or group of signs. Mr. Miner stated one permit with a list of where the signs are going to be, with a maximum number of 10 signs. Attorney Jordan explained she can add language about the sign permits and number of signs before Tuesday in order for the ordinance to move forward and end the moratorium. We can then take it to the CRA and see what they want to see in the CRA district for more input. Discussion ensued.

4. **Approval of Resolution No. 22-09** – National Flood Insurance Program Performance Measures. Mr. Miner explained this resolution will adopt the NFIP Performance Measures in order to ensure that we are consistently meeting the minimum National Flood Insurance Program requirements. Discussion ensued.
5. **Approval of Resolution No. 22-10** – FDEM Agreement No. H0767 – Lift Station Generators. Mr. Miner explained this resolution will approve the FDEM Agreement No. H0767 in the amount of \$117,520.00 for two (2) generators for wastewater lift stations. Discussion ensued.

6. **Approval of Emergency Management Consulting Services Contract** – Wheeler Emergency Management, LLC. Mr. Miner explained this will approve the continuation of the original contract approved during Hurricane Michael. This will include consulting services for FEMA projects, ARPA and any other projects that are disaster related. The contract will follow Washington County’s bid package and contract they have in place with Wheeler EMC. Discussion ensued.
7. **Wreaths Across America** – Percy Morris. Mr. Percy Morris with the Buffalo Soldiers Motorcycle Club was present and explained the Buffalo Soldiers Motorcycle Club is requesting permission to get the Military involved and guest speakers and hold an event to place wreaths on Veterans grave sites at Glenwood Cemetery. Mr. Morris asked that the city mark the graves. Mr. Miner explained we do not have that information in our system. It is possible Mrs. Dorothy Odom may have some information on the Veterans. Mayor Andrews stated that some funeral homes may also have that information in their archives. Mr. Miner stated AmVets may also be a good resource. Mrs. Cain stated maybe an advertisement can be placed in the newspaper also. Mr. Morris explained that the cost of the wreaths would be paid for through fundraisers and soliciting local businesses. We would like for this event to take place sometime around December. Discussion ensued.
8. **Chipley Downtown Redevelopment Project Update** – David H. Melvin, Inc. Mayor Andrews explained that Mr. Vance Coley with David H. Melvin, Inc. will be present at the meeting on Tuesday night. No further discussion.

**Other Matters:**

Mayor Andrews explained that she attended the Washington County Delegation Meeting and discussed our projects that were submitted for the Sprayfield Project and the Pecan Street Resurfacing Project. Representative Brad Drake and Senator George Gainer were very concerned and interested in our projects. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:43 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk