

City of Chipley
Regular Council Workshop
Minutes
January 9, 2020 at 5:00 p.m.

Attendees:

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

Mr. Brett Butler, Mayor Pro-Tem
Mrs. Linda Cain, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Floyd Aycock, Fire Chief
Mr. Jimmy Cook, Water Utilities Director
Mr. Calvin Sherrouse, Code Enf./Planning Officer

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Mr. Brock Tate, Recreation 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 5:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Russell and Mayor Andrews led the pledge to the American Flag.

C. 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 come to the podium, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. Your participation is welcomed and appreciated.

No citizen requests. No further discussion.

D. Approval of Agenda.

E. Presentation and Approval of Minutes.

1. Regular Council Meeting – December 12, 2019 (Form 8b – Voting Conflict attached).
2. Special Meeting – December 19, 2019.

J. City Administrator and Department Head Reports.

Community Redevelopment Agency (CRA) - Ted Everett. Mr. Everett explained the CRA is working on the RFP for a Florida Redevelopment Association Certified Professional. We hope to have it ready by February. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it was a steady month. We have received our new ISO rating which will be effective April 1, 2020 and we went from a 6/9 to a 5/5X. This is definitely a good thing for Chipley and it could make a difference in homeowner insurance premiums. Discussion ensued.

Planning & Zoning – Calvin Sherrouse. Mr. Sherrouse explained there were 10 Land Use Compliance Certificates. He explained the owners of the Mongoven building are still working on cleaning up in order to determine what needs to be done. They are finding it difficult to get a roofing contractor. Mayor Andrews asked if it is possible for the Council to start receiving the spreadsheet of cases that used to be done for us. Mr. Sherrouse stated he will get that ready for next month. No further discussion.

Code Enforcement – Calvin Sherrouse. Mr. Sherrouse explained there were 88 active cases for the month of December with the majority of the cases being junk, trash and debris, building/structure violations and overgrown lots. There were 17 cases opened and 11 cases closed this month. There were no cases brought before the Code Board this month. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained they have had a good month. The Christmas lights are now down. We have been working on roadways and ditch cleaning. Mr. Russell asked about the cemetery quotes for a contractor. Mr. Lane stated he should have another quote on Monday. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained everything is going good. We have practice starting tonight for basketball. We have a total of 115 participants this year. He explained that Chipley High School will have Kids Night on January 21, 2020 at 7:00 p.m. for the children to be recognized. Mr. Tate stated he will get a copy of the game schedule out to each of the Council. Mr. Russell explained he will be meeting with Mrs. Tanner to discuss a budget for the music park building renovations. Mayor Andrews recommended getting with the local utility company to do a free analysis for energy efficiency. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of November showed no violations. He stated we have not received all of the results for the month of December, but the results we have received show no violations. Mr. Cook explained his new position for Collection System Crewman I has been filled by Mr. Rodney Pittman. Mrs. Cain asked about the findings from the smoke testing that has been done. Mr. Cook stated it has been mostly clean out caps. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained it has been a busy month. Mr. Sasser asked about the speed monitoring device brackets. Chief Thompson stated he received the brackets yesterday. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. Mrs. Tanner explained the citizens are utilizing the credit card processing as a form of payment more and more. She stated she is working on and should have the vehicle listing out to the Council in the next couple of weeks. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the status of the following projects: Grant Writer – David H. Melvin applied for the FDEM Grant and it was not approved for funding and they are currently preparing the application for MSCOP funding for resurfacing of Pecan Street. Mayor Andrews asked how often we will be getting an update from the grant writer and Mr. Miner stated we should get an update quarterly and they were here in November; Downtown Park – we are preparing an advertisement for professional services; Reclaimed Water Distribution System/Spray field – the engineer is present to provide an update on this project; South Fifth Street Drainage Improvements – construction is about 78% complete and we are not sure how that pond is going to function adequately but we are currently working with the

engineers to resolve this issue; West Boulevard Roadway Improvements Project – the plans are 100% complete and we should be able to advertise for construction in January and begin the project in March; CDBG Water Line Project – the engineer has submitted 30% plans for review and comments; Hurricane Michael Recovery – the city funds expended to date are about \$592,000; insurance reimbursements to date are \$97,718; FEMA reimbursements to date total \$503,370.00; we met with FEMA today and we are getting projects worked through the system but it takes time; Consent Order – we are on task and we have a conference call tomorrow with FDEP; the engineer is present to provide an update on the consent order; 7th Street Resurfacing Improvements Project – this project is approved and scheduled for the 2021 funding cycle; Surplus Property – the six month timeline ended in December and Calvin has spoken with the owners and they are cleaning up but are having a hard time getting a roofing contractor; Mrs. Cain stated we all know there was a lot to clean up; Mr. Butler asked if we could get a statement from them, maybe an update and Mr. Miner stated he will contact them. Discussion ensued.

K. Agenda Items.

- 1. Approval of Ordinance No. 959 (First Reading)** – Amendment to Chapter 2 – Sale of Municipal Real Property. Mr. Miner explained this ordinance, if approved, will include an exception for the city to sell property that is located in an Industrial Zoning Classification and promotes economic development. Discussion ensued.
- 2. Approval of Resolution No. 20-09** – CRA Procurement for Professional Services. Mr. Miner explained this resolution was prepared by the Attorney at the request of the Council. This resolution, if approved, will limit the procurement of professional services for the Executive Director to an amount not to exceed \$2,500.00, without additional approval by the City Council. Discussion ensued.
- 3. Approval of Resolution No. 20-10** – FDOT M-SCOP Application Submission – Pecan Street. Mr. Miner explained this resolution, if approved, will allow the submission of an application for funding for the FDOT Municipal Small County Outreach Program for Pecan Street. He explained a lot of traffic travels that road and it took a beating after the hurricane. Discussion ensued.

Mr. Miner explained that the pavement in Harrison Subdivision is very thin so if we can come up with funding through general fund reserves it would be a good idea to have that area paved when we have a contractor come in to do paving on another project, like West Boulevard which is coming up for construction soon. Mr. Lane is currently working on getting some prices together. Discussion ensued.

- 4. Flag Schedule** – Discussion. Mr. Russell explained some citizens have approached him asking why the city places the flags up for every holiday and not just the patriotic holidays. He stated the flag does need to be a standalone item. The Council agreed to remove Thanksgiving Day, Christmas Day and New Year's Day, but to add Election Day in November and leave up through Veterans Day. Discussion ensued.
- 5. Engineer Update** – Mott MacDonald – Mr. Bill Perry. Mr. Perry distributed a Chipley Effluent Project Schedule for review. He explained the city has been following along with the requirements of the FDEP Consent Order and submitting the required documents. The design (drawings) for the project are 100% complete, pending some things being worked out with FDEP. Mr. Perry explained USDA has rendered the application complete for the project, however, they are still waiting to hear back from the Indian Tribe and construction cannot start until we hear back from them. We have been working with FDEP on the operating permit renewal but it cannot be finalized until the third-party intervention is resolved. It is possible this could delay our SRF funding by a quarter. Our hands are tied with the issue of the permit renewal. We are having a discussion with FDEP tomorrow. The city staff is continuing to operate, but under challenging circumstances. Since there is a concern with missing the deadline for the SRF funding it is possible we could get a total funding

package from USDA but the total project amount increasing causes a different type of approval through Regions VI. We have been concerned about the total project cost since we did have pre-hurricane prices versus current prices so we are working on getting some more current contractor costs. Mr. Miner stated the construction of the project could be a challenge with so much going on with Tyndall construction which could cause us major delays. Mr. Perry stated he hopes we can get the construction bid as soon as possible in order to avoid this problem. Mr. Sasser asked how many pump stations will be added to our system with the new construction. Mr. Perry explained there will be two new pump stations, one intermittent and one at the spray field site. Mr. Russell thanked Mr. Perry and Mott MacDonald for all they have done. Discussion ensued.

6. **Approval of Special Event Application** – Easter Egg Hunt. Mr. Miner explained this Special Event Application is for the Annual Easter Egg Hunt to be held on Wednesday, April 8, 2020 from 5:30 to 7:30 p.m. at Shivers Park. Ms. Sherri Biddle explained we should have plenty of food with the fire department doing hotdogs, the Council doing chips and the churches doing other items. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:03 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk