

City of Chipley
Special Council Meeting
Minutes
March 3, 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. Scott Thompson, Police Chief
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Mrs. Amy Wiwi, CRA Board 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 Mr. Sasser and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.**

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda as presented. The motion passed unanimously.

D. Agenda Items.

- 1. **Approval of Resolution No. 20-13** – Sale of Industrial Park Property – North Florida Contracting, Inc. Mr. Miner explained this resolution will authorize the sale of 7.04 acres to North Florida Contracting and Testing, Inc. in the amount of \$34,007.50. This price includes reimbursement for the boundary survey that had to be done and was paid for by the City. Attorney Jordan explained the only thing she needs clarification on is how the Council would like to handle the closing costs. The title fees and the title insurance is normally handled by the seller and then the closing costs are split in half. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve Resolution No. 20-13 and for the City to pay the title fees, title insurance and half of the closing costs. The motion passed unanimously.

- 2. **Approval of Resolution No. 20-14** – Sale of Industrial Park Property – Kirby Holt, Inc. Discussion ensued. Mr. Miner explained this resolution will authorize the sale of 1.04 acres

to Kirby Holt, Inc. in the amount of \$6,100.00. This price includes reimbursement for the boundary survey that had to be done and was paid for by the City. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve Resolution No. 20-14 and for the City to pay the title fees, title insurance and half of the closing costs. The motion passed unanimously.

- 3. Approval of CRA Selection Committee** – Request for Proposals for CRA Consulting Services. Mr. Miner explained Mr. Everett had a prior engagement but Mrs. Amy Wiwi is present for questions.

Amy Wiwi – 83 Cope Road, Chipley. Mrs. Wiwi explained the CRA Board met and approve the committee as follows: Heather Lopez, TDC Director and CRA Board Member; Toni Shamplain, Panama City CRA Director and a Certified Member of the Florida Redevelopment Association; and Dawn McDonald, Washington County Planner.

The question was asked why Mr. Everett is not included on the committee and Mr. Miner explained that usually the person preparing the RFP and answering questions about the RFP prior to the proposals being submitted should not also be on the selection committee. Discussion ensued.

A motion was made by Council Member Butler and seconded by Council Member Russell to approve the CRA Selection Committee as presented. The motion passed unanimously.

- 4. Approval of CRA Mentoring Program Recipient** – Mrs. Tanya Reynolds. Mr. Miner explained that Mr. Jim Town is present to explain.

Mr. Jim Town – Economic Development Council – 4116 Adler Court, Chipley. Mr. Town explained we have worked with Mrs. Tanya Reynolds and she now has a three-year business plan in place; she has a daily target for revenues and expenses; and her business is growing steadily. We recommended that CRA approve Mrs. Tanya Reynolds.

Mrs. Tanya Reynolds – Zensations Salon. Mrs. Reynolds explained that her shop is a beauty salon, pedicures, manicures, massages, oxygen, tanning, body waxing and an essential oils therapist. She stated she has 7 employees including herself.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the CRA Mentoring Program Recipient to receive the \$4,500 toward the rent of the building and \$1,500 toward the accounting fees. The motion passed unanimously.

- 5. Approval of Request for Proposals for CRA Consulting Services.** Mr. Miner explained that Mr. Everett presented the memo included in the Council packets to explain Section IV. 5. Number of local government reference letters provided (only one reference letter may be provided from each community. Reference letters must be dated 2012 or later) – 10 points. He explains the reason the CRA went with 2012 is because they want to be able to see how long their experience has been with CRA's. If we get someone who can show they have a long history with CRA's we will feel more comfortable with them. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Request for Proposals for CRA Consulting Services. The motion passed unanimously.

- 6. Approval of P&Z Recommendation** – Request for Variance for Manufactured Home Placement – Joey Finch. Mr. Miner explained this variance will allow the placement of a manufactured home at 400 2nd Street. The P&Z Board met on February 27, 2020 and

approved this request unanimously. He stated there is no sewer available at this location so they will have a septic tank. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the P&Z Recommendation - Request for Variance for Manufactured Home Placement – Joey Finch. The motion passed unanimously.

7. **Approval of P&Z Recommendation** – Request for Variance for Manufactured Home Placement – Stacey Brown. Mr. Miner explained this variance will allow the placement of a manufactured home at 504 4th Street. The P&Z Board met on February 27, 2020 and approved this request unanimously. He stated there is sewer and water available at this location. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve the P&Z Recommendation – Request for Variance for Manufactured Home Placement – Stacey Brown. The motion passed unanimously.

8. **Grace & Glory Impact Fee Waiver Request.** Mr. Miner explained this will allow a waiver of the impact fees for 912 Brickyard Road in the amount of \$1,652.19. The school is requesting a waiver of the impact fees. The City only has a 2” line that runs to where Amp Lee’s mom built a house years ago.

Mrs. Cindy Birge – 23 Candy Kitchen, Chipley. Mrs. Birge explained the school is building a new facility on Brickyard Road at Allison Drive. The cost of a monitored well is too costly so we are requesting to run a line to the Church and then to Allison at an approximate cost of \$175,000. At the point the project is complete we will deed the lines to the City and the City will maintain the lines from that point forward. Our County impact fees were about \$35,000 for this project so we already have so much expense in this project.

Mr. Miner explained the last school was denied waiving of the impact fees but this request is under different circumstances because the school is improving our City water system by the amount of \$175,000. Their engineer has our construction standards and the project will be built up to City standards. Discussion ensued.

A motion was made by Council Member Butler and seconded by Council Member Cain to approve the Impact Fee Waiver Request for Grace & Glory. The motion passed unanimously.

Mayor Andrews adjourned the meeting at 5:25 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk