

City of Chipley
Regular Council Workshop
Minutes
March 5, 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. Scott Thompson, Police Chief

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Mr. Brock Tate, Recreation 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. Russell and Mr. Butler 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.
- Ms. Barbara James – 659 5th Street. Ms. James brought some information to the Council that she had heard about Code Enforcement in the City of Dothan regarding junk cars, trash and grass and how they have Code Enforcement Officers that carry badges and guns in order to enforce the code issues. She also explained how the City of Enterprise has something in place to take care of eyesore homes. She stated we have lost pride of space and maybe if we followed the City of Dothan we might be able to take care of some of our problem areas. The Council thanked Ms. James for the information.
- D. Approval of Agenda.** Mayor Andrews added item #7 – Executive Order – Discussion.
- E. Presentation and Approval of Minutes.**
1. Regular Council Meeting – February 11, 2020.

F. City Administrator and Department Head Reports.

Community Redevelopment Agency (CRA) - Ted Everett was not present. Mr. Butler explained the CRA Board discussed a potential RFP Selection Committee to bring to the Council for approval. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained things picked up a little this month compared to the month of January. The FEMA grant for a fire truck was submitted today and David H. Melvin prepared the grant for the City. No further discussion.

Planning & Zoning – Calvin Sherrouse was not present. Mr. Miner explained there were 4 Land Use Compliance Certificates; 1 Demolition Permit; 2 Zoning Variances; 1 Development Order and 3 Requests to Site Manufactured Homes. No further discussion.

Code Enforcement – Calvin Sherrouse was not present. Mr. Miner explained there were 97 active cases for the month of February with the majority of the cases being junk, trash and debris, building/structure violations and overgrown lots. There were 18 cases opened and 10 cases closed this month. There were no cases brought before the Code Board this month. Mr. Miner explained Mr. Sherrouse normally provides a list of the cases but he was not present to prepare the list. Mrs. Cain stated she has received complaints about the north side of town and Mr. Miner explained that Mr. Sherrouse was starting to work the north side of town prior to getting sick. Mr. Miner stated that Mr. Sherrouse will be attending training next week and should be able to come back with some good information prior to the workshop. Mr. Sasser asked if the city can go on private property in regards to Ms. Barbara James' comments. Attorney Jordan stated the Code Enforcement Board has the authority to grant this once the property has gone through the proper process. Mayor Andrews asked if there is anything we can modify in our current city code to move this process along quicker and help with some of the issues we are dealing with. Attorney Jordan stated the Council can identify some areas they would like to be updated in the code to allow for this to take place prior to the property going to the Code Enforcement Board, but we still will have to give appropriate due process to the property owners. Mrs. Cain stated the hurricane did not just start this problem, it has been ongoing. Mr. Miner stated the City of Marianna uses CDBG or CDBG-DR funds for these types of issues. Mr. Butler asked if we can look at our current ordinances and see what we can do. Attorney Jordan stated that the current ordinance has the mechanism to give them a citation and then they go to court if it is not paid. The Council was in agreement to set a workshop with Code Enforcement on 03/31/20 at 5:00 p.m. to discuss how we can move forward. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained they have had a good month. The Public Service Commission was here to do the annual inspection and the City passed at 100%. This would not be possible without the Gas Department employees, they do a great job. Mr. Miner stated the loss ratio was better than it has been in a long time. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained everything is going good. We have finished up basketball season and ended registration for baseball/softball season with about 240 participants (22 teams). We are planning on Opening Day being held April 4, 2020, but we will update if anything changes. He stated he has asked the winning teams of the basketball season to attend the Council Meeting next month in order to be recognized. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained the analytical results for the Wastewater Reclamation Facility for the month of January 2020 show three violations for TSS. He stated we have not received all of the results for the month of February, but the results we have received show no violations. Mr. Cook stated the department has been doing a lot of maintenance. Ms. Cheryl McCall asked if there have been any complaints about water pressure issues. Mr. Miner stated there was a water pressure issue reported to Mr. Lane today out in Martins Wood. Mr. Cook stated he has not heard anything but will look into it. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained it has been a busy month. We found another skimmer at a gas station. We are preparing for Spring Break since there will be extra traffic and activity for the summer months. We have hired a new officer, Officer Pasley. Mrs. Cain asked about bringing new employees to the Council Meetings to introduce them and Chief Thompson said he did plan to do that but his hours did not work out with this meeting. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. Mr. Russell asked for an explanation on the park and flag donations on the bills and if they can be paid by credit card. Mrs. Tanner explained that when the park and flag donations were added to the bill that was something our software company wrote a program specifically for, so when we started taking credit card payments that was something that could not be changes on the credit card system. We do occasionally have citizens that ask about this and we explained to them that if they would like to write a check or come in and make a payment for the entire year or month-by-month then we can make sure and apply it to the park and flag fund. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the status of the following projects: Grant Writer – David H. Melvin is preparing the MSCOP application for the resurfacing of Pecan Street and as Chief Aycock mentioned earlier they also prepared the Assistance to Firefighters Grant application for a new fire truck and that application was submitted today; Downtown Park – we are preparing an advertisement for professional services; Reclaimed Water Distribution System/Spray field – city staff and the engineer met with FDEP to discuss the new sprayfield and what expectations both parties had so that we could move forward in the permitting process and the quarterly report was submitted to FDEP in accordance with the consent order; South Fifth Street Drainage Improvements – construction is substantially complete and the pond is doing what it was designed to do; Mrs. Cain asked about the overflow from the pond and Mr. Miner stated the overflow will flow into the drain; West Boulevard Roadway Improvements Project – the city received three bids with the lowest responsive bidder being Gulf Coast Utility Contractors and Attorney Jordan is reviewing the bids; CDBG Water Line Project – the engineer has submitted 60% plans for review and comments; Hurricane Michael Recovery – the city funds expended to date are about \$600,000; insurance reimbursements to date are \$97,718; FEMA reimbursements to date total \$540,377.23 and State reimbursements to date total \$69,966.86; Consent Order – city staff and the engineer met with FDEP to discuss the new sprayfield and what expectations both parties had so that we could move forward in the permitting process and the quarterly report was submitted to FDEP in accordance with the consent order; 7th Street Resurfacing Improvements Project – this project is approved and scheduled for the 2021 funding cycle; Surplus Property – the Council approved a six month extension to the agreement because the owners were having difficulty getting a contractor to look at their project. Discussion ensued.

G. Agenda Items.

- 1. Proclamation of the City of Chipley, Florida Commemorating Theatre In Our Schools.** Mayor Andrews explained there will be student representatives here Tuesday night to accept this Proclamation. No further discussion.
- 2. Approval of Ordinance No. 960 (Public Hearing)** – Amendment to Chapter 11 – Private Property Standards and Abatement of Nuisances. Mr. Miner explained this ordinance will amend Chapter 11 to include the requirement of window maintenance and interior window sight barriers or coverings in designated downtown areas. Mr. Russell stated it will make the downtown area more appealing. Ms. Barbara James asked what happens if they do not comply and Mr. Miner explained they could receive a citation. Mr. Miner read Ordinance No. 960 by title. Discussion ensued.
- 3. Approval of Ordinance No. 961 (First Reading)** – Amendment to Chapter 14.5 – Resource Protection Standards. Mr. Miner explained this ordinance will amend Chapter 14.5 to bring the regulations into conformance with the most current Model Floodplain Management Ordinance approved by FEMA for Florida communities. Mr. Miner read Ordinance No. 961

by title. Discussion ensued.

4. **Approval of Resolution No. 20-15** – Rural Area of Opportunity (RAO) Designation. Mr. Miner explained this resolution will support the designation of Rural Area of Opportunity (RAO) to continue to apply to the Northwest Florida Region to help with grant funding opportunities. Discussion ensued.
5. **Approval of Engineering Services Contract Amendment** – Chipley Effluent Project – Mott MacDonald. Mr. Miner explained Mr. Amir Zafar with Mott MacDonald is present to explain the contract amendment. Mr. Zafar explained there have been numerous specialized services required during the course of permitting and designing the City’s proposed effluent sprayfield site in order to meet FDEP and USDA funding requirements. He stated there were also additional efforts required which were crucial to ensure compliance with the FDEP consent order, as well as the County Planning & Zoning requirements. The increase includes an additional \$244,000 that will be contingent upon agency funding approval. Discussion ensued.
6. **Cemetery** – Discussion. Mr. Guy Lane explained that we have a vacancy in the cemetery department and we are looking into contracting out the maintenance of the Glenwood Cemetery. Mr. Lane explained we currently utilize three employees to maintain the cemetery which includes inmate labor. It takes about 7 days to complete the cemetery due to the minimal hours we are able to work with the inmates. The estimated cost to maintain the cemetery alone is \$58,894. We are asking that one vacant position be froze and we advertise for bids to maintain the cemetery. The estimates we have received so far have been around \$40,000 which is a cost savings of about \$18,000. Mrs. Cain stated that if we move forward with this the contractor needs to know we have a standard we expect to be maintained. Mr. Miner stated the bid specs will need to be very specific. The Council was in agreement that we would move forward with the bid advertisement and if it doesn’t work out then we can always go back to the way we currently handle it. Discussion ensued.
7. **Executive Order** – Discussion. Mayor Andrews explained that the Office of the Governor issued Executive Order No. 20-51 on 03/01/20. This executive order establishes COVID-19 Response Protocol and Directs Public Health Emergency. We need to make sure that we are taking preventative measures to protect the health of our citizens and staff. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:08 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk