

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

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Kevin Russell, Council Member

Mr. Brett Butler, Mayor Pro-Tem
Mr. Tommy Sasser, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mrs. Michelle Jordan, City Attorney

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

This meeting was held by ZOOM due to COVID-19 and there were 22 people in attendance.

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. 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.** Mayor Andrews added item #6 – Resolution No. 20-22; item #7 – Special Event Application; and item #8 – Lucy Carmichael. No further discussion.
- A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda with the additions. The motion passed unanimously.**
- E. Presentation and Approval of Minutes.**
1. Regular Council Meeting – May 12, 2020.

A motion was made by Council Member Russell and seconded by Council Member Sasser

to approve the minutes as presented. The motion passed unanimously.

F. **City Administrator and Department Head Reports.** Mayor Andrews stated if there are any questions regarding the Department Head Reports to please contact Mr. Miner. No further discussion.

G. **Agenda Items.**

1. **Approval of Ordinance No. 962 (Public Hearing)** – Abandonment of Public Right-of-Way/Property. Mr. Miner explained this ordinance will approve the abandonment of two small areas of public right-of-way/property at the old K.C.'s Restaurant building, and revert ownership of the property to the adjoining property owner. The property is a small area on 7th Street that was once used as a loading dock and a small area on the Railroad Avenue side of the building (in the parking lot) which is a handicap ADA ramp. No further discussion. Mayor Andrews closed the regular meeting and opened the public hearing at 5:06 p.m. Mr. Miner read Ordinance No. 962 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, VACATING A PORTION OF PUBLIC RIGHT-OF-WAY/PROPERTY; PROVIDING FOR CESSATION OF OPERATIONAL AND MAINTENANCE RESPONSIBILITIES; PROVIDING FOR REVERSION OF VACATED REAL PROPERTY TO THE ADJOINING PROPERTY OWNER; PROVIDING FOR CORRECTION TO PUBLIC RECORDS OF THE CITY; PROVIDING FOR FILING OF THE ORDINANCE WITH WASHINGTON COUNTY CLERK OF CIRCUIT COURT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

No comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:08 p.m.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the final reading of Ordinance No. 962. The motion passed unanimously.

2. **Approval of Resolution No. 20-21** – Annual Election. Mr. Miner read the resolution by title and explained this resolution will approve the general election for Council Member Ward 1, Ward 4 and Council Member-at-large. We are changing the date of the election due to the August date interfering with the Primary Election. The qualifying dates will be July 6 through July 10, 2020 and the election dates will be September 1, 2020 and if necessary, September 22, 2020. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 20-21. The motion passed unanimously.

3. **Approval of Award of RFQ No. 2020-01 for Engineering and Consulting Services for FDEO Rural Infrastructure Fund Grant** – David H. Melvin, Inc. Mr. Miner explained the selection committee scored the RFQ's and based on those scores David H. Melvin was ranked number 1. This will award RFQ No. 2020-01 to David H. Melvin. Discussion ensued.

A motion was made by Council Member Butler and seconded by Council Member Sasser to approve the Award of RFQ No. 2020-01 for Engineering and Consulting Services for the FDEO Rural Infrastructure Fund Grant to David H. Melvin, Inc. The motion passed unanimously.

4. **Approval of Reappointment of CRA Board Member** – Heather Lopez. Mr. Miner explained this will reappoint Mrs. Heather Lopez to an additional four-year term on the CRA Board, expiring on June 14, 2020. Mr. Russell asked if the CRA had a process in place for

getting individuals to apply for the CRA Board. Mr. Butler stated they have in the past and there has been no one else to come forward at this time. There is a limited pool with business experience. Mr. Russell asked if it has been advertised. Mr. Butler stated he will ask Mr. Everett about the process and will get the information to Mrs. Tanner so it can be sent out to the Council. No further Discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Reappointment of CRA Board Member Heather Lopez for an additional four-year term. The motion passed unanimously.

- 5. Approval of Washington County Library Request – Sidewalk Obstacle Course.** Mayor Andrews explained the library staff is requesting to provide a youth Sidewalk Obstacle Course which will be maintained by the library staff and will be located on the sidewalk around the Chipley library. The course will encourage active participation that will focus on engagement, rather than simple entertainment. The interior paint that will be used will be easily removed with a pressure washer at the end of the program and the paint supplier assured them that the paint will leave no residual effects on the sidewalk. Mr. Russell asked that the sidewalk on Highway 90 not be used due to safety concerns with it being a major highway. Mayor Andrews asked that Mr. Miner clarify with the library staff that they do not use the sidewalk by Highway 90. Mr. Russell asked if the City would be liable if someone gets hurt. Attorney Jordan stated you are going to always have liability throughout the City but the County can get specific event insurance to cover the library event. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Washington County Library Request to have a Sidewalk Obstacle Course and to clarify with the library staff not to use the sidewalks on Highway 90. The motion passed unanimously.

- 6. Resolution No. 20-22 – FDEO Competitive Florida Partnership Grant.** Mr. Miner read the resolution by title and explained this grant will provide up to \$40,000 in grant funds through the FDEO Competitive Florida Partnership Program. These funds will help to complement the downtown project with planning. We are moving forward with and have advertised for RFQ's for Engineering Services on the downtown project. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 20-22. The motion passed unanimously.

- 7. Special Event Application – Believer's Outpour.** Mr. Miner explained this will be a Worship Service and Prayer March uniting Christians in our community to stand in solidarity. The Prayer March will be held on July 5, 2020 from 5:00 p.m. to 6:00 p.m. following a different route due to the holiday. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Special Event Application for the Believer's Outpour. The motion passed unanimously.

- 8. Lucy Carmichael.** Mrs. Lucy Carmichael explained that she understood in the April meeting that her demolition project would be readdressed at the June meeting, so she is present to try to get some information about her project. She stated that one Council Member contacted her and viewed all of the buildings to see the shape each building is in. In the meeting in May it was mentioned that there is an issue with needing room for a turning lane on the northeast side of 90 and 77. She explained her contractor said the Salvation Army building is sound and could be renovated and he said there is plenty of space to turn off of highway 90 into a parking lot if the other buildings are demolished. Mr. Miner explained that turning off of highway 90 into a parking lot would have to be permitted by FDOT. Mr. Russell stated that he thought we asked FDOT to make contact with Mrs. Carmichael about the right-of-way donation. Mr. Miner stated they will not make a decision about that too quickly. It has to go

through legal review/environmental review as well as other check boxes. We did send a letter to them at the request of the City Council. Mrs. Cain asked if FDOT had stated they might look at the possibility closer if the property was already cleared. Mr. Miner explained there was not anyone on the zoom meeting last month that would have been able to make a firm decision on that. Mayor Andrews stated in our request to FDOT I don't remember if we asked them to reach back out to us with a timeline. Mr. Miner stated he does not mind reaching out to Secretary Gainer to see if they might can give us a timeline. Mrs. Carmichael stated that she doesn't think FDOT's decision will preclude her decision. Mrs. Cain asked Mrs. Carmichael what she is asking of the City Council at this time. She asked if they are looking at leaving the old dime store building. Mrs. Carmichael explained that there are no adjoining walls so they would consider leaving it up. Attorney Jordan explained since this item was not on the agenda and properly advertised she recommends tabling the item and properly advertising it as an agenda item next month. Mayor Andrews stated Mrs. Carmichael would like to move forward with her original request. Mrs. Cain stated Mrs. Carmichael did say they would look at leaving the one building. Mayor Andrews agreed. Mrs. Carmichael stated she is willing to look at that but you never know what you might run into during construction. Mr. Russell stated he has spoken with Mrs. Carmichael and asks that the other Council Members take the time to meet with her and go and look at the buildings and see what they look like. Mr. Butler asked for a contact number for Mrs. Carmichael. Mayor Andrews asked that this item be placed on the July meeting agenda. No further discussion.

Other Matters:

Attorney Jordan stated the Council may want to look into utilizing Municipal Code Corporation to do a comprehensive legal review of the City Code. They will work to bring things into readability and compliance with Florida Statutes and they are able to do this a lot cheaper than what it would cost if you utilized my services. She explained she will be part of the process also, but they will actually do the review. Mr. Miner can reach out to Municode and get a quote. No further discussion.

Mr. Russell asked that the Council do something for Mikeal Thomas who was in an accident. He and his dad are very dedicated employees and we need to support them at this time. The Council was all in agreement. Mayor Andrews stated we have been getting updates and we should all reach out and let them know they are in our thoughts and prayers. Discussion ensued.

Mayor Andrews stated we received an email from Mr. Everett which was a pass-through from Mrs. Tanya Reynolds of ZENSations Salon & Spa. Mrs. Reynolds relayed her thanks for the Mentoring Program and what it has done to help her in her business endeavor. Discussion ensued.

Mayor Andrews stated there have been numerous calls from citizens about the parks being open and how appreciative they are that we have been able to do this during such a difficult time. Thank you to all of the employees keeping the parks sanitized on a daily basis. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 5:51 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,

Assistant City Administrator/City Clerk