

City of Chipley
Regular Council Meeting
Minutes
July 14, 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
Mr. Scott Thompson, Police Chief
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director

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. 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.**
A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the agenda as presented. The motion passed unanimously.
- E. Presentation and Approval of Minutes.**
1. Regular Council Meeting – June 9, 2020.

A motion was made by Council Member Cain and seconded by Council Member Butler 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 Resolution No. 20-24 – Fiscal Year 2019-2020 Budget Amendment. Mr. Miner explained this budget amendment will increase the annual budget by \$344,674.00. No further discussion.

A motion was made by Council Member Butler and seconded by Council Member Sasser to approve Resolution No. 20-24. The motion passed unanimously.

2. Approval of Resolution No. 20-23 – FDACS Florida Forest Service Volunteer Fire Assistance Grant. Mr. Miner explained this will allow the submission of a grant application in the amount of \$14,579.25 with a 50% local match, which will allow the fire department to purchase seven (7) mobile radios and seven (7) portable radios in order to upgrade to a digital channel in the future. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve Resolution No. 20-23. The motion passed unanimously.

3. Approval of FDEO Rural Infrastructure Study Agreement for Engineering and Consulting Services – David H. Melvin, Inc. Mr. Miner explained David H. Melvin, Inc, was awarded this project last month based on the selection committee scoring and this agreement will allow David H. Melvin, Inc. to perform the study for the solar power plant in the amount of \$276,000.00. Discussion ensued.

A motion was made by Council Member Butler and seconded by Council Member Russell to approve the FDEO Rural Infrastructure Study Agreement for Engineering and Consulting Services for David H. Melvin, Inc. in the amount of \$276,000.00. The motion passed unanimously.

4. Approval of Federal Emergency Management Agency Public Assistance Funding Agreement – COVID-19. Mr. Miner explained this agreement is for FEMA Assistance for COVID-19. The amount of the agreement will be dependent on what we submit for reimbursement throughout the agreement period. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Federal Emergency Management Agency Public Assistance Funding Agreement for COVID-19. The motion passed unanimously.

5. Approval of Award of RFQ No. 2020-02 for Planning, Design, Engineering and Consulting for the Chipley Downtown Redevelopment Projects – David H. Melvin, Inc. Mr. Miner explained this will award the Planning, Design, Engineering and Consulting for the Downtown Redevelopment Project to David H. Melvin based on the selection committee scoring. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the Award of RFQ No. 2020-02 for Planning, Design, Engineering and Consulting for the Chipley Downtown Redevelopment Project to David H. Melvin, Inc. The motion passed unanimously.

6. Approval of Award of FDEO CDBG Waterline Improvement Project Construction Bid – Cinch Underground, Inc. Mr. Miner explained the bids came in and the lowest bid was

Cinch Underground, Inc. in the amount of \$637,099.25 and they have agreed to issue a change order in the amount of (\$45,011.00) in order to bring the project within budget for a total of \$592,088.25. Mr. Sasser asked if this bid includes all of the additional options in the original scope. Mr. Miner stated this only includes the base bid and not all of the additional options that were identified in the original Scope of Work. Discussion ensued.

Bessie Russ – 745 Orange Street. Ms. Russ asked about the 15 fire hydrants being placed for this project and would like to know if any of them are for the areas of Orange, Pecan and East. Mr. Miner explained there would be fire hydrants placed throughout the project but he will look into this and get back with her. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Russell to approve the Award of the FDEO CDBG Waterline Improvement Project Construction Bid to Cinch Underground, Inc. in the amount of \$637,099.25 and to approve the change order for the project in the amount of (\$45,011.00), which brings the total project amount to \$592,088.25. The motion passed unanimously.

7. **Approval of Planning & Zoning Recommendation** – Request for Demolition – Coggin Properties, Inc. Mr. Miner explained this is the request for demolition by Mrs. Lucy Carmichael that was tabled for further clarification. Mrs. Carmichael stated that no other Council Members have contacted her to view the buildings and she is waiting to see about getting her request approved. Mr. Russell asked if the request is still to demolish all of the buildings or leave some of the buildings. Mrs. Carmichael stated the request is still to remove all of the buildings because they do not know what they will get into while doing the demolition. Mrs. Cain asked if the old dime store building be left standing or demolished. Mrs. Carmichael stated if it is feasible they will leave the old dime store. Mr. Butler asked if the City will be notified if feasible or not and is it possible to get a list of what is removed. Mr. Miner stated yes he could get a list for the Council. Mr. Russell asked if DOT has reached out about the discussion we had about needing additional property for the turn lane. Mrs. Carmichael stated she has not heard from DOT but she does not feel like this approval will present an issue for that to be able to take place if DOT does contact us. Mr. Miner explained he spoke with Secretary Gainer and he was told that is a long process but he would try to get something drawn up to respond to the Council. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the Planning & Zoning Recommendation for the Request for Demolition for the Coggin Properties, Inc. with the stipulation that if the dime store building can be saved, it will be saved. The motion passed with four (4) ayes and one (1) naye (Council Member Russell opposed).

8. **Approval of Planning & Zoning Recommendation** – Request for Development Order – Fast Food Restaurant. Mr. Miner explained this will approve the development of a fast food restaurant at 1243 Main Street. The Planning & Zoning Commission met on June 25, 2020 and approved this request by a vote of 4-0 with Mrs. Owens abstaining due to the property owner being her client. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the Planning & Zoning Recommendation for Request for Development Order for a Fast Food Restaurant. The motion passed unanimously.

9. **Approval of Planning & Zoning Recommendation** – Request for Variance for Manufactured Home Placement – Angela Sharpe. Mr. Miner explained this will approve the placement of a manufactured home at 710 Peach Street. The Planning & Zoning Commission met on June 25, 2020 and approved this request by a vote of 5-0. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the Planning & Zoning Recommendation for Request for Variance for Manufactured Home Placement for Angela Sharpe at 710 Peach Street. The motion passed unanimously.

- 10. Approval of Code Enforcement Board Appointment** – Doris Robinson. Mr. Miner explained we received one application from a citizen interested in serving on this Board and this will appoint Doris Robinson to the Code Enforcement Board with a term effective 07/15/2020 – 07/15/2023. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Code Enforcement Board Appointment for Doris Robinson to expire July 15, 2023. The motion passed unanimously.

Other Matters:

Mr. Russell asked about operations at City Hall during this pandemic and if employees have to be sent home are all employees able to work the utility counter. Mrs. Tanner stated yes all of the employees in Finance are cross-trained and able to wait on customers and work the counter. Mr. Miner explained that the City Hall can function working from home if necessary for the most part with the exception of a few things. Mayor Andrews stated maybe now is the time to put a plan of action into place throughout all of the Departments, especially with storm season coming up. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 5:42 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk