

City of Chipley
Regular Council Meeting
Minutes
September 8, 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 12 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 Mrs. Cain 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/about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.
- No citizen requests. No further discussion.
- D. **Approval of Agenda.** Mayor Andrews added item #9 – FRDAP; added item #10 – Other. No further discussion.
- A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the additions. The motion passed unanimously.**
- E. **Presentation and Approval of Minutes.**
1. Regular Council Meeting – August 11, 2020.
- A motion was made by Council Member Cain and seconded by Council Member Russell to approve the minutes as presented. The motion passed unanimously.**

- F. City Administrator and Department Head Reports.** Mayor Andrews asked about the Code Enforcement/Planning Officer position being vacant and how are we advertising. Mrs. Tanner explained that we advertise all of our open positions on the website, Facebook, Washington County News and Chipola Career Source. Mayor Andrews stated that we can speak with Career Source and see what others are doing to get people hired. Sometimes it takes incentives to get good people. Discussion ensued about the position and is it an issue with that position being combined. Mr. Miner stated that he does not feel that it is a problem having the position combined. Mr. Russell stated that we need to find someone quick because we have 3 pages of open cases. Mr. Miner explained that we are doing what we can to get someone hired but that is not the only position we are having a problem hiring. We currently have a Water Crewman I, Street Crewman II and the Code Enforcement/Planning Officer positions vacant. People have been receiving the unemployment benefits due to COVID-19 and they can make more staying home than working. Discussion ensued.

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. 963 (Public Hearing)** – Waste Management Inc. of Florida Contract Amendment. Mr. Miner explained this amendment renews and extends the original agreement for an additional three (3) years with no price increase other than the normal CPI increase that has always been in our contract. The CPI increase will start being effective October 1st of each year instead of July 1st of each year and the renewal includes two neighborhood cleanups. Mayor Andrews closed the regular meeting and opened the public hearing at 5:16 p.m. Mr. Miner read Ordinance No. 963 by title:

AN AMENDMENT TO ORDINANCE 834 RENEWING AND EXTENDING THE NON-EXCLUSIVE FRANCHISE TO WASTE MANAGEMENT INC. OF FLORIDA FOR THE COLLECTION AND DISPOSAL OF RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION; AND PROVIDING AN EFFECTIVE DATE.

No comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:19 p.m.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the final reading of Ordinance No. 963. The motion passed unanimously.

- 2. Approval of Resolution No. 20-26** – FDLE JAGD Grant Application. Mr. Miner explained this resolution will approve the submission of a grant in the amount of \$1,000.00 to go toward the purchase of an in-car radar which has an approximate cost of \$2,100.00. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 20-26. The motion passed unanimously.

- 3. Approval of FDEP State Revolving Fund Loan WW670110 Amendment No. 6** – Chipley Effluent Disposal. Mr. Miner explained this amendment will adjust the project cost line items and reduce the semiannual loan payment amount. No further discussion.

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

Russell to approve the FDEP State Revolving Fund Loan WW670110 Amendment No. 6. The motion passed unanimously.

- 4. Approval of FDOT SCOP 7th Street Resurfacing and Improvements Project Design Services** - David H. Melvin, Inc. Mr. Miner explained this will award the 7th Street Resurfacing and Improvements Project Design to David H. Melvin, Inc. based on the Scoring Selection Committee ranking. We will negotiate with the firm per CCNA and if the price is acceptable, we will bring a contract to the Council for approval. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Russell to approve award of Design Services to David H. Melvin, Inc. The motion passed unanimously.

- 5. Approval of Reappointment of Planning & Zoning Committee Member** – David Ridley. Mr. Miner explained that Mr. Ridley has agreed to serve another term on the Board and this will extend his term to expire September 20, 2023. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Reappointment of Planning & Zoning Member Mr. David Ridley for a term to expire September 19, 2023. The motion passed unanimously.

- 6. Approval of Special Event Application** – The Merchants of Historic Chipley -Trunk or Treat. Mr. Miner explained this is the Annual Trunk or Treat to be held on October 24, 2020 from 4:30 p.m. to 6:00 p.m. at Pals Park. Mayor Andrews discussed a possible supplemental page to the Special Event Application to make sure whoever is holding the event is responsible and it does not fall back on the city. Mr. Russell stated that we are only approving the event, the public has to take responsibility. If Friday night football is on, why not Trick or Treating. Ms. Sherri Biddle explained her COVID-19 Plan and stated they will change the time to 3:00 p.m. to 4:30 p.m. due to COVID-19. Mrs. Cain stated that it sounds like Ms. Biddle is prepared and has a good plan in place. Mayor Andrews stated that we are not dictating the event, but we are allowing it to be on City property. Ms. Biddle explained that she spoke with the Health Department and they cannot tell me yes or no and that I need to follow city guidelines. She stated she is willing to cancel if necessary when the time comes, dependent on COVID-19. Attorney Jordan stated she can draw up an addendum to be added to the Special Event Application. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Annual Trunk or Treat with the Addendum added. The motion passed unanimously.

- 7. Approval of Special Event Application** – Prayer March 2020. Mr. Miner explained this is the Prayer March 2020 to be held on September 26, 2020 from 8:00 a.m. to 10:00 a.m. in various locations throughout the city. This event will be held mostly on the sidewalk with Police coverage at major intersections, and then 1st Street with no sidewalks. Mr. Miner stated that the Addendum that is prepared by the Attorney can be used for all Special Event Applications. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Prayer March 2020 with the Addendum added. The motion passed unanimously.

- 8. Approval of Special Event Application** – Chipley High School Homecoming Parade. Mr. Miner explained this is the homecoming parade to be held on October 16, 2020 at 12:45 p.m. Mr. Russell explained that several teachers have complained about the parade route with small children sitting on the side of Highway 90. Is it possible for the parade route be reversed so the children are not sitting on the side of Highway 90. The school turned in the same traditional parade route and it has been approved by FDOT. Chief Thompson stated that he just needs to know if it changes for sure. Mr. Miner stated okay the same parade route just in reverse. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the Special Event Application for the Chipley High School Homecoming Parade in the opposite direction of the original parade route, with the Addendum attached. The motion passed unanimously.

- 9. FDEP FRDAP Pals Park Phase IX Agreement.** Mr. Miner explained this is the Splash Pad project and since only one of the grants was approved, we will have to phase this project. Mr. Tate and the Recreation Committee will need to meet and discuss the splash pad and come up with what elements we want to include and make sure it is something that is easily expandable. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the FDEP FRDAP Pals Park Phase IX Agreement. The motion passed unanimously.

- 10. Other.** Mayor Andrews explained she has been doing some research and would like for the Council to consider putting a Social Media Policy in place. We need to consider some verbiage on what is acceptable and what is not acceptable. Elected officials, employees, committee members and others need to show good character in representing the city. Mr. Russell stated that volunteer boards should be included. Mr. Sasser stated that the FLC should have a draft policy we can review. Mr. Miner explained the Personnel Policy is what we have currently that governs employees, but it does not include Social Media. Mayor Andrews stated that things such as conduct unbecoming needs to be added. Mr. Miner stated we will get some samples together and present them at the next meeting. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 5:56 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk