

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**March 3, 2022 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Brett Butler, Council Member  
Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem  
Mr. Tommy Sasser, Council Member

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Guy Lane, Public Works Director  
Mr. Jimmy Cook, Water Utilities Director  
Mrs. Tamara Donjuan, Code Enf./Planning Officer

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Scott Thompson, Police Chief  
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 5:05 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Kevin Russell and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.** No discussion.
- D. 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 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.
- Mr. Carlos Aguirre – 1356 North Railroad Avenue. Mr. Aguirre explained he is present to discuss the Mongoven Building because he has been in the building and would like to try to save the building because he fears there will be a domino affect to the buildings next to it. He fixes buildings for a living and does not see why this building cannot be repaired. Mayor Andrews explained to him that we will discuss this further at the time of the City Administrator reporting. Discussion ensued.
- E. Presentation and Approval of Minutes.**
1. Regular Council Workshop – January 6, 2022.
  2. Regular Council Meeting – January 11, 2022.
  3. Regular Council Meeting – February 8, 2022.

## **F. City Administrator and Department Head Reports.**

Community Redevelopment Agency (CRA) – Ted Everett not present. Mr. Butler explained the next meeting will be held on March 21, 2022. The CRA Board has been working on sign surveys and they are working on setting up a strategic workshop to clean up the language in the by-laws and possible CRA expansion opportunities. Discussion ensued.

City Attorney – Attorney Michelle Jordan. Attorney Jordan stated everything is going well. No further discussion.

Fire Department – Floyd Aycock not present. Mr. Miner explained it has been a busy month. The building is not complete yet, they are working on the windows and that is the last item. Mayor Andrews asked if we are permitting for burns since we received an advisory about burning. Mr. Miner explained burn permits are approved on a daily basis by the Chief. If the conditions are not favorable for burning then we do not issue burn permits. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained she has 6 active cases and 27 cases that were closed during the month of February. She stated she has been in training for a week so the numbers are a little lower than normal. Attorney Jordan explained there are title issues with the Dairy Dip and we need to get an order in place before we clean the property. Mr. Russell asked if we can get a price to clean it up and Mr. Miner stated we will work on getting a price. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained there were 11 Land Use Compliance Certificates issued and 1 Zoning Verification issued. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson stated it has been a busy month. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained we have been busy and everything is going good. We would like to do spring cleanup next month in April with dumpsters set out like we did last year. He stated we plan to have it advertised in the utility bills and in the newspaper. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained they will have the last basketball games this Friday. We have 330 children registered for the baseball/softball season with Opening Day planned for April 2, 2022. Mr. Tate further explained that the handicap spots that were requested will be complete before the ballgames begin. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained we have been busy with equipment maintenance and we are continuing with the smoke testing on the SW side of town. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained we have been busy and everything is going well. She stated she added a few items to the monthly report for review. We are currently working on audit. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: Downtown Redevelopment Project – this project is in the planning stages and the Council is looking at various downtown activities and will prioritize at a later meeting; USDA/SRF Effluent Disposal Project – the sprayfield is 85% complete, the holding pond is 65% complete and the force main is 80% complete, the project is on schedule; Solar Field Feasibility Study – the solar study indicated funding needs and grant requirements for feasibility so our next step will be to secure funding for said projects; Comprehensive Stormwater Drainage and Flooding Study – this project was approved by FDEO and Council; Recreation Facility Splash Pad (FRDAP Phased Project) – we are looking at our options to possibly utilize ARPA funding to enhance this project, and we will know more once we have our plan approved in April; Surplus Property/Mongoven Property – we are awaiting the agreement from FDEO, it is in legal review at this time; Annexation Study – Emerald Coast Regional Planning Council said they should have a scope of work and cost to us

next week; ARPA Funding – a public meeting was held in November to hear input from the citizens in regards to ARPA funding initiatives, and several good ideas were presented; we will hold future meetings before final implementation of a plan in April. Discussion ensued.

Mr. Russell stated we have been going in circles on this Mongoven Building and if Mr. Aguirre is able to do what he says he can do with that building then we need to see a plan and a financial plan. Mr. Miner suggested getting a security bond from his company so they cannot back out easily. Mr. Tim Parson with LPOT stated FDEO is trying to move the contract along quickly so you should see it soon. Mrs. Cain stated she would love to see the building saved. Mr. Miner explained Mr. Aguirre's company would have to buy the building from the current owner because the City does not own the property. Mayor Andrews stated we are going to need some additional information from Mr. Aguirre's company. We do appreciate you taking an interest in this property, but we have pursued a grant to demolish this building and we are on a timeframe. We will discuss your request. Discussion ensued.

## **G. Agenda Items.**

1. **Approval of Resolution No. 22-13 - Fiscal Year 2021-2022 Budget Amendment.** Mr. Miner explained this resolution will approve an increase to the budget in the amount of \$3,479,939, which is all grant project funds. No further discussion.
2. **Approval of Award of RFP No. 2022-02 for Florida Licensed Attorneys to Provide Special Magistrate Services** – Pittman Law Group, P.L. Mr. Miner explained we advertised for Special Magistrate Services for Code Enforcement and only received one submittal. The Pittman Law Group has two attorneys that will be assigned to the city for these services. The fee schedule states they will charge \$175.00 per hour and receive reimbursement for any pre-approved travel expenses billed at the State of Florida reimbursement rate. Mr. Russell asked if this will eliminate the Code Enforcement Board and Mr. Miner stated it will eliminate any need for a Code Enforcement Board. Discussion ensued.
3. **Approval of Professional Engineering Services Continuing Contract** – David H. Melvin, Inc. Mr. Miner explained this will approve the Professional Engineering Services Continuing Contract with David H. Melvin, Inc. No further discussion.
4. **Approval of Professional Engineering Services Continuing Contract** – Mott MacDonald. This item will be deleted from the agenda, and we will add it to the agenda at a later date. No further discussion.
5. **Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-01** – FDEO Drainage Study Project – David H. Melvin, Inc. Mr. Miner explained this will approve the Task Order for the FDEO Drainage Study Project for David H. Melvin, Inc., in the amount of \$291,785.00. No further discussion.
6. **Approval of Employee Classification Document Change** – Police Department. Mr. Miner explained this will change the Clerical Assistant (Evidence Tech) position from part-time to full-time. The department has the need for this position to be full-time due to more evidence to process, and this position also covers the office while the Administrative Assistant is out. If she is not there the department has to utilize officers for answering the phones. Discussion ensued.
7. **Approval of Special Event Application** – Easter Egg Hunt. Mr. Miner explained that Sherri Biddle is requesting approval for the Community Easter Egg Hunt to be held on Wednesday, April 13, 2022 at Shivers Park, from 5:00 p.m. to 6:30 p.m. Ms. Biddle stated that if we have to cancel the event due to weather on Wednesday, then we will plan it for Saturday. Discussion ensued.
8. **Opportunity Florida Presentation** – Richard Williams. Mr. Williams presented on the Changing Demographics and the Labor Force. He asked why there are so many open

positions remaining unfilled? People just don't want to work; People are getting too much money to not work. He reviewed the increases in labor force, employed and unemployed; the population changes from 2010 to 2020; the population and working age population; the population and housing changes. He explained that in the CareerSource Chipola Region we are just starting to see an increased interest in employment and training; employers continue to report difficulty filling positions. Mr. Williams explained you have to Build a Championship Team by asking yourself: do people want to work with you; are you competitive for what you expect in return; do you expect the applicants to come to you or are you seeking them out in the right places. He explained that employers can respond by making your labor force an executive level topic; identify your best workers; have a career path ready for your best workers; look at your process/operations and determine how to automate more, eliminate steps, combine jobs; and non-traditional labor sources. Discussion ensued.

9. **American Rescue Plan Act (ARPA) Funding** – Discussion. Mr. Miner explained that we have had some additional community input for the ARPA projects from Habitat for Humanity and Mr. Elijah Hooks, and these requests are included on the listing. Mr. Miner further explained the list of proposed projects for the ARPA funding and stated that we have to have the reporting complete by April 30<sup>th</sup>, so if the Council has any projects they are interested in to please send him the information so we can compile a complete list for approval. He further explained to keep in mind that the list can change over time, but we have to at least have a plan in place. Discussion ensued.

#### **Other Matters:**

Mr. Tim Parson with Liberty Partners of Tallahassee was present and explained to the Council that there is one week left in the Legislative Session. The Mayor visited Tallahassee last week during the session. The legislature has approved Historical Resources Small Matching Grants in the budget. Discussion ensued.

Mrs. Cain explained she was asked if the Council will consider designating the area around the gazebo as a park, and if we do that then FDOT will put up signage for the Historical Society. Mr. Miner explained there has been discussion about this and possibly naming it Veterans Memorial Park. This will possibly require a land use change. We can piggyback the cost of the land use change with the annexation when it is done and then we will save some money. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:35 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk