

City of Chipley
Council Workshop
Minutes
May 5, 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. Floyd Aycock, Fire Chief
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Scott Thompson, Police Chief
Mr. Jimmy Cook, Water Utilities 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 5:03 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Tommy Sasser and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.** Mayor Andrews added item #9 – Special Event Application. No further 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.
- No citizen requests. No further discussion.
- E. Presentation and Approval of Minutes.**
1. Regular Council Workshop – April 7, 2022.
2. Regular Council Meeting – April 12, 2022.
- F. City Administrator and Department Head Reports.**

Community Redevelopment Agency (CRA) – Ted Everett. Mr. Everett explained the CRA held a meeting on April 26, 2022 and part of the discussion was to have the CRA Strategic Plan updated. We would like to look at grants that may be offered for this. He stated we have

scheduled a Community Workshop at the T.J. Roulhac Enrichment Center for community input. Mr. Miner stated that maybe this and the downtown redevelopment can work in conjunction with each other. He also explained the current CRA Plan was done with a FDEO Technical Assistance Grant. Mr. Miner and Mr. Everett will plan to meet with the Emerald Coast Planning Council. Discussion ensued.

City Attorney – Attorney Michelle Jordan. Attorney Jordan explained she talked with Mr. James Caudle – 1320 Jackson Avenue, and he now wants to keep the building and the city waive the fines. The Council agreed for Attorney Jordan to proceed with the foreclosure. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained everything is going good. We are working on getting some additional volunteers; the minimum age is 18 years old to take the Fire I Class, so the minimum age to be on the Department is 18 years old. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained she has 17 active cases and 18 cases that were closed during the month of April. She stated we have rescheduled the Special Magistrate meeting for June 2nd due to scheduling conflicts. She is currently transferring information into the new Code Enforcement software. Mr. Russell asked about the case at 1278 Holly Avenue and Mrs. Donjuan stated there are title issues with that property. Attorney Jordan stated a new case can be started. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained there were 21 Land Use Compliance Certificates issued; 1 Tree Removal Permit; 1 Demolition Permits; 1 Zoning Variance; 1 Site Plan Review; 4 Zoning Verifications; and 1 Request to Site a Manufactured Home Unit. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained it has been busy. We are currently one Officer position down. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained we have been busy and everything is going good. He stated we had a large Spring Clean-Up that was 2 weeks long due to Waste Management only allowing us to utilize the dumpsters for that length of time. Discussion ensued.

Recreation – Brock Tate. Mayor Andrews Mr. Tate is at games tonight. She stated Opening Day was a huge success. Mayor Andrews stated she would love to see more of the Recreation Board Members present at major events. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained we have been busy. We are currently down two positions. We received a letter from FDEP about sewer spills that took place between August 2020 and February 2021, and they are issuing a short form consent order. Mr. Miner explained we can do an in-kind project for \$18,000 to cover the penalties, and we are currently looking into a good project for that. He stated you cannot do an I&I project to cover penalties, but you can do environmental capital improvements. Mayor Andrews stated we are so close to the finish line, so we want to make sure we get this taken care of to prevent issues. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained we have been busy and everything is going well. We are continuing to work on the annual audit, budget preparations and the annual election. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: Downtown Redevelopment Project – Mr. Coley with David H. Melvin, Inc. was present and explained that he had given the Council a list of redevelopment projects to rank at an earlier date, and how would the Council like to proceed; Mayor Andrews stated it would be good to speak with each Council Member individually in order to get the ranking sheets completed so we can move forward; USDA/SRF Effluent Disposal Project – the project is on schedule at this time with the exception of the holding ponds at the sprayfield site and intermediate pump station; the engineer and city staff are working with the contractor to see what can be done to get the project back on schedule; some of the issues have been the ability to get materials; 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 – we have issued a tasking to David H. Melvin to begin this work; Recreation Facility Splash Pad (FRDAP Phased Project) – we have included this project on the ARPA priority listing funding to enhance this project; Mongoven Building – we are currently preparing post execution documents and the environmental exemption documents; once this is all approved FDEO will release funds to begin the project; we cannot expend funds prior to the release of the funds; ARPA Funding – the final project listing was approved by Council in April and the required reporting was completed by the deadline of April 30th. Discussion ensued.

G. Agenda Items.

- 1. Approval of Resolution No. 22-17** – Annual Municipal Election. Mr. Miner explained this will approve the Annual Election to be held on September 6, 2022, with a Runoff Election to be held on September 20, 2022, if necessary. The qualifying will be held from July 11, 2022 at 8:00 a.m. until July 15, 2022 at 4:00 p.m. Discussion ensued.
- 2. Approval of Resolution No. 22-18** – Florida Department of State – Division of Historical Resources Small Matching Grant Application Submission. Mr. Miner explained this will approve the submission of a Division of Historical Resources small matching grant in the amount of \$50,000.00, in order to complete a professional engineering assessment for 672 5th Street. Mrs. Heather Lopez explained the grant deadline is June 1st and if awarded work can begin around July 2023. Mrs. Dorothy Odom stated the Historical Society utilized three bays at the Farmers Market and we would like to see additional bays closed in if acceptable to the city. Mr. Russell asked about the increased cost for the insurance to the city. Discussion ensued.
- 3. Approval of Resolution No. 22-19** – FDOT Pipeline Hazardous Materials Safety Administration Technical Assistance Grant. Mr. Miner explained this will approve a 2022 FDOT Pipeline Hazardous Materials Safety Administration Technical Assistance Grant Agreement in the amount of \$53,217.05, for a GIS Modernization Project for the gas department. Discussion ensued.
- 4. Approval of Award of RFQ No. 2022-03 Grant Administration Services for Hurricane Michael Related Program Funding for the City of Chipley.** Mr. Miner explained this will award the Professional Grant Administration Services Continuing Contract to David H. Melvin, Inc. and Fred Fox Enterprises, Inc., based on the scoring of the Selection Committee. This will allow us to alternate between the two firms and bring a Task Order to Council for approval, instead of having to advertise for each project separately because that process takes at least a couple of months to do each time and is costly. Discussion ensued.
- 5. Approval of Professional Engineering Services Continuing Contract** – Mott MacDonald Florida, LLC. Mr. Miner explained this will approve the Professional Engineering Services Continuing Contract with Mott MacDonald Florida, LLC. Discussion ensued.
- 6. Approval of Planning and Zoning Recommendation** – Request for Variance – 1213 Old Bonifay Road. Mr. Miner explained this will approve the Planning and Zoning Recommendation for a Request for Variance for 1213 Old Bonifay Road, in order to allow the setbacks. A variance for two feet is needed on the west side for entrance steps into the manufactured home. Mr. Russell asked if a smaller trailer was placed on the lot, would a variance be needed, and Mr. Miner stated no. Discussion ensued.
- 7. Approval of Planning and Zoning Recommendation** – Request for FLUM Amendment – 1414 Main Street. Mr. Miner explained this will approve the Planning and Zoning Recommendation for a Request for FLUM Amendment from commercial use to medium density residential use, at 1414 Main Street. Mr. Jerry with JMH Group (Engineer of Record) was present and explained this property is behind Tyndall Federal

Credit Union and we plan to use it to build 40 multi-family townhouses. Discussion ensued.

8. **Approval of ARPA Funding Request** – Employee Premium Pay. Mr. Miner explained this will approve a second round of Employee Premium Pay to all employees and volunteer fire in the amount of \$1,000.00 after taxes. Discussion ensued.
9. **Approval of Special Event Application** – Evelyn Ward. Mr. Miner explained this Special Event Application will approve the Chipola College Theatre Department performing “The Taming of the Shrew” at the Farmer’s Market on June 17, 2022, with setup beginning at 5:00 p.m. and the performance beginning at 7:00 p.m. 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