

City of Chipley
Regular Council Meeting
Minutes
June 14, 2022 at 6:00 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. Scott Thompson, Police Chief

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
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 6:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mayor Andrews and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #15 – Florida Gas Utility Presentation; #16 – Cemetery Discussion – Council Member Russell; and #17 – Mayor Andrews - Comments. 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.

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.

Cheryl McCall – 1261 Coggin Avenue. Ms. McCall asked for an update on the downtown redevelopment project. Mr. Russell explained Mr. Vance Coley with David H. Melvin is preparing a proposal based on the information he discussed with each Council Member about the project. Ms. McCall asked about the old water tower property and what was being done on that project. Mr. Russell stated that project is included in the redevelopment plan for downtown. No further discussion.

E. Presentation and Approval of Minutes.

1. Regular Council Workshop – April 7, 2022.

2. Regular Council Meeting – April 12, 2022.
3. Regular Council Workshop – May 5, 2022.
4. Regular Council Meeting – May 10, 2022.

Mr. Butler asked if the city-owned properties that are being leased out have been identified. Mr. Miner stated they are the Chamber of Commerce, Washington County Historical Society and the Chipley Woman's Club (just a parcel for parking). No further discussion.

Mr. Butler asked about the status of the old dairy dip. Mr. Miner stated Attorney Jordan is handling the foreclosure on the property. A new Code Enforcement case was also started which will give us the ability to demo the building. Attorney Jordan stated we have to wait at least three months in order to follow the process correctly. Discussion ensued.

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. Agenda Items.

1. **FDEO Small Cities Community Development Block Grant Cycle (First Public Hearing).** Mayor Andrews closed the Regular Meeting and opened the Public Hearing at 6:11 p.m. Mayor Andrews explained the city is considering applying to the Florida Department of Economic Opportunity for a FFY 2020 and 2021 Small Cities Community Development Block Grant (CDBG). The city intends to reapply in FY2021 if funding is not available in prior cycle. The city is eligible to apply for up to \$700,000.00 in the neighborhood revitalization, commercial revitalization and housing rehabilitation categories, and up to \$1,500,000.00 in the economic development category. Construction activities funded through the CDBG Program must meet one of the following National Objectives: Benefit to low- and moderate- income (LMI) persons; Prevent or eliminate slum or blight conditions; or Meet a need of recent origin having a particular urgency. The types of activities for which CDBG funds may be used include constructing stormwater ponds, paving roads and sidewalks; installing sewer and water lines, building a community center or park, making improvements to a sewage treatment plant, and rehabilitating low-income homes. Additional information regarding the range of activities that could be funded will be provided at the public hearing. In developing a CDBG application, the City of Chipley must plan to minimize displacement of persons as a result of the activities. In addition, the City is required to develop a plan to assist displaced persons. Mr. Miner explained this public hearing is not to discuss the City's preference for a project, but truly just an opportunity for the public to suggest projects. The second public hearing will be when the Council can have a discussion and make an official recommendation. Mayor Andrews asked if there are any comments from the public. With no comments, Mayor Andrews closed the Public Hearing and reopened the Regular Meeting at 6:14 p.m. No further discussion.
2. **Approval of In-Kind Penalty Project – Lighting Project.** Mr. Miner explained that FDEP has approved the in-kind project we submitted for installation of LED light fixtures at the City Hall, Fire Department, Wastewater Treatment Plant and associated buildings. The minimum amount required for the project is \$18,000.00 and our project estimate came in at \$19,800.00 from Newsome Electric. He further explained this will be a savings on electricity and maintenance. Mayor Andrews stated this is a worthy project. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the FDEP In-Kind Lighting Project in the amount of \$19,800.00. The motion passed unanimously.

3. **Approval of Award of Bid No. 2022-01 for Utility Scan 350 HS – GSSI.** Mr. Miner explained we advertised this project for the Utility Scan 350 HS, and we received one bid

from GSSI in the amount of \$20,920.00. Mr. Miner stated this equipment is grant funded and there is a two-year warranty on the equipment. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Award of Bid No. 2022-01 for a Utility Scan 350 HS to GSSI, in the amount of \$20,900.00. The motion passed unanimously.

- 4. Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-02 – FDEO Stormwater Restoration Project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the engineering services for the Stormwater Restoration Project from Griffin Road to the NW quadrant of the city. The task order is for David H. Melvin, Inc. in the amount of \$362,942.10. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve the Professional Engineering Services Continuing Contract Task Order No. 2022-02 for David H. Melvin, Inc., in the amount of \$362,942.10. The motion passed unanimously.

- 5. Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-03 – FDE Hometown Revitalization Project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the engineering services for the Mongoven Building. The task order is for David H. Melvin, Inc. in the amount of \$62,500.00. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Professional Engineering Services Continuing Contract Task Order No. 2022-03 for David H. Melvin, Inc., in the amount of \$62,500.00. The motion passed unanimously.

- 6. Approval of Professional Grant Administration Services Continuing Contract – David H. Melvin, Inc.** Mr. Miner explained this is the Professional Grant Administration Services Continuing Contract for David H. Melvin, Inc., based on the award of grant administration services per the selection committee. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Professional Grant Administration Services Continuing Contract with David H. Melvin, Inc. The motion passed unanimously.

- 7. Approval of Professional Grant Administration Services Continuing Contract Task Order No. 2022-01 – FDEO Hometown Revitalization project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the grant administration services for the Stormwater Restoration Project. The task order is for David H. Melvin, Inc. in the amount of \$145,805.94. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Professional Grant Administration Services Continuing Contract Task Order No. 2022-01 for David H. Melvin, Inc., in the amount of \$145,805.94. The motion passed with four (4) ayes and one (1) naye (with Council Member Cain opposed).

- 8. Approval of Professional Grant Administration Services Continuing Contract Task order No. 2022-02 – FDEO Hometown Revitalization Project – David H. Melvin, Inc.** Mr. Miner explained this is the task order for the grant administration services for the Mongoven Building. The task order is for David H. Melvin, Inc. in the amount of \$47,600.00. Discussion ensued.

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

Butler to approve the Professional Grant Administration Services Continuing Contract Task Order No. 2022-02 for David H. Melvin, Inc., in the amount of \$47,600.00. The motion passed with four (4) ayes and one (1) naye (with Council Member Cain opposed).

9. **Approval of Professional Engineering Services Continuing Contract** – Mott MacDonald Florida, LLC. Mr. Miner explained this is the Professional Engineering Services Continuing Contract for Mott MacDonald Florida, LLC, based on the award of the engineering services per the selection committee. He further explained this is the second time we are approving this contract due to some missing federal guideline information that was not included in the contract originally. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve the Professional Engineering Services Continuing Contract with Mott MacDonald Florida, LLC. The motion passed unanimously.

10. **Approval of Special Event Application** – 4th of July Community Event – Splash & Dash Car Detailing. Mr. Miner explained Mr. Miken Hooks is requesting approval of a 4th of July Community Event to be held on Monday, July 4, 2022 from 11:00 a.m. to 11:00 p.m., at T.J. Roulhac Middle School. Mr. Miner explained the safest and best place to hold the fireworks will be on the east end of the track, and no road closures will be needed. Mrs. Cain stated her concerns with the kids and people on Deermont Circle and someone getting hurt; she doesn't see a problem with closing Deermont Circle for safety purposes. Mr. Miner stated we could maybe close Deermont Circle only. Mr. Miner explained if the Council wants Deermont Circle closed then we will close it; and we will work to figure out the best way to handle it. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the 4th of July Community Event, with the road closure of Deermont Circle. The motion passed unanimously.

11. **Approval of Emerald Coast Regional Council Agreement for Annexation Services.** Mr. Miner explained this agreement is for annexation services in the amount of \$21,186.00, with the scope of work being complete no later than April 30, 2023. The scope of work will include technical assistance in the annexation of the identified parcels on the map that is included in the agreement, which is about 20 parcels. Mr. Russell asked about the Nearing Hills area being included in the annexation process. Mr. Miner stated we can look at including Nearing Hills and do it as an addendum to the agreement. Mr. Russell stated we need to put a plan in place to keep adding in more parcels. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the Emerald Coast Regional Council Agreement for Annexation Services in the amount of \$21,186.00. The motion passed unanimously.

12. **Approval of Resurfacing Project** – City Hall Parking Lot. Mr. Lane explained this is a request to pave the City Hall Parking Lot for the amount of \$47,225.00. The county currently has Roberts & Roberts in the area paving and the company is willing to give us the same price per ton that was bid with Washington County. We have copies of the procurement process and bids from the county. Mr. Lane further explained he is requesting emergency procurement because the City Hall parking lot is in very poor condition and we will not get this low of a price if we have to bid the project. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve the Roberts & Roberts quote in the amount of \$47,225.00 for the Resurfacing of City Hall Parking Lot. The motion passed unanimously.

13. **Approval of Citizens Advisory Task Force Members.** Mr. Miner explained this will approve the Citizens Advisory Task Force Members for a two-year term. The CATF usually meets at the time we are doing a FDEO CDBG Cycle Grant, and discusses projects they would like to see in the city. Mr. Miner stated the following are the individuals that volunteered to be on the CATF: Doris Robinson, Luther Farmer, Damion Potter, Murnice Woodham and Valery Lawton. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Citizens Advisory Task Force Members for a two-year term as follows: Doris Robinson, Luther Farmer, Damion Potter, Murnice Woodham and Valery Lawton. The motion passed unanimously.

14. **Approval of ARPA Funding Request – Fire Department Bunker Gear.** Mr. Miner explained NAFECO has provided a quote for bunker gear in the amount of \$54,196.00. Chief Aycock is requesting to spend ARPA funding for this purchase. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the ARPA Funding Request for the Fire Department Bunker Gear from NAFECO in the amount of \$54,196.00. The motion passed unanimously.

15. **Florida Gas Utility Presentation – Mr. Tom Geoffroy.** Mr. Tom Geoffroy with Florida Gas utility was present and explained the High Energy Prices and Cost Mitigation Efforts. Mr. Geoffroy explained that all energy prices are going up. This includes gas, electricity and natural gas due to supply and demand. The coal plants have been shut down to prevent pollution; the rigs are sitting idle; no permits are being issued; and no new pipeline is being approved for construction. We are able to hedge prices, not to beat the market or save money, but to protect your customers and provide an affordable price for your customers. Mrs. Cain stated she is concerned because we have a lot of elderly people that are on fixed incomes and cannot afford these high prices; and they will freeze in the winter months because they will be afraid to turn their heat on. Mr. Geoffroy stated his recommendation is to hedge 75% of the monthly usage. He also explained it is only his opinion but this is what he does for a living and is very familiar with the way it all works; and he does not see any significant changes taking place anytime soon. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve 75% of monthly usage on a seasonal basis, with a price not to exceed \$6.50 per MMBtu; and for the City Administrator to sign the Futurist Contract with Florida Gas Utility for July 2022 through March 2025, in order to get the best price possible for our customers. The motion passed unanimously.

16. **Cemetery Discussion – Council Member Russell.** Mr. Russell stated it was mentioned last month that there was junk and debris piled up at the Housing Authority. It was cleaned up and now there is more. Mayor Andrews stated she reported it to the Housing Authority. Mr. Miner stated he spoke with Mrs. Finch at the Housing Authority and we are handling it from a Code Enforcement standpoint. We pick up once a month. Mrs. Donjuan sent a letter out to the Housing Authority last week and that will be used by Mrs. Finch in order to make the residents aware it is now a Code Enforcement issue. Discussion ensued.

Mr. Russell asked if we could eliminate the crepe myrtles and maybe plant live oaks or butterfly bushes all the way through at the cemetery; something low maintenance. Mr. Russell stated he will sit down with Mr. Miner and they can come up with what to plant. Discussion ensued.

17. **Mayor Andrews – Comments.** Mayor Andrews stated the city should be very pleased

with Mr. Brock Tate and his crew for the way the Dixie Youth Tournament was handled. It went very well. Thank you to all involved.

Other Matters:

Mayor Andrews stated Mr. Tim Parson with Liberty Partners of Tallahassee is present and would like to discuss a couple of important issues with us. Mr. Parson explained the Governor has done something he has not done in the past and approved a pot of money to allow for the local supports grant which will enable the local delegates to submit projects on behalf of the agencies. The projects are due by July 15th and then they will go through an approval process and hopefully be approved by September 2022. We would like to have approval to submit the two projects we formerly submitted on behalf of the city, which were the Effluent Sprayfield Project and the Pecan Street Resurfacing Project. The Council asked that LPOT move forward with submitting these two projects again. Mr. Miner asked about funding for the local police forces so we can better compete with the County Sheriff salaries that are coming soon due to the appropriations that the Governor approved. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 7:38 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk