

***City of Chipley***  
**Regular Council Meeting**  
**Minutes**  
**August 16, 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 (via Zoom)

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Scott Thompson, Police Chief  
Mrs. Tamara Donjuan, Planning/Cod Enf. Officer  
Mr. Wesley Adams, Incoming Council Member

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Brock Tate, Recreation Director  
Mrs. Michelle Jordan, City Attorney (via Zoom)  
Mr. Michael Maxwell, Chamber Executive Director

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 Mrs. Cain and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #11 – WW Effluent Disposal Project - Change Order No. 2; and item #12 – Fire Truck Discussion – Linda Cain. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve the agenda with the additions. The motion passed unanimously.**

**Mayor Andrews and Council Members presented the Dixie Darlings certificates and a big congratulations for winning State. Discussion ensued.**

**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/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 – July 14, 2022.
2. Regular Council Meeting – July 19, 2022.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the minutes as presented. The motion passed unanimously.**

**F. Agenda Items.**

1. **USDA Community Facilities Funding – Purchase of Public Works Equipment.** Mrs. Mary Gavin with SERCAP presented. Mrs. Gavin discussed the proposed equipment purchase project for the City of Chipley to include the environmental impacts, the proposed service area, and alternatives to the proposed project. Mrs. Gavin further explained the application status and the proposed conditions of the grant. The USDA grant amount is \$75,000.00 and the applicant contribution is \$27,985.00. There were no further comments or questions from the Council or citizens. The resolution for approval is item #4 on this agenda. No further discussion.

Mr. Hunter Aycock, Chipley Volunteer Fireman asked if a fire department truck would have to be tied to Covid, and Mrs. Gavin explained in order to utilize this type of funding it would have to be tied to Covid. She further explained there is Emergency Rural Healthcare funding out there, if still available, that would work toward the purchase of a fire truck. She will look into this for the City. No further discussion.

2. **Approval of Resolution No. 22-26 – Florida Department of State, Division of Historical Resources Grant Agreement – Old Chipley City Hall.** Mr. Miner explained this is the agreement for the Old City Hall for an engineering study in the amount of \$33,000. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 22-26. The motion passed unanimously.**

3. **Approval of Resolution No. 22-27 – FDLE JAGD Grant Application Submission – Speed Reduction Efforts.** Mr. Miner explained this is a grant for the purchase of a radar feedback speed sign. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Butler to approve Resolution No. 22-27. The motion passed unanimously.**

4. **Approval of Resolution No. 22-28 – USDA Community Facilities Grant Application Submission.** Mr. Miner explained this resolution is to approve the USDA Community Facilities Grant Application Submission in the amount of \$75,000, per Mrs. Gavin's discussion under item #1. The 25% additional funding needed for this purchase will come from ARPA funding. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 22-28; to approve the City Administrator to sign the application documents; and for the Mayor to sign the obligation documents. The motion passed unanimously.**

5. **Approval of Fiscal Year 2022-2023 Budget and TRIM Schedule.** Mr. Miner explained this will approve the millage and budget dates to comply with the requirements set forth by the Department of Revenue. The tentative millage and budget hearing will be held on September 15, 2022 at 5:05 p.m. and the final millage and budget hearing will be held on September 30, 2022 at 5:05 p.m. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Fiscal Year 2022-2023 Budget and TRIM Schedule. The motion passed unanimously.**

6. **Approval of Community Redevelopment Agency (CRA) Executive Director** – Mr. Michael Maxwell. Mayor Andrews explained Mr. Michael Maxwell has been hired as the Chamber of Commerce Executive Director and the CRA Board has approved him as the CRA Executive Director, for Council approval. Mr. Russell asked if the salary is the same for him as the new Executive Director and Mayor Andrews stated it is a negotiated salary. Discussion ensued.

**A motion was made by Council Member Butler and seconded by Council Member Cain to approve the new CRA Executive Director, Mr. Michael Maxwell. The motion passed unanimously.**

7. **Approval of Award of Bid No. 2022-04** – City of Chipley Splash Pad – Struthers Recreation, LLC. Mr. Miner explained we advertised for bids for the splash pad and we only received one bid from Struthers Recreation, LLC, in the amount of \$134,415.00. Mr. Russell expressed his concern that the kids do not utilize the dumping buckets at other splash pads he has visited. Mr. Miner explained to the Council that they can reject the bid and not do the splash pad element as was stated in the FDEP email he sent out to the Council. Mr. Fox did say we should still meet the funding eligibility requirement as far as the points system. Mr. Butler asked about drainage issues and Mr. Miner stated the drainage issues are at Shivers Park, not at Jim Trawick Park. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Butler to approve Award of Bid No. 2022-04 to Struthers Recreation, LLC in the amount of \$134,415.00. The motion passed with four (4) ayes and one (1) naye (Council Member Russell opposed).**

8. **Approval of Award of RFP No. 2022-04** – Workers' Compensation, Property & Casualty Insurance. Mr. Miner explained we advertised and received RFP's from three companies. Our current insurance provider came in the lowest with a total cost of \$165,095.00. Mr. Paul Dawson with RMA is present if the Council has any questions for him. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Award of RFP No. 2022-04 to Risk Management Associates in the amount of \$165,095.00. The motion passed unanimously.**

9. **Approval of Planning & Zoning Recommendation** – Request for Development Order – 1046 Main Street – GCT Capital Properties, LLC. Mr. Miner explained this Development Order is for an office renovation at 1046 Main Street. The Planning & Zoning Commission approved it unanimously. Mr. Russell thanked the engineer for renovating a building instead of tearing it down. No further discussion.

10. **Approval of Special Event Application** – Christmas Festival. Mr. Miner explained this will approve the Christmas Festival to be held on December 2<sup>nd</sup> and 3<sup>rd</sup> with the parade starting at 5:30 p.m. on the 2<sup>nd</sup>. Mr. Russell asked if there has been any feedback from the committee on the lights, and Mrs. Lopez stated that North Florida Rentals has lights that can be rented and we are checking with Anderson Columbia. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Special Event Application for the Christmas Festival to be held on December 2<sup>nd</sup> and 3<sup>rd</sup>, 2022. The motion passed unanimously.**

11. **WW Effluent Disposal Project** – Change Order No. 2. Mr. Miner explained this change order will include post indicators for valves in the amount of \$75,859.34; and an additional electrical allowance above what was budgeted in the amount of \$11,841.80 for a total of \$87,701.14. There is contingency money available in the project to cover these additional costs. It also includes 91 additional days to be added to the contract due to the

sprayfield holding pond delays and weather delays. The substantial completion date is still on schedule for October 24, 2022 and the final completion date is 30 days later, but the contractor feels confident of a completion date in October 2022. Discussion ensued.

**A motion was made by Council Member Butler and seconded by Council Member Cain to approve the WW Effluent Disposal Project Change Order No. 2 in the amount of \$87,701.14. The motion passed unanimously.**

- 12. Fire Truck Discussion** – Linda Cain. Mrs. Cain explained Fire Truck Engine #2 is 37 years old with no working seatbelts on the jump seats. The Fire Department needs a new fire truck. Mr. Wesley Adams explained with a new truck all firemen would be inside the cab of the truck and not in jump seats. He further explained that if one truck goes down and we respond outside the city limits, then we have no coverage inside the city. The newest engine which is the 2001 went down during a funeral procession. We cannot get parts for the open cab jump seat truck. We have checked with cities to the east and west and it has taken them 13 months to get USDA funding along with a 15 to 16 month build period, it will be three years before we can get a truck. The Council was in agreement for looking at the best strategy to finance a fire truck. They agreed to use up to \$400,000 in ARPA funding and come up with a plan to be voted on at the September meeting. It was discussed to speak with the County about increasing the annual fire funding in order to help pay for a fire truck. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 7:04 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,  
Assistant City Administrator/City Clerk