

City of Chipley
Council Workshop
Minutes
September 15, 2022 at 5:15 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
Mr. Jimmy Cook, Water Utilities Director
Mr. Wesley Adams, Incoming Council Member
Mrs. Heather Lopez, CRA Board Chair

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Mrs. Tamara Donjuan, Planning/Code Enf. Officer
Mr. Michael Maxwell, CRA Executive 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 5:15 p.m.
- B. Prayer and Pledge.** Prayer was given by Mrs. Linda Cain and Mayor Andrews led the pledge to the American Flag.
- C. Approval of Agenda.** Mayor Andrews added item #9 – Washington County Interlocal Agreement. 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 – August 11, 2022.
 - 2. Regular Council Meeting – August 16, 2022.
- F. City Administrator and Department Head Reports.**

Community Redevelopment Agency (CRA). Mr. Maxwell explained the CRA Board is working on a policies and procedures manual which is long overdue and trying to get things up to date. Mr. Russell asked if there have been issues with CRA Board Members. Mrs. Cain stated each of the members need to be sat down with and the policies gone over with them. Mayor Andrews stated she feels like the new policies will address these issues. Mr. Russell asked if the CRA Board Members require qualifications and Mr. Maxwell stated he does not believe so. Attorney Jordan stated she is working with CRA reviewing by-laws and policies and procedures so these things can be addressed in them for future board members. They will then have guidelines to follow. Attorney Jordan further explained that the attorney fees for the work she will be doing for the CRA could go above the allowable expenditures for Mr. Maxwell as the CRA Executive Director. Mrs. Tanner stated she will send a copy of the current resolution to Attorney Jordan for her review. Discussion ensued.

City Attorney – Attorney Michelle Jordan. Attorney Jordan explained there were no specific legal requests this month. We are continuing with Code Enforcement litigation and working with the CRA Director on some goals. Discussion ensued.

Fire Department – Chief Aycock was out due to sickness. Mr. Russell asked Mr. Hunter Aycock if there is anything else needed at the Fire Department because if you can get a list together then we can get with the grant writer to see if we can get funding. Mr. Aycock stated he will get with the department and get a list together. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained she has 16 active cases and 66 cases that were closed during the month of August. She stated there were five (5) cases taken before the Special Magistrate. Mr. Russell asked about the old Dairy Dip property. Mrs. Cain asked if there is anything we can do to keep it cleaned. Attorney Jordan explained it is in foreclosure and the best case scenario for foreclosure is 6 months out. She further explained the city can keep it cleaned up and keep the track of the charges. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained there were 24 Land Use Compliance Certificates issued; 1 Site Plan Review; Tree Removal Permit; and 4 Zoning Verifications. No further discussion.

Police Department – Chief Scott Thompson. Chief Thompson explained we are staying busy. No further discussion.

Public Works – Guy Lane. Mr. Lane explained we have been busy and everything is going good. Mr. Russell asked if there is anything we can do to be more compliant with city code at the old fire department. We are continuing to tell our citizens they need to be compliant, but we are not even compliant. Mr. Lane stated we will see what we can do to make the property more presentable. Mr. Lane further explained that the old Library will serve the purpose of the storage needed to store the Christmas lights and decorations, along with the AmTrak building if necessary. Discussion ensued.

Recreation Department – Mr. Tate was not present due to team drafts. Mr. Miner explained the splash pad should be complete around March 2023. Mr. Russell asked about the status of the recreation building renovations. Mr. Miner stated we can utilize ARPA funding for the roof at the park building if the Council would like to do that. We will bid it out for a new tin roof. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained we have been busy. Mr. Russell asked if there is anything they are in bad need of at this time and Mr. Cook stated not at this time. Mayor Andrews stated it looks like you have had an active month. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained we have been busy and everything is going well. We are finished with Election Qualifying and we will not have a City Election this year due to all candidates being unopposed. The Swearing-In Ceremony will take place on October 11, 2022. We are continuing to work on the Fiscal Year 2022-2023 Budget. Mr. Russell stated he would like to see a printer purchased to be placed at the drive-thru so the ladies do not have to go

up and down those stairs back there. Mrs. Tanner stated she will work on making this happen. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: Downtown Redevelopment Project – Mr. Russell asked for David H. Melvin, Inc. to give us an update as soon as possible; USDA/SRF Effluent Disposal Project – the scheduled project completion date is October; Comprehensive Stormwater Drainage and Flooding Study – we issued a task order to David H. Melvin in March and they are currently working on the study; Recreation Facility Splash Pad (FRDAP Phased Project) – the contractor will be issued a Notice to Proceed this month; Commercial Fire Pumper Apparatus – Mr. Miner explained we are holding the public meeting to submit an application for funding next week; Mrs. Tanner explained the USDA Public Works Equipment grant was approved in less than 45 days from start to finish, so we are hoping the same will happen with the fire truck; Mongoven Building – we are currently working on the environmental review 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; Mayor Andrews asked if the Council can get something to be able to track the progress of this project; ARPA Funding – the final project listing was approved by Council in April and the required reporting was completed by the deadline of April 30th; CDBG Peach Street Lift Station Application – this application was submitted and we will be having a site visit on September 15th; Mayor Andrews asked if the lift station can be moved out of that curve and Mr. Miner explained the engineer will be looking at that at the time the project is approved for funding; Consent Order – Mr. Miner explained he looks for the consent order to be lifted this year once that project is complete and the sprayfield is offline; FDEO CDBG-MIT Stormwater Retention and Drainage on the SE corner of Peach Street has been selected for a site visit so hopefully that is good news. Discussion ensued.

G. Agenda Items.

- 1. USDA Community Facilities Funding** – Purchase of Fire Truck. Mr. Miner explained Mrs. Mary Gavin with SERCAP will be present at the Council Meeting to present this to the Council. No further discussion.
- 2. Florida League of Cities 2022 Years of Service Recognition** – Sharon Berrian, Director of Member Relations. Mayor Andrews explained Ms. Sharon Berrian will be present at the Council Meeting. No further discussion.
- 3. Approval of Resolution No. 22-29** – Water and Sewer Tapping and Impact Fees. Mr. Miner explained this resolution will adjust the water and sewer tapping and impact fees based on the annual consumer price index (CPI) of 8.50%. Discussion ensued.
- 4. Approval of Resolution No. 22-30** – Water and Sewer Rates, Miscellaneous Charges and Fees. Mr. Miner explained this resolution will adjust the water and sewer rates based on the annual consumer price index (CPI) of 8.50%. Discussion ensued.
- 5. Approval of Resolution No. 22-31** – USDA Fire Truck Equipment Purchase. Mr. Miner explained this resolution will approve the USDA Community Facilities Grant/Loan Application Submission with a grant amount of \$200,000 and a loan amount of \$238,000, per Mrs. Gavin’s discussion under item #1. The additional funding needed for this purchase will come from ARPA funding. Discussion ensued.
- 6. Approval of the CRA Residential Improvement Grant** – Mr. Michael Maxwell, CRA Executive Director. Mrs. Lopez explained we found two issues with this grant by holding community meetings and the changes the CRA Board approved are to increase the residential improvement grant up to \$7,500 with a three-year lien clause included. Mr. Miner stated that Attorney Jordan has reviewed and approved this grant. Discussion ensued.
- 7. Approval of Special Event Application** – The Merchants of Historic Chipley – Trunk or Treat. Mr. Miner explained the Annual Trunk or Treat Event will be held on Saturday, October 29, 2022 from 4:30 p.m. to 6:00 p.m. at Jim Trawick Park. Mayor Andrews

stated this is a great event and we thank you and your team Ms. Biddle for doing this. Discussion ensued.

8. **Approval of Special Event Application** – Chipley High School Homecoming Parade. Mr. Miner explained the Homecoming Parade will be held on Friday, October 14, 2022 at 12:30 p.m. Discussion ensued.
9. **Interlocal Agreement with Washington County.** Mr. Miner explained the Florida Division of Emergency Management requires that we have an Interlocal Agreement with the County since our City Code states the county administers and enforces the city floodplain management regulations. Discussion ensued.

Other Matters:

The Council requested that new employees be brought to the Council when hired and on their milestone years every five years. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:13 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk