

City of Chipley
Regular Council Meeting
Minutes
September 19, 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. Tamara Donjuan, Planning/Cod Enf. Officer
Mr. Wesley Adams, Incoming Council Member

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Floyd Aycock, Fire Chief
Mr. Jeremy Mutz, City Attorney
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 Mr. Sasser and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #9 – Interlocal Agreement with Washington County. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda with the addition. 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.

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.

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

F. Agenda Items.

1. **USDA Community Facilities Funding** – Purchase of Fire Truck. Mrs. Mary Gavin with SERCAP presented. Mrs. Gavin discussed the proposed fire truck 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 being requested is up to \$200,000.00; the applicant contribution from ARPA funds is \$250,000.00; and the USDA loan amount being requested is \$238,000.00, which includes legal fees for bond counsel. There were no further comments or questions from the Council or citizens. The resolution for approval is item #5 on this agenda. No further discussion.
2. **Florida League of Cities 2022 Years of Service Recognition** – Sharon Berrian, Director of Member Relations. Ms. Sharon Berrian with the Florida League of Cities presented the Florida League of Cities John Land Years of Service Award to Mrs. Linda Cain for thirty (30) years of service to the City of Chipley. Discussion ensued.
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.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve Resolution No. 22-29. The motion passed unanimously.

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.

A motion was made by Council Member Sasser and seconded by Council Member Russell to approve Resolution No. 22-30. The motion passed unanimously.

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.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 22-31; to approve the City Administrator to sign the application documents; and for the Mayor to sign the obligation documents. The motion passed unanimously.

6. **Approval of the CRA Residential Improvement Grant** – Mr. Michael Maxwell, CRA Executive Director. Mr. Maxwell explained the changes the CRA Board approved are to increase the residential improvement grant up to \$7,500 with a three-year recapture clause included. Mr. Sasser stated you may want to take out a news ad to advertise the CRA area and Mr. Maxwell explained he has added a line item to the CRA budget for marketing. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve the updated CRA Residential Improvement Grant. The motion passed unanimously.

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. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Merchants of Historic Chipley Annual Trunk or Treat. The motion passed unanimously.

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.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Special Event Application for the Chipley High School Homecoming Parade. The motion passed unanimously.

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.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Interlocal Agreement with Washington County for Floodplain Management in the City. The motion passed unanimously.

Other Matters:

Mr. Brett Butler stated it has been a privilege and honor to be a part of this City Council and I am looking forward to Mr. Wesley Adams taking on the role.

Mr. Vance Coley with David H. Melvin, Inc. was present for a project update. He explained the FDEO CDBG-HRP grant for the Mongoven Building is in the environmental review stage. We are preparing the tribal and state agency letters to send out. An appraisal will have to be done and if it is done prior to HUD releasing the funds then the city will have to pay the cost. The Council agreed for Mr. Miner to get quotes by the next meeting so the project can progress. Discussion ensued. He explained the FDEO CDBG-MIT grant we applied for in the amount of \$2.9 million has been chosen for a site visit. This project is for flooding resiliency improvements on Peach Street. Discussion ensued. He explained a FDEP Septic to Sewer project and a FDEP Septage Receiving Station project have been applied for and we are waiting to hear back on those two projects. Discussion ensued. He explained the FDEO Rural Infrastructure Fund grant for the Downtown Drainage Study is progressing and we have completed deliverable 1 which is the Drainage Basin Maps and we have started on deliverable 2 which is Preliminary Drawings for Mitigation Action. Discussion ensued. He explained we plan to work with the CRA on the Downtown Redevelopment Project and we have come up with a good list of projects. Mr. Russell asked what we need to do to get a plan in place and move forward with this project because he wants to see a concrete plan in place and move past the talking. He would like to see a listing of what we can accomplish in year one, year two and year three. Mr. Coley stated he will send the priority list to the City Council so we can get moving forward on the project. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:45 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk