

***City of Chipley***  
**Regular Council Meeting**  
**Minutes**  
**November 10, 2020 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mrs. Linda Cain, Council Member  
Mr. Kevin Russell, Council Member

Mr. Brett Butler, Mayor Pro-Tem  
Mr. Tommy Sasser, Council Member

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Scott Thompson, Police Chief  
Mr. Floyd Aycock, Fire Chief  
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Guy Lane, Public Works Director  
Mr. Jimmy Cook, Water Utilities 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 5:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Russell and Mayor Andrews led the pledge to the American Flag.
- C. **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.
- D. **Approval of Agenda.** Mayor Andrews deleted item #E3 – Budget Workshop Minutes – September 14, 2020 and deleted item #4 – Resolution No. 21-03 – Fiscal Year 2019-2020 Budget Amendment. No further discussion.  
  
**A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda with the deletions. The motion passed unanimously.**
- E. **Presentation and Approval of Minutes.**  
1. Budget Workshop – September 1, 2020.  
2. Budget Workshop – September 3, 2020.

3. Budget Workshop – September 14, 2020. Deleted from agenda.
4. Regular Council Meeting – October 13, 2020.

**A motion was made by Council Member Sasser and seconded by Council Member Russell to approve the Budget Workshop – September 1, 2020, Budget Workshop – September 3, 2020 and the Regular Council Meeting – October 13, 2020 as presented. The motion passed unanimously.**

**F. City Administrator and Department Head Reports.**

Mayor Andrews explained the Department Heads are present this evening if any of the Council has any questions for them. Mrs. Cain stated that she appreciates their hard work. Mayor Andrews stated we appreciate you working to make our city successful. No further discussion.

**G. Agenda Items.**

**1. FDEO CDBG-DR Project City of Chipley Northwest Stormwater System Restoration and Flood Resiliency Project (Public Hearing)** – David H. Melvin, Inc. Mayor Andrews closed the regular meeting and opened the public hearing at 5:05 p.m. Mayor Andrews explained this public meeting is to accept input from all interested parties relative to the City’s proposal to apply for CDBG-DR funding for the Northwest Stormwater Restoration and Flood Resiliency Project. Mr. Brent Melvin with David H. Melvin, Inc. is joining us remotely via zoom and will now discuss the project with us. Mr. Melvin explained the project city staff has come up with is for drainage improvements for the northwest portion of the City in the amount of \$2,917,000, and the applications are due by November 30, 2020. The ditches remain clogged with debris and the ditches the city has been able to address are unable to handle the increased stormwater runoff that the post-Hurricane Michael landscape generates. Mr. Sasser asked if anything is going to be done to improve Alligator Creek drainage because all of the water drains to that creek. If we hit a block down there, then we have not accomplished anything. Mr. Lane stated that Alligator Creek is a State waterway. Mr. Melvin stated they have been looking at Water Management and have not seen anything related to Alligator Creek, but anything that can be done there would help to alleviate some of the issues. We are currently looking at the infrastructure in the city, but we will try to coordinate with the State to see if any improvements are in the works. Mr. Sasser asked him to relay any information he may get to the City. Mr. Miner stated the County has a contractor to work on this and the State is part of that process, and hopefully they will start by December. Mr. Butler asked if we could make it part of the review process to make sure all areas are being addressed. Mayor Andrews asked if Mr. Melvin can report on our project to Water Management and how it will affect water flowing to the creek. Mr. Melvin reiterated that a public information package for the project had been available for review at the temporary City Hall location for the duration of the advertisement. No public comments. Mayor Andrews closed the public hearing and opened the regular meeting at 5:15 p.m.

**1a. Approval of Resolution No. 21-04** – Authorization for Submission of CDBG-DR Application. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 21-04. The motion passed unanimously.**

**2. Approval of Ordinance No. 966 (First Reading)** – Amendment to Chapter 3 – Alcoholic Beverages. Mrs. Tanner explained this amendment will change the requirements of selling alcoholic beverages in the City, and Attorney Jordan is present via zoom to discuss. Attorney Jordan explained the changes include adding three new definitions for alcoholic beverage vendors and striking the distance restrictions from churches and public parks. Mr. Butler asked about the proximity of one bottle club to another bottle club and how that is affected by

the changes we are proposing. Mr. Russell stated that the public should be the ones to determine if a business succeeds or not. Mrs. Tanner read Ordinance No. 966 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ARTICLE I, SECTION 3 OF THE CODE OF ORDINANCES TO ADD DEFINITIONS REGARDING ALCOHOLIC BEVERAGE VENDORS; TO REPEAL PROVISIONS WHICH RELATE TO DISTANCE RESTRICTIONS FROM CHURCHES AND PUBLIC PARKS FOR CERTAIN LICENSED ALCOHOLIC BEVERAGE VENDOR BUSINESS LOCATIONS; TO ADD DISTANCE RESTRICTIONS FOR CERTAIN NEWLY DEFINED ALCOHOLIC BEVERAGE VENDORS; PROVIDING FOR SEVERABILITY, CONFLICTS, REPEALER, AND FOR AN EFFECTIVE DATE.**

**A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the first reading of Ordinance No. 966. The motion passed unanimously.**

- 3. Approval of Resolution No. 21-02 – FDOT Project Road Closure.** Mrs. Tanner explained this resolution is required for a FDOT project at the intersection of South Boulevard and Highway 77. They will be closing South Boulevard from 7<sup>th</sup> Street to Highway 77. They are not closing any city streets, but the detour route includes city streets so FDOT requires this to be approved by Council. Mr. Sasser asked when our 7<sup>th</sup> Street project would be taking place and how would it be in conjunction with this State project. Mr. Miner stated he does not believe the two projects will conflict, but we will address that with FDOT. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Butler to approve Resolution No. 21-02. The motion passed unanimously.**

- 4. Approval of Resolution No. 21-03 – Fiscal Year 2019-2020 Budget Amendment.** Deleted from agenda.
- 5. Approval of Reappointment of Planning & Zoning Commission Members – Jim Morris and Tom Lancaster.** Mrs. Tanner explained this will approve reappointment of Mr. Jim Morris and Mr. Tom Lancaster to the Planning & Zoning Commission for a term to expire December 17, 2023. Mayor Andrews stated they have served us well and we are grateful for them serving. No further discussion.

**A motion was made by Council Member Butler and seconded by Council Member Cain to approve the Reappointment of Planning & Zoning Commission Members Jim Morris and Tom Lancaster, with terms to expire December 17, 2023. The motion passed unanimously.**

- 6. Approval of Special Event Application – Christmas Fest of Chipley.** Mrs. Heather Lopez explained they are working on what we can do on the green after the parade due to COVID. We know we will not be having rides of any kind, including carriage rides. Mr. Russell asked if there have been any complaints about the parade being held at night and it being dangerous. Mrs. Lopez stated that candy is not allowed to be thrown for safety reasons. Mr. Russell stated he has had quite a few questions as to why we don't hold the parade on Saturday

morning. Mrs. Lopez stated we tried holding it on Saturday and we have more participation when we hold it on Friday night. Mayor Andrews stated safety is always first and there needs to be a strong emphasis on safety if it is going to be held at night. Please make sure to reiterate the importance. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Butler to approve the Special Event Application for the Christmas Fest of Chipley. The motion passed unanimously.**

7. **Mongoven Building** – Discussion. Mayor Andrews stated Ms. Kristina Speights is present to discuss her progress on the Mongoven Building property. Ms. Speights presented a letter to the Council from her contractor (attached). Ms. Speights explained she realizes she is well over the deadline for the extension the Council approved for the timeframe to pull permits, but since April she has been working on the project by herself. Her partner had a different direction her business took her, so she is no longer working in conjunction with her on the improvements. My hope is to renovate the building and have Harbor House Ministries located in the building. Mr. Russell asked where the funding is coming from for the project. Ms. Speights explained the new architect she has on board has grant experience with the grants needed for this type of project and the contractor feels confident that we can get full funding for this type of project. Mrs. Cain asked if the Council can be informed when Ms. Speights meets with the architect and the contractor. Mayor Andrews stated we will need a timeline. We want you to succeed with this project. You express great passion for what you want the building to be. Mr. Russell stated when you are dealing with grants it is hit or miss. Mr. Butler asked if the Council could get something a little more definitive for a timeline once you get the facts you need. Mr. Russell stated this building has been a problem for decades; is this project realistic for you or is it too much. Ms. Speights stated God said do this and she understands the Council cannot base their decisions on this, but if you continue to have faith in me the building will get done. Mayor Andrews asked that Ms. Speights sit down with the contractor and get more information on how to get the building secured. Mr. Russell stated that includes a new roof and windows. Mayor Andrews stated we will allow you 30 days and then you should come to our next meeting on December 8, 2020 at 5:00 p.m. and bring us an update. No further discussion.

**Other Matters:**

Mr. Russell explained that the brewery investor was very well taken with Chipley and is interested in the old water tower property. The investor stated if everything goes well, they will have us a business plan by February 2021 and break ground by May 2021. They were very impressed by the amount of traffic coming through our City. If everything goes well, they are here. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:00 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk

We met on site with Mike Varner of Southern Earth Sciences, who reviewed the property conditions and made recommendations to his team about what type of hazardous materials testing needs to take place. They submitted a proposal for lead and asbestos testing which you have approved, and they're planning that testing for Tuesday, November 17th. This is crucial to the next steps of securing the building. OSHA requires a building of this age to be tested for asbestos and safe protocols put in place if qualified levels are detected.

We have enlisted the involvement of Mark Tarmey of 4M Design Group in Tallahassee. Mark is a licensed FL architect who specializes in historic restoration, preservation and adaptive reuse of existing buildings. He has a wealthy portfolio of these types of projects across the southeast. Mark is also qualified to help seek out and secure grant funding for projects that fit your category.

The next priority is to safely secure the building from further weather deterioration, and make it safely accessible for evaluation and continued restoration/renovation work. I've been on top of the roof structure and with the extended weather exposure the building has received, there's extensive deterioration of the upper roof structure and it's most likely to require a full reconstruction of at least the upper "low slope" roof structure, even before the roof can be safely put in the dry.

Here's what needs to happen, and we can work with the architect to formerly make an adequate structural plan to permit & accomplish this. We also need to take into account, what, if any hazard materials are found during testing, and possible involvement of an asbestos abatement contractor to remove any potential asbestos during this process. (If any lead paint is found we are qualified as an EPA Lead Safe Renovator and can safely work around that.): Begin by installing a temporary power pole with construction electrical service outside the building. Shore up the 2nd & 3rd floor existing floor structures with temporary wood stud walls supporting the floor joists. Construct a new low slope roof structure (not the steep side mansards, but the flatter roof on top of that). This would consist of basic wood trusses & plywood decking. They can be temporarily supported by wood stud walls on the 3rd floor which are directly above the 1st & 2nd floor temp wood stud walls, so the roof has a support all the way down to the concrete slab. We can then install a permanent single ply PVC membrane roof system over the new roof structure. We can heat weld the same type of material to the edges of the permanent roof, and drape down Single ply PVC membrane over the mansards to protect them from weather deterioration until permanent repair and reroofing of mansards can take place. The bottom of this membrane can be mechanically fastened to the bottom of mansards to prevent wind from pulling them loose. We then should dry in exposed window and door openings to prevent water intrusion. Then the building should be cleaned out of debris, surfaces treated with anti microbial cleaning agent, temporary guard rails installed where floor sections are missing, a 2nd to 3rd story temporary stair installed. We can add temporary construction lighting and power into the house from the temporary power pole, and set up some dehumidifiers on each level to the building atmosphere can dry out and stay dry.

At this point the building is dried in, has a permanent main roof, is safe for access at all 3 levels by owner, architect, contractors, city officials, lenders & investors. A thorough plan can then be made to phase construction and use of the building.

Once possible scenario for the next construction phase: Complete the building exterior including mansards, windows & exterior doors. This way, the building is finished and safe on the outside. Spray foam insulate underside of roof deck & mansards. Finish out 1st floor to be used for a combination of ministry office space and event venue rental. The event venue could not only begin providing income,

but could also attract interest in further development of the building. Value engineer the restoration of the building's historic properties to keep and preserve as much of the original building character as possible.

The next phase could be completion of 2nd story space or 2nd & 3rd story space combined. This is apartment/residential space that would serve as a combination of rental income and living accommodations for victims served by the ministry.

I am committed as a contractor to help through this process to whatever extent possible. I'm confident in the team we can assemble to make this happen. With support and adequate time from the city, the community and with funding you can put together from a combination of lenders, investors and possible grants, I'm confident we can phase this project and see its realization a piece at a time.

Guy Garrett  
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