

City of Chipley
Council Meeting
Minutes
June 11, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member

Mrs. Linda Cain, Council Member

Absent:

Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Michael Richter, Police Lieutenant
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works 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 Mayor Andrews and Council Member Cain led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added #10 - Reappointment of Chipley Housing Authority Commissioner.
No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain 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.

There were no comments.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – May 14, 2024

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

F. PRESENTATIONS

1. **Proclamation** - Rogers Insurance Agency 50th Anniversary – The City Council honored Rogers Insurance with a Proclamation for their 50th Anniversary of doing business in Chipley.
2. **Proclamation** - Robert Sapp 60 Years on Main. The City Council honored Robert Sapp with a Proclamation for 60 years of working on Main Street in Chipley.

G. CONSENT AGENDA

1. **Resolution No. 24-29** – FDOT Traffic Signal Maintenance and Compensation Agreement. This resolution will approve the FDOT Traffic Signal Maintenance and Compensation Agreement for a period of twenty (20) years beginning on July 1, 2024. The agreement is for the annual reimbursement for the maintenance and continuous operation of the traffic signals listed in Exhibit A in the amount of \$32,585.00.
2. **Resolution No. 24-30** - FY 23-24 Budget Amendment. This resolution will approve an increase in the Fiscal Year 23-24 Budget by \$1,563,552.
3. **Award of Bid No. 2023-03** - New Sidewalks - 2nd Street. The City advertised for new sidewalks on 2nd Street. One bid was received from S.H. Hayes in the amount of \$44,910.00. Mr. Hayes has done work for the city in the past and we are confident he will do a great job on this project, and complete it in a timely manner.
4. **Affirmation of Finance Director** – Jan Bossert. City Code Section 2-64 states the City Administrator shall nominate a Finance Director for confirmation by the city council.
5. **Affirmation of Police Chief** – Michael Richter. City Code Section 2-64 states the City Administrator shall nominate a Finance Director for confirmation by the city council.
6. **Employee Classification Document** – Changes. This will approve changes to the Employee Classification Document changing the Project Manager to a Grants Specialist in the Administration Department; and changing the Lieutenant position to a Captain in the Police Department. These changes better identify the positions in these departments.
7. **Special Event Application** - Annual July 4th Community Fun Day - Southern Splash & Dash. The Annual July 4th Community Fun Day will be held on Thursday, July 4, 2024, from 3:00 p.m. – 10:00 p.m. at the former T.J. Roulhac field. A road closure is requested for Deermont Circle during the event.
8. **Special Event Application** - DiscoverLife Church - Free Community Summer Event. The Free Community Summer Event is to give back to the community by offering a free event featuring waterslides, snow cones, food and refreshments for everyone. This event will be held on Friday, July 19, 2024, from 5:30 p.m. – 7:30 p.m. at Jim Trawick Park.
9. **Special Event Application** - Early Learning Coalition of Northwest Florida (ALCNWF) - Outdoor Children's Art Festival - Tami Valdez. The Free Community Summer Event is to give back to the community by offering a free event featuring waterslides, snow cones, food and refreshments for everyone. This event will be held on Friday, July 19, 2024, from 5:30 p.m. – 7:30 p.m. at Jim Trawick Park.
10. **Chipley Housing Authority** – Reappointment of Commissioner - Curtis Carter. This will reappoint Mr. Curtis Carter to the Chipley Housing Authority for a four-year term ending on June 30, 2028.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the consent agenda items. The motion passed unanimously.

The Council recognized Ms. Mary Jan Bossert as the new Finance Director. Ms. Bossert stated she looks forward to serving the citizens of Chipley.

Police Chief Scott Thompson introduced Michael Richter as the new Police Chief. He stated he has been employed with the city for thirteen years and is well prepared for the position. Police Chief Richter thanked Mrs. Tanner and the Council for being so supportive of the Police Department. Mrs. Tanner stated Mr. Thompson is retiring at the end of June. Mayor Andrews stated how honored the Council was to work with Mr. Thompson and appreciated how he transferred his knowledge to his team leaving us in good hands. Mr. Thompson stated it was an honor to serve as Police Chief.

H. AGENDA ITEMS

1. **Ordinance No. 983 (Public Hearing)** – Amendment to the Future Land Use Map. Mayor Andrews closed the regular meeting and opened the public hearing at 5:19 p.m. Mrs. Tanner read Ordinance No. 983 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-2698-0001 LOCATED AT 1218 CAMPBELLTON AVENUE, FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE

ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map changing the land use designation of Parcel # 00-2698-0001 located at 1218 Campbellton Avenue, a total of approximately .417 acres, from Low Density Residential to the High-Density Residential Land Use Category. Mrs. Tanner stated official notice to advertise the public that the proposed adoption of Ordinance No. 983 was published in the Washington County News on May 29, 2024 and the ad complied with the legal requirements of the city code and the Florida Statutes.

There were no comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:21 p.m. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the final reading of Ordinance No. 983. The motion passed unanimously.

2. **Ordinance No. 984 (Public Hearing)** – Amendment to Chapter 2, Administration. Mayor Andrews closed the regular meeting and opened the public hearing at 5:22 p.m. Mrs. Tanner read Ordinance No. 984 by title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE II. CITY COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Tanner explained this Ordinance, if approved, will amend Chapter 2 – Administration to change the time of the regular council meeting from 6:00 p.m. to 5:00 p.m. on the second Tuesday of each month. Mrs. Tanner stated official notice to advertise the public that the proposed adoption of Ordinance No. 984 was published in the Washington County News on May 29, 2024 and the ad complied with the legal requirements of the city code and the Florida Statutes.

Mrs. Suzan Gage stated she understands the change, but to keep in mind the undue burden for citizens to be there earlier. She also asked if the city could provide the public with technology assistance to be able to view the meetings online. Mayor Andrews stated the workshops were always at 5:00 p.m. and combining the meetings into one allows people with agenda items to only come to one meeting. She stated we will make sure citizens know how to be more involved.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:25 p.m. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the final reading of Ordinance No. 984. The motion passed unanimously.

3. **Ordinance No. 985 (First Reading)** – Election Referendum. Mrs. Tanner read Ordinance No. 985 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY PROPOSING AN AMENDMENT TO THE CITY CHARTER CHANGING THE ELECTION CYCLES FROM YEARLY TO EVERY TWO YEARS AND THE TERMS OF OFFICE OF THE CITY COUNCIL MEMBERS FROM TWO (2) YEARS TO FOUR (4) YEARS; EXTENDING THE TERMS OF THOSE COUNCIL MEMBERS WHOSE TERMS ARE DUE TO EXPIRE SEPTEMBER 2025 BY ONE ADDITIONAL YEAR; PROVIDING FOR SUBMISSION OF THE PROPOSED CITY CHARTER AMENDMENT TO THE ELECTORS OF THE CITY AT THE REGULAR ELECTION IN SEPTEMBER 2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

Mrs. Tanner explained this Ordinance, if approved, will amend the City Charter changing the election cycles from yearly to every two (2) years and the terms of office of the City Council members from two (2) years to four (4) years. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the first reading of Ordinance No. 985. The motion passed unanimously.

4. **Resolution No. 24-31** - DOJ Body Worn Cameras Grant. Chief Richter explained they have been using body worn cameras since 2013 and they are crucial for evidence collection for prosecution of cases and also for clearing officer complaints. Our current cameras are no longer supported by the manufacturer and are at the end of their life cycle. Some have already failed and some are malfunctioning. The new cameras are necessary, but are incompatible with our current system. We have to replace the system to support any new cameras, but they can work with our in-car cameras. The quote is for the new system, new body cameras and is for all the equipment we need to modify the in-car cameras. The grant should cover about 50% of the cameras and batteries which is substantial, but the department will have a considerable amount to come up with. The quote is for approximately \$30,000. Mrs. Tanner stated if the grant is approved he will include the new system in his budget. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-31. The motion passed unanimously.

5. **Request for a Variance and Amended Development Order** - 684 7th Street - Wolfpack Alliance, LLC. Mrs. Tanner explained a variance is needed to allow alcoholic beverages sales for the property located at 684 7th Street, Parcel ID: 00-1430-0000 also known as the Chipley Station. The amended development order will reflect the correct type of development as an entertainment establishment. This property is located in the Historic Commercial District with an overlay of the Corridor Development District and Entertainment District. Mrs. Tanner stated during the Planning & Zoning Commission meeting there was concern if there were no food trucks there, would it become just a bar. She stated her understanding was it would not be able to become just a bar because the original intent when it was approved was for an establishment with food trucks. That was the purpose of the city leasing the food truck parking spaces. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve a Variance and Amended Development Order at 684 7th Street for Wolfpack Alliance, LLC. The motion passed unanimously.

6. **Award of RFQ No. 2024-04** – Professional Planning Consultant. Mrs. Tanner explained the City advertised for a Professional Planning Consultant and received two (2) RFQ's on June 4, 2024 and the Selection Committee scored them. Staff recommendation is to approve Kimley Horn and for staff to negotiate per CCNA for fair and reasonable compensation based on the scoring of the Selection Committee. Once we can negotiate a contract then we will bring it back to Council for approval. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Award of RFQ No. 2024-04 to Kimley Horn. The motion passed unanimously.

7. **Final Historic Structure Assessment Report & Expansion Plan** – Heather Lopez. Mrs. Lopez stated this is the final report that has been reviewed by the Division of Historical Resources. We took into account some of the comments from the state preservation office which is included in the report. The report will be submitted to the state for final close out of the grant. Mrs. Lopez stated there was one minor change on page 19 on the color of the roof. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Final Historic Structure Assessment Report & Expansion Plan. The motion passed unanimously.

8. **Spanish Trail Playhouse** – Donation of Surplus Property. Mrs. Tanner explained Hunter Williams with the Spanish Trail Playhouse is requesting a donation of five (5) restaurant booths from the old Dairy Dip building to be used in their set designs to enhance the overall theatrical experience. They will handle the removal and transporting of the booths. These booths are scheduled to be included in the demolition of the building and hauled off to the landfill. We were not going to utilize them and they will be removed before the demo is done. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the donation of surplus property to the Spanish Trail Playhouse. The motion passed unanimously.

9. **Speeding on City Streets – Discussion.** Mrs. Tanner explained the City Council had a discussion in April 2024 about Speeding on City Streets due to the high volume of speeding within the city. At that meeting there was discussion about speeding on city streets and what could the city do to address this issue. There was discussion about speed control devices as well as other forms of speed bumps/humps. At that time, it was discussed this topic needed to be brought back to the City Council for further discussion. We included a copy of the Speed Hump Policy in the packet. Ms. McCall stated there has been issues since 2008 with speeding. Speed humps were placed on North 2nd Street in the past which has slowed traffic down. Then

in 2012 a Speed Hump Policy was approved by Council. We need speed control designed humps on some city streets. Mr. Riley Shields, 1333 Forrest Ave, stated he had recently submitted an application for a speed hump in front of his home. He has noticed speeding issues in other areas of town. In October he got a petition for speed humps signed by citizens on Forrest Avenue. Mrs. Tanner stated the policy can be reviewed by the Attorney, Police Chief and Public Works Director to see what we can do to come up with something that will better suit us at this time. Mayor Andrews stated we have more time to look at and compare with our current situation. Mr. Larry Zezula, 835 Maple Street, stated officers are needed elsewhere. He has experienced a lot of speed humps in Georgia and the amount of money you would save in payroll without having an officer on those streets. Mr. Brian Bloomfield, present via Zoom, 632 5th Street, stated the speeding on 5th Street is out of control and unnerving to have his daughter outside. The officers have other things to do instead of sit and monitor the street. Anything for the safety of the kids and pedestrians is needed. Mrs. Suzan Gage, 626 5th Street, stated that as we grow and become more pedestrian friendly we must make sure pedestrian safety is considered. Dana James Straight, 659 5th Street, stated the speeding and not stopping for stop signs is an issue. They use Watts Street as a cut off when Hwy 77 is backed up. Children are playing and people are walking down the sidewalk. Monica Rehberg, 650 5th Street, stated 5th Street is worse than ever, her granddaughter rides her bike along with other children and the speeding is an issue. Mayor Andrews stated we are grateful for the feedback and will take one area at a time to incorporate some things in place and review our policy because safety is number one within our city. Mrs. Tanner stated there are some streets that have speeding issues and also have no sidewalks which makes the situation even more dangerous. Juanita Finley, 562 Bennett Drive, stated Bennett Drive is one of those streets with no sidewalks and is a cut through road that people use a lot. She asked for Bennett Drive to be put on the list. Mayor Andrews stated we would add that to the list. Discussion ensued.

J. OTHER BUSINESS

Attorney Jordan stated if you have not filed your Form 6 yet, there was a class action lawsuit filed seeking injunctive relief against the Ethics Commission on behalf of municipal officers throughout the state. The Ethics Commission is working to get their electronic records updated. As of right now, you will file Form 1 instead of the Form 6. Mrs. Tanner asked Attorney Jordan that if anyone has already filed their Form 6, they are not required to also file Form 1. Attorney Jordan stated that was her understanding. Discussion ensued.

She stated an executive session was needed on July 22, 2024 at 5:00 p.m. for the Golf Course Land Lease Agreement. Discussion ensued.

There was no other business.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:08 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk