

City of Chipley
Council Meeting
Minutes
March 12, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mrs. Michelle Jordan, City Attorney

Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Michael Richter, Police Lieutenant
Mr. Guy Lane, Public Works Director
Mrs. Tamara Donjuan, Planning/Code Enf. Officer
Mr. Michael Maxwell, CRA Executive Director

Ms. Sherry Snell, City Clerk
Mr. Jimmy Cook, Water Utilities Director
Mr. Hunter Aycok, Fire Chief
Mr. Brock Tate, Recreation 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 Council Member Russell and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added item # 13 Agreement – Fisher Arnold and # 14 Ward 4 Position - Discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda with the additions. 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 Workshop – February 8, 2024
2. Regular Council Meeting – February 13, 2024

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. DEPARTMENT REPORTS

Fire Department – Hunter Aycock. Chief Aycock explained they were a little slow with calls but have been busy with day to day activities. He stated they completed the hydrant testing. The new truck still needed lettering and striping and they will go down on the 28th for the final inspection. He added hopefully we will have it here mid-April and will try to do a push in ceremony the end of April but the date is not set yet. Mayor Andrews asked about photo ops with City of Bonifay for equipment donated to them. Mr. Aycock stated he hasn't worked on it yet. Ms. McCall asked about painting the fire hydrants. Mr. Aycock stated Mrs. Tanner was going to talk to CRA about painting them since the ones that need painting are located in that district. Mrs. Tanner stated they are looking at approximately \$2,500 for the painting. Mr. Aycock stated most departments paint their own, but the quote he received was roughly \$30-\$35 for each hydrant and there are approximately 75 hydrants in that district. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained the CRA meeting was relatively light and didn't have a lot of grant requests, but we did accept the resignation of Reverend Malcolm Nelson. He added that he wanted to thank Reverend Nelson for his many years of service and stated that he will be missed. We have a nominee in place for that position. Mayor Andrews asked how many years he had. Mr. Maxwell stated he thought it was 12 years. Mrs. Cain stated she hates to see him leave. Mr. Russell asked about the loan concept and how to deal with loan payments and people not making payments. Mr. Maxwell stated he's working with Mrs. Tanner and starting in April they will send courtesy notices to people with loans to help keep them informed of where they are with their loans. This will be handled by Crystal Abel. Discussion ensued.

City Attorney – Michelle Jordan. Attorney Jordan stated there were no updates. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was a little slow. She stated Guy has Amnesty scheduled for next month. She added that next month we have a couple of cases scheduled for special magistrate and we received a surplus for a property. Ms. McCall asked on page 2 of the report that Church Avenue didn't have an address. Mrs. Donjuan said it was a vacant lot. Mrs. Cain asked if it had an address. Ms. McCall asked where it was it. Mrs. Donjuan stated down by the old barber on the left. Ms. McCall asked if it was on the North side covered with kudzu. Mrs. Donjuan stated yes. Mr. Russell asked about the 1278 Holley Avenue property. Mrs. Donjuan stated it is still in litigation. Attorney Jordan stated they are still searching for the heirs of that estate. Mr. Russell asked how long that takes. Attorney Jordan stated they have to exhaust all options and if no heirs are identified then we do publication and notice of action for foreclosure. Mayor Andrews stated she noticed people are leaving trash cans out and not pulling them back in. She asked if we are doing a bill insert or anything. Mrs. Donjuan stated we can put something on FB again and go out and put stickers on the cans again. Ms. McCall asked about the housing project by the cemetery because there is a bicycle and a grill that has been left out for a month as you go into the cemetery. Mrs. Donjuan stated that is a code issue that she would look at. Ms. McCall added that also last year it took 9 months for them to get the ground stumps done and it's been over a month and she doesn't want it to linger again that long. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been a little more active but slower than it has been. We do have a couple of cases on the agenda for approval. No further discussion.

Police Department – Michael Richter. Lieutenant Richter explained it was a pretty typical month with 55 criminal cases. He stated the numbers for traffic warnings are skewed due to one of the officers having issues with his MCT which caused it to not calculate like it should. We had 18 traffic crashes. He stated we did get news today from CLS that the project for the cameras in the Entertainment District will actually start working tomorrow. No further discussion.

Public Works – Guy Lane. Mr. Lane stated everything is going good. Ms. McCall stated the work they did on the fountain at the cemetery was gorgeous. Mr. Lane stated the grass has started growing so we will be jumping for a little while. Ms. McCall asked about a Bradford pear tree at the chamber that's split in half and needs looking at. Mr. Lane stated he would look into it. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained they have been really busy. We finished basketball season and started softball. We picked teams and started practice, but they still need one more coach. He added there will be a travel ball tournament this weekend. Mr. Russell asked about the port-o potties located at the park. Mr. Tate stated the bathrooms will be open tomorrow. Mrs. Tanner stated they are only there due to work being done at the park and the bathrooms will be open tomorrow. Mayor Andrews asked when was Opening Day. Mr. Tate stated April 6th at 8:30 a.m. Mrs. Cain asked about any hopes for the coach that is still needed. Mr. Russell asked if anyone on the Rec Board has volunteered. Mr. Tate stated he will reach out to them. Ms. McCall asked about the new system. Mr. Tate stated he loves the new Team Pass platform. Mayor Andrews asked about any vacant positions on the Rec Board and asked for a list of the current members. Mrs. Tanner stated we will send an email with the members and added that we have also just listed all P&Z, Rec Board, and CRA members on the website. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been pretty busy doing a lot of maintenance. He added the rain in February caused a few issues. Ms. McCall stated the grounds look good. No further discussion.

Finance – Patrice Tanner. Mrs. Tanner explained we have started working on the kiosks that is a process because we have to make sure that our software is going to be compatible. We are working through that and by next month I hope to have the information to the Council; The Performance Management software is actually in place, it's just not usable yet. It's going to take 4-6 weeks to get all of the employee information uploaded and the actual evaluation questions completely identified. It will give the department heads the ability to go into the performance management system, discuss goals with their employees, discuss things they would like to see them accomplish as well as documenting notes throughout the year. I look forward to it being a great system for the city. A good month would probably be June to do all evaluations for this fiscal year. If Council wants to do it at a different time next year we can. Mr. Russell stated he thinks June is a good time right before we start looking at the budget; The GPS systems, we have gathered all the information, we have gotten prices from a few different vendors. We should be able to use the Sourcewell contract or another cooperative purchasing contract to move forward however we have one more department to get the vehicles from and once we have that we can move forward and find out what our cost is going to be. Just an example of one vendor is between \$16.50-18.00 per vehicle for that GPS system to run monthly. You don't pay any upfront costs in some cases, some vendors charge their cost up front. Some vendors require if you take the vehicle out of service for you to remove the equipment and send it back, others do not. We should have a contract for Council to approve by April; As you can see we have a new system here in the Council chambers that includes live streaming to FB. We ended up not being able to do portrait tv's in the corners due to the HDMI cords and how they had to be connected to the system. We were able to do the tv in the front center that we didn't think we could due to the size. These show the packet and the one in the lobby shows what is livestreaming to FB with the corner that shows the packet. Mayor Andrews asked the audience if it was readable. The audience stated it was too small. Mrs. Tanner stated we can enlarge screens but if it's enlarged it won't show the entire document on the screen. We will work with our guy on increasing the size of each document. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained the following project updates: Chipley

Downtown Redevelopment Plan – This is the Community Planning Technical Assistance Grant. We were not able to get an extension on this grant. They made it very clear that they would not allow it, we would either have to give up the grant or get it done. At the end of a grant period, they do normally allow 60 days to close out a grant so they did say they will allow us to finish the project by July 31st and then get all the documentation in to them by August 31st. We received two RFQ's and the selection committee did rank them. Fisher Arnold is the one we are recommending for award based on the selection committee results. I was able to negotiate their contract to help speed up the project a little bit and it was added to the agenda for tonight. Mr. Russell asked if they were the first group to say they could do the job before we realized we were going to be on a strict timeline. Mrs. Tanner stated no, we had one company that said they could not submit and the other two companies did submit. When they found out there were things they could do to alleviate time and that the state is willing to work on deliverable due dates and things of that nature, they were willing to move forward. Heather spoke with them and they said they would do whatever it takes to make sure the job is complete utilizing whatever resources they have on their staff; Historical Society Museum – We have received a draft report that was reviewed and there were a couple of things that were requested to be changed in it. Now Baker Design is making the amendments and will resubmit it. Then we should be able to move forward with a final document and approval of it. This is also a June 30th deadline; First Responder Emergency Equipment – There was an extension approved in the legislature but not put in writing yet, that our lobbyist worked on. They were successful in getting it approved to extend out another year because we are not expecting our tanker truck until sometime in 2025. However what the state is going to do is since we have a PO package for the truck and a signed proposal from the company that we are purchasing from, they are going to see about going ahead with doing an amendment and getting the funds disbursed prior to the deadline. Since we have the funds, we will place in deferred revenue until the truck is received. They said they thought this would be the smoothest way to handle it; Chipley Lead Service Line Replacement – We are currently working on agreement documents. That's still an ongoing process going thru all different types of documents that they have to have in place prior to getting an agreement in hand. Hopefully the next month or so we should have that. I also found out today there is funding possible available thru FL Rural Water Association. They were given some money to be used toward lead service line replacement and it will be for entities with a population of 10,000 or less. It was originally 2,500-3,000 population but it has been increased to 10,000 so we fall into that category. It will be \$75,000 that we should be able to be utilize toward our project with FDEP, per our engineers, which is a loan and grant project; City Hall Generator – We are continuing to work with the state on RFI's. We ended up having to have a vendor come out even though it hasn't been bid or approved by FDEM yet. They wanted to see specs specifically from a vendor that sells generators. They wanted to see all the documentation to make sure the size generator that we are requesting will be the size that we need for City Hall. Hopefully the process will start moving faster in the next 30 days; Chipley Mongoven Building – John Udochi, DHM, is here if you have any questions. We are looking at possibly the 3rd week in March as the start date. Mr. Udochi stated he just received an email stating work would start on March 27th. Mrs. Tanner stated that we met with DHM, the contractor and the business owners next to the Mongoven building to discuss any concerns that they had and feels that they are all confident in what was discussed. The CEI inspector from DHM will keep in touch with the business owners regularly to address any concerns. Mayor Andrews asked if there will be any detour coming off SR 90 to 5th Street. Mr. Udochi stated not yet, but it depends on how they plan to access in and out. Mr. Russell asked if we could do it for safety. Mayor Andrews asked if Mr. Lane could handle that; Public Works Building Solar Panel Project – Alternative Energy Systems contract is on the agenda for approval this month. They have already done a site visit and if approved plan to start March 25th and it will be a pretty quick process; Communications Tower – This got set back about a month for construction due to EPA environmental issues and instead of March 15th it moved to April 12th and hopefully it won't extend far beyond that to start construction; Voluntary Annexation Project – This will be completed tonight if the two ordinances are passed. Emerald Coast will complete the necessary paperwork to get the annexations approved by the State; Website Redesign – I gave the Council the timeline last month and we are still on the same one. We have a deliverable due this week that we will meet with no problem. We will continue working on that.

Mrs. Tanner stated back in January I had asked Council about the possibility of doing a RFQ and

hiring a contract planner. I wanted to get the ok for that if you want to move forward with doing that so that we have someone that can help work with the city thru the Live Local Act as well as possibly putting procedures in place. I will come up with a scope of work and we will advertise. Mr. Russell stated he thought that was necessary and the Council agreed.

G. CONSENT AGENDA

1. **CDBG-MIT #MT148 Grant Administration Services Agreement** – David H. Melvin, Inc. This event will be held on the third Thursday of each month from 6-8 pm February thru September 2024. Road closures will include North and South Railroad Ave. 7th St. from South alley of Historical Museum to include N. Railroad Ave.
2. **CDBG-MIT #MT148 Professional Services Agreement** – David H. Melvin, Inc. This will approve the CDBG-MIT #MT148 Professional Services Agreement for Chipley Drainage Improvements Project with David H. Melvin, Inc. in the amount of \$252,000.00. This has been updated to include additional CDBG Federal requirements and is the final approval needed for this agreement. Florida Department of Commerce has now approved our procurement for these services and will not have any additional changes to the agreement.
3. **Peach Street Lift Station Professional Engineering Services Agreement** - Mott MacDonald. The Professional Engineering Services Agreement has been updated to include additional CDBG Federal requirements.
4. **Special Event Application** – Law Enforcement Torch Run for Special Olympics Florida – Northwest Florida Reception Center. This event will be held on Monday, April 1, 2024 from 9-10:30 a.m. They will be walking a pre-determined route to bring awareness to the Special Olympics of Florida. The route will depart at the Washington County Courthouse and head east for .2 miles then turn South onto SR 77 and continue for 2 miles to end at PeoplesSouth Bank. The East Bound lane of Jackson Ave/South Bound lane of Main Street will be closed by transport vehicles during event.
5. **Special Event Application** – Community Outreach - Washington County Sheriff's Office. This event will be held on Friday, May 10, 2024 from 5-7 p.m. at Shivers Park to make contact with the community for fellowship and to answer questions.
6. **Reappointment of Planning & Zoning Commission Member** – Holland Kent. This will reappoint Mr. Holland Kent to the Planning & Zoning Commission for a three-year term beginning March 10, 2024.
7. **Resignation of CRA Board Member** – Reverend Malcolm Nelson. This will approve the resignation of Rev. Malcolm Nelson effective February 20, 2024.
8. **Appointment of CRA Board Member** – Summer Thomas. This will appoint Ms. Summer Thomas to the CRA Board for a four-year term ending on April 1, 2028.
9. **Reappointment of CRA Board Member** – Angela Grantham. This will reappoint Ms. Angela Grantham to the CRA Board for a four-year term ending on January 14, 2028.

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

H. AGENDA ITEMS

1. **Ordinance No. 981 (Final Reading)** – Amendment to the Future Land Use Map – Annexation. Mayor Andrews closed the regular meeting and opened the public hearing at 5:45 p.m. Mrs. Tanner read Ordinance No. 981 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA,

PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner stated official notice to advise the public that the proposed adoption of Ordinance No. 981 was published in the Washington County News on February 28, 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 5:46 p.m. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the final reading of Ordinance No. 981. The motion passed unanimously.

2. **Ordinance No. 982 (Final Reading)** – Amendment to Chapter 2 – Administration. Mayor Andrews closed the regular meeting and opened the public hearing at 5:46 p.m. Mrs. Tanner read Ordinance No. 982 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner stated official notice to advise the public that the proposed adoption of Ordinance No. 982 was published in the Washington County News on February 28, 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 5:48 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. 982. The motion passed unanimously.

3. **Resolution No. 24-18** - FY23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) - Chipley Police Department. Mrs. Tanner explained this will approve an agreement identified as the State Assistance for Fentanyl Eradication (S.A.F.E.) in Florida program CSFA 71.122 between the Florida Department of Law Enforcement, Department, and the City of Chipley, Recipient in the amount of \$56,600.00. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 24-18. The motion passed unanimously.

4. **Resolution No. 24-19** - FDOT Municipal Small County Outreach Program (M-SCOP) Grant Submission. Mrs. Tanner explained this resolution will authorize the submission of an application for the Municipal Small County Outreach Program (MSCOP) to the Florida Department of Transportation and this includes both projects: Martin Luther King Drive that we have put in for in the past which did not get approved as well as Pecan Street. Ms. McCall asked who made the recommendations. Mrs. Tanner stated we utilized projects that we have already applied for that were necessary projects. Mrs. Cain asked if Guy made a list of projects. Mrs. Tanner stated yes they are on the list but we have applied for these a couple of times and we are trying to get them approved. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-19. The motion passed unanimously.

5. **Planning & Zoning Recommendation** - Small-Scale Amendment – 1218 Campbellton Avenue – Debra McGhee-Davis. Mrs. Donjuan explained this is for a Small-Scale Amendment at 1218 Campbellton Avenue for Mrs. Debra McGhee-Davis. This is switching from low density to high density so they can do more houses. Mrs. Cain asked how many houses. Mrs. Donjuan stated they will either do 1 duplex or 1 quadplex depending on funding. It was approved through Planning & Zoning five to zero. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Small-Scale Amendment for Debra McGhee-Davis located at 1218 Campbellton Avenue. The motion passed unanimously.

6. **Planning & Zoning Recommendation** - Request for Development Order - 1680 Main Street - Waffle House, Inc. Mrs. Donjuan explained Waffle House is requesting a development order for vehicle charging stations. Mrs. Cain asked how many stations will they put there. Ms. McCall stated they show four stalls with two charging spaces and one is ADA and there are two per space. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Development Order for Waffle House located at 1680 Main Street. The motion passed unanimously.

7. **Code Enforcement Fine Forgiveness** – Case No. 65 – 589 Main Street. Mrs. Tanner explained that Mr. & Mrs. Suggs are asking for fine forgiveness on 589 Main Street due to Code Case No. 65 from a previous owner for overgrown grass and vegetation. A lien was placed on the home due to code violations in the amount of \$20,700.20, the property was sold at auction and Mrs. Suggs purchased the property in which the city has now received a surplus from the sale in the amount of \$11,188.75, leaving a lien balance of \$9,511.45. There are attorney fees in the amount of \$3,581.62. And I believe the attorney may have additional fees for February. Mrs. Jordan stated there were no additional fees. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the forgiveness of the lien excluding the attorney fees. The motion passed unanimously.

Mrs. Tanner stated once the attorney fees are paid at City Hall then the release of lien could be done. Mrs. Donjuan asked if they want attorney fees. Mrs. Cain asked if Mrs. Suggs will pay the attorney fees. Mrs. Tanner stated it was brought up for the fines to be forgiven excluding the attorney fees. Mrs. Cain asked if we usually charge the attorney fees. Mrs. Jordan stated yes. Mrs. Suggs stated she requests no attorney fees and questioned the total. Mrs. Tanner stated the attorney fees are \$1,975.00 but there are additional fees like filing fees, title search fees and

process service costs that are added to the attorney fees because they are part of our cost which brings the total to \$3,581.62. Mayor Andrews stated they have already voted unless someone wants to make an amendment. Mr. Russell asked Mrs. Jordan to explain about the surplus amount. Mrs. Jordan stated it was a tax deed sale and our lien exceeded the amount that was collected. Mrs. Cain asked if the attorney fees could be paid from the surplus amount. Mrs. Jordan stated you were entitled to collect \$20,700.20 in fines and that information was part of the information when the property was sold. Mrs. Suggs stated in the past there was not a surplus on other properties. Mrs. Tanner stated that it was just a little different situation that this case was not her case to begin with, but as Attorney Jordan stated, the owner should have known about the lien when it was purchased. Mrs. Tanner stated it was a little different situation but it was the Council's decision. Mrs. Cain stated it could still be in the same condition but she has started cleaning it up. Mayor Andrews stated it would need a motion and second to amend. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to make an amendment and forgive the attorney fees in the amount of \$3,581.62. The motion passed with three (3) ayes and one (1) nay with Council Member McCall opposed.

Mrs. Kristy Malloy asked if you dismiss attorney fees for one person would it be across the board for everyone. Mayor Andrews stated it would be case by case and this case may be different because there was surplus and a little different situation. As a general rule it will be case by case and it is the discretion of the board to review all the information for the best result. Mrs. Tanner stated there are some cases where nothing is forgiven. Discussion ensued.

8. **Award of RFQ No. 2024-03 - Professional Services for a Florida Department of Commerce Community Planning Technical Assistance Grant.** Mrs. Tanner explained this is the Award of the RFQ to Fisher Arnold that the selection committee reviewed. She stated that Fisher Arnold ended up with the best score and we were able to negotiate a fair and reasonable compensation for the contract that was added to the agenda. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Award of RFQ No. 2024-03 to Fisher Arnold. The motion passed unanimously.

9. **Chipley Communications Tower Change Order No. 2 - Sabre Industries.** Mrs. Tanner explained this change order will increase the size of the foundation due to water depth issues which were unknown at the time of the bid. The original quote was for a mat pier 4 ft in depth, but the Geotech report, which was not done until after the contract was awarded, showed water at the 4ft level. They will have to change to a pier foundation which will increase the concrete by 12 cubic yards to overcome the issue. The change order is in the amount of \$11,750.00 to Sabre Industries which will bring the total contract price to \$421,817.00. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Change Order No. 2 with Sabre Industries in the amount of \$11,750.00. The motion passed unanimously.

10. **Contract for Construction – Alternative Energy Services, Inc. - Public Works Building – Solar Panel Project.** Mrs. Tanner explained this will approve the Contract for Construction with Alternative Energy Services, Inc. for the Public Works Building Solar Panel Project in the amount of \$88,190.00. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Contract for Construction with Alternative Energy Services in the amount of \$88,190.00. The motion passed unanimously.

11. **Purchase of 2024 Freightliner Debris Loader - Sanitation Fund.** Mr. Guy Lane explained the

Council approved this year to purchase a new knuckle boom for our trash pick-up. Mrs. Tanner added that this happened quickly and the council already approved the budget with this vehicle to be purchased this budget year. Under normal circumstances we wouldn't bring it to council unless it was a bid. We didn't have to bid, we used the Sourcewell contract. It had already been approved by Council prior to now. We were bringing it to the council on the agenda to basically inform you and let you know we already have the truck but we followed proper procurement because Council had approved the truck at budget time and we used the Sourcewell contract. The truck came in unexpectedly on Friday because they only had one truck that Guy had to get or else it would go to someone else. Mr. Lane stated they were not expecting it that quick. Discussion ensued.

- 12. Support for Closure of Dalton Street Railroad Crossing.** Mr. Lane stated they had a meeting with FDOT and the railroad and there are safety concerns at that crossing that were brought to the railroad's attention by FDOT. What they are going to do is close that crossing and they want Council support. Mrs. Cain stated they can close it without Council support. Ms. McCall asked if this would be a permanent closure. Mr. Lane stated yes it would be. Mrs. Cain asked if it was found before they did the upgrades or after. Mr. Lane stated it was during one of the parades due to a float getting hung up at the crossing. Mrs. Tanner stated they can close it without City Council support but they did ask for the support of the City. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Support for the Closure of Dalton Street Railroad Crossing. The motion passed unanimously.

- 13. Agreement – Fisher Arnold.** Mrs. Tanner stated this was the agreement that we discussed during the award. The Council awarded the project tonight and this is the agreement in the amount of \$50,000.00 that we were able to negotiate with them. We started out at \$60,000.00 and they did request a couple of things, nothing that I feel we will run into a problem with. They have local staff that will handle the largest part of the project so they will be here at any public meetings we have. Their staff that is not located in Chipley, they asked for them to be able to meet via ZOOM so they won't have travel expenses. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Agreement with Fisher Arnold in the amount of \$50,000.00. The motion passed unanimously.

- 14. Ward 4 Position Discussion.** Mayor Andrews stated Ward 4 has been vacant for a couple of months. I did have a couple of people that live in Ward 4 that I talked to about possibly serving on the board. The names are Ms. Trish Duce, Mrs. Paula Cunningham, and Mr. Ashley Williams and those three said at this time they would not like to be placed in a position here at the city. Mr. Brett Butler who used to sit in Ward 4 said he would gladly like to sit back in that seat and had intentions of running in June for that seat. Mr. Russell stated the term comes up in June and asked if we could just float it out the last two months and let someone run for the position due to costs, like portraits, of adding new members. Mrs. Cain stated it will actually be October before the position is filled. She added that she feels we should go ahead and fill it. Mayor Andrews stated she followed the Council's lead and talked to those requested and this is the end result. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to fill the Ward 4 Council Seat vacancy with Mr. Brett Butler. The motion passed unanimously.

J. OTHER BUSINESS

Mayor Andrews reminded Council about the March 27th Community Easter Event at Shiver's Park and said she would purchase the potato chips.

Ms. McCall stated she likes doing one meeting and asked if there is anything keeping us from doing just one meeting so people don't have to come back. Mrs. Tanner stated the workshop is not in the code, only the meeting which is the 2nd Tuesday. She added that the workshop is not required. Mayor Andrews stated this agenda was pretty lengthy, but having the consent agenda items helped not having to go through everything. Mrs. Cain stated she liked the way it was tonight so the public can hear everything that goes on. Mrs. McCall asked what needed to be done to make it happen. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to do away with the separate day of having a workshop and start the meetings an hour earlier at 5:00 p.m.

Mrs. Jordan stated the regular meeting would be the second Tuesday at 5:00 p.m. Mrs. Tanner stated that might require a change in the code but we can do an Ordinance which is pretty simple. Discussion ensued.

There was no other business.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:15 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk