

City of Chipley
Council Workshop
Minutes
November 9, 2023 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mrs. Kristin Martin, Council Member

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

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief
Mr. Ambers Carter, Asst. Public Works Director
Mr. David Pippin, Recreation Attendant
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Jimmy Cook, Water Utilities Director
Mrs. Tamara Donjuan, Planning/Code Enf. Officer
Mr. Michael Maxwell, CRA 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 5:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mayor Andrews and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #18 - Special Event Application - Project Downtown Chipley and item #19 - Employee Classification Document and Pay Scale. 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.

Juanita Stuart Finney - 562 Bennett Drive, Chipley, FL. Ms. Finney asked if the code issue had been resolved on the property at 1218 Campbellton Avenue. Mr. Miner stated Ms. Finney had asked if council would forgive the fines associated with the property that were filed against the previous owner. Mr. Miner further stated the Council agreed they would work with her, but no official action was taken. Mayor Andrews stated she would add that to the agenda for the regular meeting on Tuesday. Discussion ensued.

Michelle Suggs – 589 Main Street. Mrs. Suggs stated there was an order in August from code enforcement and she is asking Council to consider waiving the fees and consider the lien satisfied.

Mayor Andrews stated this would be addressed during the attorney report. No further discussion.

Jennifer Corbitt – 1346 North Railroad Avenue. Mrs. Corbitt stated she has 2 businesses at 1346 North Railroad Avenue, Suite A and Suite B, and there are drainage issues in the alleyway causing all the back doors in the alleyway to have water issues. She asked if they should collectively approach CRA for funding to help with this or is this a city issue. This issue affects 4 businesses. Mr. Russell stated the CRA would require each property owner to apply separately. Mr. Miner stated the water is coming from the buildings and engineering would need to be done to fix the issue correctly. Mr. Russell stated CRA meets on Tuesday and they could add that to their agenda. Discussion ensued.

Mickey Knapp – North Railroad Avenue. Mr. Knapp stated he is one of the owners on Railroad Avenue next door to Mrs. Jennifer Corbitt and he has talked to Mr. Miner and 2 contractors to find out where the water is coming from. He stated if anything could be done through the city or CRA it would help about 11 people. Discussion ensued.

Tom Poppy - 608 5th Street. Mr. Poppy stated 4th Street comes off Old Bonifay and goes North. Who is responsible for maintaining that road? Mr. Miner stated it is a private road and when that property was subdivided the front landowner gave an easement to Dr. George's house and the Buchanan house. Mr. Miner stated he can send this information to Attorney Jordan for her review and verification. Discussion ensued.

E. Presentation and Approval of Minutes.

1. Regular Council Workshop – September 7, 2023.
2. Budget Workshop – September 19, 2023.
3. Budget Workshop – September 21, 2023.
4. Regular Council Workshop – October 5, 2023.
5. Special Council Meeting – October 5, 2023.
6. Regular Council Meeting – October 10, 2023 (2 - Form 8b – Voting Conflict attached).

F. City Administrator and Department Reports.

City Attorney – Michelle Jordan. Attorney Jordan gave an update on the old dairy dip property and stated the city owns it now and will need to decide what to do with it. Mr. Miner stated the demo bid is ready for the property by the old fire department so we would need to get an asbestos survey on it and the old dairy dip so that is taken care of prior to demolition. Attorney Jordan stated the City Council voted to abate the daily fees for 1218 Campbellton Avenue that were continuing to accrue. The total attorney fees at this time are \$2,169.75 through the end of October 2023 and it is Council discretion how they want to handle that. Attorney Jordan further stated that 589 Main Street has a total lien of \$20,700.20 and a surplus amount of \$11,188.75. Mrs. Suggs is asking to waive the difference owed of \$9,511.45, but there are also attorney fees accrued in the amount of \$1,600.20. She said it is Council discretion but at this time you can vote to abate the fees that are continuing to accrue and then look at the balance once everything has been settled at the Clerk's office. Discussion ensued.

Recreation – David Pippin. Mr. Pippin explained there were a total of 250 kids that registered for soccer season. Mr. John Udochi with Melvin Engineering explained the preliminary structural review of the Music Park Building and stated it will cost more to rehab verse rebuild the building. Mr. Miner stated the building was not built to code. Mr. Russell stated rebuild verse rehab, so do we rebuild or add ballfields is the question. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell went over the CRA summary for November. Mr. Maxwell stated he attended the FRA conference last week and learned a lot. Council Member McCall asked if the CRA district boundaries have been looked at. Mr.

Maxwell stated it has been tabled. Council Member Russell stated Mr. Maxwell is having to do all the paperwork, grants, etc. Is there any way to look at getting a receptionist to handle people coming in and answer basic questions? Mrs. Tanner stated she isn't sure how it was handled prior but when we were meeting at the county office the reason for the increase in the monthly fees were for the position they were trying to hire. She asked if council wants to do that or handle it through an additional appropriation through CRA to fund that position. In the past the position was chamber and CRA and not a city position. Mr. Miner stated the CRA contract is on the agenda if Council wants to look into the funding. Mr. Maxwell stated Blues and Brews made a little over \$1,800.00 profit. Ms. McCall asked about the fire hydrants being repainted and Mr. Maxwell stated he will follow up with the Fire Department. Discussion ensued.

Fire Department – Floyd Aycock. Mr. Miner stated they are out working a fire. He added the county had issued a burn ban and there are no outside fires allowed at this time. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it there are 16 active cases at this time; posted 3 properties this month; opened 38 new cases; closed 37 cases. We had a Special Magistrate meeting with 3 cases scheduled. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained we had 10 Land Use Compliance Certificates; 1 Planning & Zoning Hearing; 1 Site Plan Review; and 1 Request for Certificate of Appropriateness. No further discussion.

Police Department – Scott Thompson. Chief Thompson explained they have been extremely busy. Mayor Andrews stated the Prayer Walk went smoothly and thanked the Department for assisting. Ms. McCall asked about a layering map and showing the areas of accidents on his report because there is a lot of safety money out there the city could apply for through FDOT. Chief Thompson stated he will look into the reporting and see what he can do. Discussion ensued.

Public Works – Ambers Carter. Mr. Carter went over the summary of his report and stated he needs clarification on the Farmers Market Christmas decorations and when to put them out. Mr. Russell stated he thinks Public Works putting out and taking down the decorations need to be looked at due to the time it takes. Mr. Carter asked about updating the Christmas decorations and the budget for that. Mr. Russell asked about adding a \$1.00 per month donation to the utility bill for Christmas decorations/beautification. Mrs. Tanner stated that would have to be approved by resolution and then we would be able to have it added to the utility bill. It was asked that Mrs. Tanner prepare the resolution to be reviewed at the council meeting. Mrs. Tanner stated she will have it ready for discussion, and/or approval. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been doing a lot of maintenance. Mr. Miner stated they would look at a haying operation once the new sprayfield was fully developed so the city would not have to maintain as much. No further discussion.

Finance – Patrice Tanner. Mrs. Tanner explained everything has been going well and very busy. She stated she has been working on the meeting management program and it should be in place for next month's meeting. We will have a consent agenda to put items such as reappointments for P&Z, CRA or things that council normally approves and if there's a question we would know at the workshop and could move it to a regular item. It would be just one motion to approve but council could still have discussion on each item. We also did a separate section for presentations. She stated she is also working on the purchasing card program and policy and has met with one bank and will be meeting with others. The vehicle has been ordered and we should be receiving it soon. The cybersecurity update has been completed by CLS. She added she is currently working on the reorganization and should have the information out to council in the next couple of weeks to review. Discussion ensued.

Mr. Larry Zezula asked about the utility office not offering to take the United Healthcare OTC card

for utility payments. Mrs. Tanner stated it is something we are looking into. She has been able to get contact information for this program at United Healthcare so we will be reaching out to them soon to see about getting that program on board. No further discussion.

Administration – Dan Miner. Mr. Miner explained the following project updates: Solar Field Feasibility Study - last month we mentioned submitting an application to DEO for solar panels at Public Works; we received a letter yesterday that we are approved for a site visit so that's a positive sign that we probably will get that funding; Comprehensive Stormwater Drainage - studies continue; Commercial Fire Pumper Apparatus – receipt of the truck has been moved back to March 2024; Flood Mitigation – will come off next month; all that work has been done at City Hall, Library and the Police Department; Surplus Property/Mongoven Property – Mr. Russell mentioned that earlier and we are looking at going ahead and advertising the demolition of that this month; we have a P&Z meeting scheduled for December 5th; advertising 30 days then contracts, bid bonds, etc. usually takes about 30 days to compile so we are looking at February or March to start the work; Lift Station Generators – there has been a lot of hold up on equipment and supplies that are scheduled to arrive January 2024; Chipley Lead Service Line Replacement – we have a resolution for funding through SRF this month for a total of \$815,000 to do the study and design; this will probably be a \$10 million project over a 10 year timeframe; Uniting Communities of Chipley through Equitable Access and Mobility – the \$6 million downtown revitalization of Chipley application has been submitted; Washington County Industrial Park Project – has been submitted and approved and David H. Melvin is working with the county doing the infrastructure for water, gas, sewer and roads. No further discussion.

G. Agenda Items.

- 1. Ordinance No. 979 (1st Reading)** – Amendment to Chapter 4 and Chapter 10 – Entertainment District. Mr. Miner explained this Ordinance will establish a downtown entertainment district. Mr. Miner read Ordinance No. 979 by title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AMENDING CHAPTER 10, ARTICLE III OF THE CODE OF ORDINANCES TO ESTABLISH A DOWNTOWN ENTERTAINMENT DISTRICT, PROVIDING FOR A LEGAL DESCRIPTION OF THE DISTRICT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RULES FOR OUTSIDE CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE DISTRICT; PROVIDING FOR PERMITTING FOR SPECIAL EVENTS; PROVIDING FOR EMERGENCY SERVICES REQUIREMENTS FOR PERMITTED SPECIAL EVENTS; PROVIDING FOR HOURS OF MUSIC AND ENTERTAINMENT; AMENDING CHAPTER 4, ALCOHOLIC BEVERAGES, TO PROVIDE CERTAIN EXEMPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Miner stated he understood the council is satisfied with the language just the district boundaries are in question. He stated there is a map showing the district that could be modified if needed. He added the boundary on US 90 would be on the north side due to safety concerns. He further stated the center of the road will be the boundaries. Discussion ensued.

- 2. Resolution No. 24-04** – FDEP State Revolving Fund Drinking Water Lead Service Line Replacement. Mr. Miner explained this resolution will allow for the submission of an application for the FDEP State Revolving Fund Drinking Water Lead Service Line Replacement Program. The survey has to be done by next year and we are moving forward

with the process. This part of the project would be \$815,000.00, which will be loan and grant funds. No further discussion.

3. **Resolution No. 24-05** – Florida Department of Commerce Community Planning Technical Assistance Grant Agreement. Mr. Miner explained the state asked us to have it on the agenda but we don't have the agreement yet but hope to have it prior to the Council Meeting. He stated it will approve the grant agreement in the amount of \$50,000 for the Community Planning Technical Assistant Program for downtown planning. No further discussion.
4. **Resolution No. 24-06** – Schedule of Fees. Mr. Miner explained this resolution will allow for additional fees to be added to the fee schedule to include a fee for Special Event Applications and a fee for use of the Farmers Market. Mr. Miner stated these numbers came from contacting other places and if the council would like to change them they can. Farmer's Market Space Rental - \$25.00 per month (plus applicable taxes); Farmers Market & Gazebo Rental - \$150.00 per event (plus applicable taxes); and Special Event Application - \$150.00 (due only when city services are required as a part of the event (ie. road closures, barricades, traffic control). Discussion ensued.
5. **Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement** – Washington County Chamber of Commerce. Mr. Miner explained this will approve the Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement for a period of 12 months in the amount of \$2,325.00, with no increase requested. Council Member McCall asked if we could add in the part time position later. Mrs. Tanner stated an amendment can be done at any time and approved by Council. Discussion ensued.
6. **Award of RFQ No. 2024-01** – Continuing Services Contract for Professional Surveying Services. Mr. Miner explained this will allow for negotiation per CCNA for a Continuing Services Contract for Professional Surveying Services. He stated the scoring committee ranked Southeastern Surveying number one and if Council approves he can negotiate a contract. Discussion ensued.
7. **Award of RFQ No. 2024-02** – Professional Engineering Services for a Division of Historical Resources Grant – Historical Society. Mr. Miner explained this will allow for negotiation per CCNA for a Professional Engineering Services Contract for the Division of Historical Resources Grant for the Historical Society. He stated we do not have this in the packets yet because the deadline is Monday. Mrs. Tanner stated it was a tight timeline and the agreements are only 12 months even though we just go the contract back. Mr. Miner stated they look at it with the timeline starting in June. Discussion ensued.
8. **Interlocal Agreement for Fire Protection** – Bonifay Fire Department. Mr. Miner explained this will approve an Interlocal Agreement for Fire Protection with the Bonifay Fire Department for a period of 10 years. No further discussion.
9. **Special Event Application** - Amended Christmas Fest of Chipley, Inc. Mrs. Heather Lopez explained this is for additional road closures on North and South Railroad Avenues from 2nd Street to 8th Street for the Christmas Festival on December 1st and 2nd, 2023. Discussion ensued.
10. **Planning & Zoning Recommendation** - Development Order and Certificate of Appropriateness – 1330 Jackson Avenue – Teramore Development, LLC. Mr. Miner explained this will approve a development order and certificate of appropriateness for Teramore Development to build a new Dollar General store located at 1330 Jackson Avenue. Ms. McCall stated there are no sidewalks on 2nd Street. Mr. Matthew Inman, Engineer stated there are no sidewalks on 2nd Street just on Highway 90 which has the most

access. Mr. Miner stated sidewalks would be required on 2nd Street. Mr. Inman stated he will look at this with the owner. Ms. McCall stated we also need sidewalks from the old Chipley High School to the railroad. Mr. Miner stated we can look at having that done. Ms. McCall asked if it can be done in conjunction with the project, so the sidewalk is available to pedestrians when the Dollar General opens. Mr. Miner stated we will get that done. Discussion ensued.

- 11. Planning & Zoning Recommendation** – Development Order – 1424 Jackson Avenue – Washington County Board of County Commissioners. Mr. Miner explained this will approve a development order for the Washington County Board of County Commissioners to build a new free-standing wood framed entrance portico located in the front of the Agriculture Center at 1330 Jackson Avenue. No further discussion.
- 12. Resignation of Planning & Zoning Commission Member** – Rebecca Cousson. Mr. Miner explained this will approve the resignation of Ms. Rebecca Cousson from the Planning & Zoning Commission effective October 24, 2023. Mrs. Cain asked that we prepare a Service Appreciation plaque for Ms. Cousson because she donated many years to the city. Discussion ensued.
- 13. Reappointment of Planning & Zoning Commission Member** - Jim Morris. Mr. Miner explained this will reappoint Mr. Jim Morris for a three-year term beginning December 19, 2023. No further discussion.
- 14. Reappointment of Planning & Zoning Commission Member** - Tom Lancaster. Mr. Miner explained this will reappoint Tom Lancaster for a three-year term beginning December 19, 2023. No further discussion.
- 15. Appointment of Planning & Zoning Commission Member** - David Ridley. Mr. Miner explained this will approve Mr. David Ridley to move from an alternate member to a vacant regular commission position on the Planning & Zoning Commission. Discussion ensued.
- 16. Appointment of CRA Board Member** – Deborah Brown. Mr. Miner explained this will approve Ms. Deborah Brown for a four-year term ending on December 1, 2027. No further discussion.
- 17. Appointment of CRA Board Member** – Tracey Kent-Bell. Mr. Miner explained this will approve Ms. Tracey Kent-Bell for a four-year term ending on December 1, 2027. No further discussion.
- 18. Special Event Application - Project Downtown Chipley.** Mrs. Kristin Martin explained Project Downtown Chipley would like to use the Farmer’s Market Pavilion for an Artisan Market to be held during the monthly Thursday Night Lights. This specific application is for November 16th from 6:00 to 8:00 p.m. She further stated she would like to do this to support growth and commerce. Discussion ensued.
- 19. Employee Classification Document** – Mr. Miner explained you have the manning document that explains the employee classification and the pay scale. Mr. Miner stated it could be discussed Tuesday night or next month. The Council agreed to discuss this at the Council Meeting. No further discussion.

Other Matters:

Attorney Jordan requested the Council to hold an Executive Session for the Morris Case on November 13, 2023, at 5:00 p.m. The Council was in agreement. No further discussion.

Mayor Andrews reminded Council about the Northwest Florida League of Cities dinner to be held in DeFuniak Springs on December 7th. Discussion ensued.

Mrs. Tanner asked about the regular meeting time for December since we will not hold a workshop due to the NWFLC Dinner. Mayor Andrews stated she would prefer it to start at 5:00 p.m. The Council was in agreement.

The meeting was adjourned by Mayor Andrews at 7:14 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk

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