

City of Chipley
Regular Council Meeting
Minutes
November 14, 2023 at 6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member
Mrs. Kristin Martin, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Linda Cain, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mrs. Michelle Jordan, City Attorney

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. **Call to Order.** The meeting was called to order by Mayor Andrews at 6:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mrs. Cain and Mayor Andrews led the Pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews deleted agenda item #3 - Resolution No. 24-05 and item #7 - Award of RFQ No. 2024-02; and added item #23 – CRA.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the deletions and 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/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.

Ms. Juanita Stuart Finney – 562 Bennett Drive. Ms. Finney asked if there was any further discussion about waiving the code enforcement fines at 1218 Campbellton Avenue. Mayor Andrews stated this is on the agenda to discuss tonight. No further discussion.

Mrs. Michelle Suggs 589 Main Street. Mrs. Suggs asked if there was any possibility of having the code enforcement fines waived for 589 Main Street. She stated they have been cleaning up and

hauling off debris. Mayor Andrews stated this is on the agenda to discuss tonight. No further discussion.

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).

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

F. 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 there was a map showing the district boundaries. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the 1st reading of Ordinance No. 979. The motion passed unanimously.

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. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve Resolution No. 24-04. The motion passed unanimously.

3. **Resolution No. 24-05** – Florida Department of Commerce Community Planning Technical Assistance Grant Agreement. This item was removed from the agenda.
4. **Resolution No. 24-06** - Schedule of Fees. Mr. Miner explained this resolution, if approved, 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. Mrs. Cain asked if there would be signs placed at the Farmers Market to make people aware of the fees. Mr. Miner stated yes, there will be signs placed. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 24-06. The motion passed unanimously.

- 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. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Fiscal Year 2023-2024 Chipley Redevelopment Agency Administration Agreement. The motion passed unanimously.

- 6. Award of RFQ No. 2024-01** – Continuing Services Contract for Professional Surveying Services. Mr. Miner explained this will allow for negotiations per CCNA for a Continuing Services Contract for Professional Surveying Services. He said there were 2 submittals received and the selection committee reviewed and submitted Southeastern Surveying as number one. He stated he would proceed to negotiate a contract with Southeastern Surveying and if unable to negotiate he would then move to the second company. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Award of RFQ No. 2024-01 for Professional Surveying Services to Southeastern Surveying (SSMC) if the contract was negotiated. The motion passed unanimously.

- 7. Award of RFQ No. 2024-02** – Professional Engineering Services for a Division of Historical Resources Grant – Historical Society. This item was removed from the agenda.
- 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.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Interlocal Agreement for Fire Protection with the Bonifay Fire Department. The motion passed unanimously.

- 9. Special Event Application** - Amended Christmas Fest of Chipley, Inc. Mr. Miner explained this will approve additional road closures on North and South Railroad Avenues from 2nd Street to 8th Street to further enhance safety, for the Christmas Festival on December 1-2, 2023. No further discussion.

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

- 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 asked if this included revised plans for sidewalks on 2nd Street and

Mr. Miner stated yes it does. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Development Order and Certificate of Appropriateness at 1330 Jackson Avenue for Teramore Development, LLC. The motion passed with four (4) ayes and one (1) naye. Mr. Russell opposed.

- 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 at the front of the Agriculture Center at 1330 Jackson Avenue. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Development Order at 1424 Jackson Avenue for the Washington County Board of County Commissioners. The motion passed unanimously.

- 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 if we would need an alternate board member and Mr. Miner stated we had an alternate because we had problems getting a quorum for the meetings, but we no longer seem to be having this problem. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to accept the Resignation of Planning & Zoning Commission Member Rebecca Cousson. The motion passed unanimously.

- 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.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Reappointment of Planning & Zoning Member Jim Morris for a term of 3 years beginning on December 19, 2023. The motion passed unanimously.

- 14. Reappointment of Planning & Zoning Commission Member** – Tom Lancaster. Mr. Miner explained this will reappoint Mr. Tom Lancaster for a three-year term beginning December 19, 2023. No further discussion.

A motion was made by Council Member Martin and seconded by Council Member Russell to approve the Reappointment of Planning & Zoning Member Tom Lancaster for a term of 3 years beginning on December 19, 2023. The motion passed unanimously.

- 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. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve the Appointment of Planning & Zoning Commission Member David Ridley in a regular commission position. The motion passed unanimously.

- 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. Mr. Elijah Hooks via zoom congratulated Ms. Deborah Brown. Ms. Brown thanked the City Council. No further discussion.

A motion was made by Council Member Martin and seconded by Council Member Russell to approve the CRA Board Member Deborah Brown for a term of 4 years ending December 1, 2027. The motion passed unanimously.

- 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.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve the CRA Board Member Tracey Kent-Bell for a term of 4 years. The motion passed with four (4) ayes and zero (0) nays. Mrs. Cain abstained from voting due to this being her niece.

- 18. Special Event Application** – Project Downtown, Chipley Artisan Market. Mr. Miner explained this will approve the Artisan Market during the monthly Thursday Night Lights, which will create downtown business and support growth and commerce. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Artisan Market during the monthly Thursday Night Lights. The motion passed with four (4) ayes and zero (0) nays. Mrs. Martin abstained from voting due to being the coordinator of the event.

- 19. Employee Classification Document and Pay Scale** – Discussion. There was discussion regarding frozen positions for the Recreation Department. Council Member Russell asked how much the county was contributing for the recreation department. There was discussion on the number of children in the city and county that utilize Jim Trawick Park. Mrs. Tanner stated she will bring a performance evaluation system and new pay scale that she is working on back to the City Council in February. Discussion ensued.

- 20. Code Enforcement Fees** – 1218 Campbellton Avenue. Mr. Miner explained that council agreed to forgive code fees and fines and for Ms. Juanita Stuart Finney to pay attorney fees only. Attorney Jordan stated the accrued fines are \$9,350.00 and she will calculate the total attorney fees due after she bills the city for her November services. Mr. Miner stated she bought the property not knowing there was a code enforcement lien on it. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve waiving the fees in the amount of \$9,350.00 and give her 30 days to pay the attorney fees after the attorney sends her a letter with the total due. The motion passed unanimously.

- 21. Code Enforcement Fees** – 589 Main Street. Mr. Miner explained that Mrs. Michelle Suggs requested relief for code fines. Mrs. Suggs stated they have cleaned up and removed debris and we are hoping to get some relief for the fines. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to abate continuing fines effective November 14, 2023. The motion passed unanimously.

- 22. Resolution No. 24-07** – Donations for Beautification. Mr. Miner explained this will

approve citizen donations with their monthly utility bill for purposes of city Christmas beautification for all to enjoy. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-07. The motion passed unanimously.

23. CRA – Kevin Russell. Mr. Russell stated there have been discussions about a walking path at Gilmore Park. Do you think this is something CRA would be interested in funding or possibly a FRDAP grant to improve the walking path. Mr. Miner stated a FRDAP grant would fund that and CRA wouldn't be needed. Mr. Russell asked the timeline. Mr. Miner stated we submit applications in August and you know by the following June if you are approved. Mrs. Tanner stated we have two applications submitted now and if they get approved, we still have the ability to apply for a third one. Mr. Miner stated he has the walking path, lighting, ADA play equipment and restroom renovations listed in the current application submission. Mr. Russell also discussed a position at the Tourist Development Council and Chamber of Commerce to assist with the workload. He suggested maybe paying a portion out of TDC and a portion out of CRA. Mrs. Tanner explained the cost of a part-time employee and the amount that would need to come from CRA and stated an amendment could be done to the CRA Administration Contract if that is something the Council is interested in doing. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 7:16 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk