

City Council Meeting Minutes with Wolfpack Alliance Agenda Items

City of Chipley
Regular Council Meeting
Minutes
December 13, 2022 at 6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mr. Tommy Sasser, Council Member
Mr. Wesley Adams, 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. Tamara Donjuan, Planning/Code Enf. Officer
(via Zoom)

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director (via Zoom)
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 Mr. Russell and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #9 – Mongoven Building Project Update – David H. Melvin, Inc.; item #10 – Priority Listing Update - Liberty Partners of Tallahassee, LLC; and #11 – CRA Update – Mr. Kevin Russell. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Sasser 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.

No citizen requests. No further discussion.

- E. **Presentation and Approval of Minutes.**

1. Special Council Workshop – October 20, 2022.
2. Regular Council Workshop – November 3, 2022.
3. Regular Council Meeting – November 8, 2022 (Form 8b – Voting Conflict attached).

Mayor Andrews stated the Regular Council Meeting for November 8 2022 has one (1) Form 8b – Voting Conflict attached, for Ms. Andrews voting conflict.

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

F. Agenda Items.

1. **Presentation of Christmas Parade Awards.** Mrs. Heather Lopez thanked the City Council and the city employees for their assistance with the Christmas Festival and Parade, and stated it was a great festival. She also presented trophies to the winners of the parade floats as follows:

3rd Place – Lakeside Enterprises
2nd Place – PSA Pageants
1st Place – Grace & Glory Worship Center

Mayor Andrews and the City Council thanked Mrs. Lopez and the Christmas Fest Committee for holding a successful and special festival.

2. **Approval of Resolution No. 23-06 – Parades.** Mr. Miner explained this resolution will approve the parade list for 2023. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Adams to approve Resolution No. 23-06. The motion passed unanimously.

3. **Approval of Resolution No. 23-07 – Fiscal Year 2022-2023 Budget Amendment No. 1.** Mrs. Tanner explained this resolution will increase the Fiscal Year 2022-2023 Budget by \$252,949.00. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 23-07. The motion passed unanimously.

4. **Approval of Resolution No. 23-08 – Schedule of Fees.** Mr. Miner explained this resolution will approve a Schedule of Fees for services provided by the city, per the Code of Ordinances. Discussion ensued.

A motion was made by Council Member Adams and seconded by Council Member Sasser to approve Resolution No. 23-08. The motion passed unanimously.

5. **Approval of Appointment of Chipley Housing Authority Commissioner – Mary Green.** Mr. Miner explained this will approve the appointment of Ms. Mary Green to the Chipley Housing Authority for a four-year term beginning January 1, 2023. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Appointment of Mary Green to the Chipley Housing Authority. The motion passed unanimously.

6. **Approval of Florida Department of State Historic Preservation Grant Agreement Amendment No. 1 – Old City Hall Building Project.** Mr. Miner explained Mrs. Lopez was unable to negotiate a contract for the scope of services for the Old City Hall grant due to the total grant only being \$33,000.00. Mrs. Lopez further explained the State allowed us to remove the ADA scope of services because the building is already ADA compliant; and they also allowed us to remove the mechanical, electrical and architectural drawings from the scope of services. The State did say we can complete this current grant with these changes, and then we can apply for another grant that will cover

the scope of services we are amending out of the grant. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Adams to approve the Florida Department of State Historic Preservation Grant Agreement Amendment No. 1. The motion passed unanimously.

7. **Approval of Professional Engineering Services Agreement for the Historic Preservation Grant – Old City Hall Building Project – Baker Design Build.** Mr. Miner explained this will approve the Professional Engineering Services Agreement with Baker Design Build in the amount of \$33,000.00. This is the negotiated price with the amended scope of services. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the Professional Engineering Services Agreement for Baker Design Build in the amount of \$33,000.00. The motion passed unanimously.

8. **Approval of Land Lease/Land Sale – Wolfpack Alliance LLC.** Mr. Miner explained we were approached by Wolfpack Alliance. They have a vision of what they would like to do at the old KC Pizza building which includes a parking lot which is currently used by many businesses. The Council has to approve the sale or purchase of land. The only way to bring their request to light, is to bring it to the Council for consideration. They have provided a business plan and photos which was included in the packets this month. Mrs. Cain asked why we would want to sell a parking lot when it is used every day; and the businesses in that area downtown rely on that parking lot. Mr. Sasser explained he sees that parking lot every day and based on what they are asking to do would completely cut off access to parking that remains from 7th street, which is the main entrance. Mrs. Cain stated it will also take away the handicap parking. Mayor Andrews asked if we are talking about selling or leasing the parking lot; and is it a few spaces or more. Mr. Miner explained it would render the parking lot unusable. If you look at what they have proposed, it would be difficult to use any of the parking lot. Mr. Russell explained from the CRA perspective that you have another business owner trying to improve the building directly behind that KC building. If they put all of this money into fixing it up and we eliminate that parking, then that will become a problem. Mayor Andrews stated we are not in the business of selling our existing spaces, but I did want to get a true understanding of what they are asking. Are they asking for us to sell the entire parking lot or lease different parking spaces. Mr. Miner stated they are online and they can speak to that. Mrs. Cain stated she is not for selling or leasing any of the spaces in that parking lot. Mr. Sasser stated based on the documentation we received in our packets, it does away with about 18 parking spaces. Mrs. Cain stated it was full at lunch today and Mayor Andrews stated it is full every day. Mr. Russell explained if the city was going to sell the parking lot it should be advertised for sale. Are there no other options like the parking lot on the other side by the bank that's not utilized as much. Mr. Miner explained that is part of the right-of-way. Mr. Russell stated there is all that across the street. Mr. Miner stated this is a Council decision and it is not just the use of the parking spaces, water and sewer also has to be run. Mrs. Cain stated if we do something it needs to be made public and not kept quiet. Mr. Miner stated that is why it is being brought to the City Council to discuss. Mayor Andrews explained when a new development comes to the city to talk it is always good to be able to talk with them about it, but it is always a decision of the City Council. We are not going to violate the sunshine and have everyone out there, but we can meet with them and find out what they are interested in doing and what their needs are. Mr. Russell asked if they are open to looking at other options in the vicinity and Mr. Miner explained he believes they are open to trying to develop something in Chipley.

Mrs. Tanner stated she has unmuted Mr. Jeff Dexter, Mr. Mike McDonahue and Mr. Steven Storlie for discussion.

Mr. Storlie thanked the City Council for their consideration of this project. The goal of this is first and foremost to be a partner in the neighborhood and serve the community. With that in mind when we looked at this to develop the space we need a bigger footprint or the concept struggles to work. It's a very popular concept around the US where you bring in food carts that require an egress and access point going in and out. When we looked at the space to buy this building and to bring something nice to the community, we wanted to be near the park and we wanted to make sure there was enough parking spots. We went out and counted and there were 150 parking spots north, west and south of the location. We are asking for about half of the lot and we would be the primary business serving hundreds of people, making sure to maintain the ADA parking spaces for the existing businesses in that area. One of the things that stood out to me was when you look at the other businesses our impact would be different. The church across the street, that's not our peak time, Our business would be a dinner evening crowd which would be complementary to the spa and Sisters. Us bringing in people from outside Chipley to stop in you would also be giving your work lunch crowd to come into the city and we could stay open late enough that people could go celebrate and spend money. We are not trying to commandeer the entire parking space what we are trying to do is grab a portion to create an outdoor community space and indoor that would be collaborative with the other businesses in that location. I'm sensitive to this and understand the push back but if you look at the times that we are focusing our traffic for those 20 spaces out of the 150 that are available we would have a small impact and be good neighbors to the city. This is a family run place that is not a brewery. We are not a brewery. Exposed to food carts and can go inside. We are not trying to dominate the Sunday crowd. Mayor Andrews stated she is a little confused by the diagram and asked is that 10 food trucks total. Mr. Storlie explained they would probably start out with 5 but the reality is that if you bring in more variety then it becomes more popular. Our footprint would probably stop at 5 to 7 trucks. If you are hosting a festival then you would have outdoor seating that would provide shade like a courtyard.

Mrs. Gina Pippin – Co-Owner of Sisters. Mrs. Pippin explained the entrance to the parking is a concern because then we are limited to just off 77 and a one way entrance of 8-9 parking spots. It's already congested there when we repaved and changed the parking all together. This would present a problem. There may be 150 parking spaces in that area but people do not like to cross Highway 77 especially with increased traffic due to 7th Street being cut off. A lot of people have a reason to come downtown at lunch. There's a lot of food services and coffee shops for people at lunch. We already have a lot of out of town people stopping. Handicap accessible parking is in the back for Sisters. We try to limit our customers and encourage them to park in the back because Highway 77 can be dangerous. How many city parking spaces will become available to lease or buy? It's just the start of a cycle. Is there not a lot that the city owns with the gazebo that the food trucks could use and save all the parking.

Mr. Storlie explained that there are at least 150 parking spots in this area. The challenge for us is the food trucks must have power and water. If we go too far away the concept doesn't work. The customer experience goes away because they don't want to walk across the parking lot with food to the air-conditioned location. What this space will do is provide your football team or Spanish trail theater a place to come as a group to have the food or entertainment experience. What we are bringing is a meeting space. We looked at other locations that wouldn't work. So many cities have a dedicated downtown space. We aren't asking for that, but you tend to get more people in the city when you do. It brings more profit and taxes. People want something quick and fast and affordable like food trucks. One of the lowest cost ways to go to dinner and have a variety to choose from.

Mr. Jared Lentz - Louis and Nash Mercantile & The Ugly Mug. Mr. Lentz explained that he fully agrees that the business would be phenomenal, but we cannot let them have part of our parking lot because we have already gone from 10 spots to more or less. When it's sold or leased we lose our parking lot. If there are 150 spaces downtown to use, then they can find a parking lot that does not shut down other businesses that have been here.

Mr. Jeff Lentz – Louis and Nash Mercantile & The Ugly Mug. Mr. Lentz explained if you knew the space wasn't going to work for you then why did you buy it.

Shane Martin – Connections Worship. Pastor Martin explained his concern is that the Church utilizes the parking lot for services. We have elderly people in our church that park in the front and everyone else parks in the back. I think it would be detrimental to the city, Sisters and other businesses to lease it or sell it. There are so many variables involved here. What benefit would the city see if they were to sell or lease? We have youth services and utilize the lot. New Life utilizes the other city lot. We have limited parking downtown and that section is just packed with traffic.

Mayor Andrews stated that is what this is about is to discuss and not make a final decision. A discovery to decide on what is best for the City of Chipley and our businesses.

Mr. Mickey Knapp explained he was on the Planning & Zoning Commission for many years, and we fought every day to find parking. There is no reason in the world to mess up firefighting abilities in the back of these buildings.

Mayor Andrews stated this brings us to a close on this discussion. Mr. Adams explained that he agrees with all of the concerns and it is obvious the City Council supports business. If you touched on safety, this parking lot is a perfect place for our family. It is safer than any parking on the street. If you think about doing away with this parking lot, the only other parking is street parking which is not safe. I also agree they knew this was a city parking lot when they purchased the building. Mr. Adams stated he welcomes new business in the city but will not see another local business owner suffer. The City of Chipley has always been a family city. Mrs. Cain agreed with Mr. Adams. She explained the first she heard about it was when she got her packet. There's not that many parking spots. I want new business downtown, but I am not for selling the property and want to keep it for the businesses. Mr. Sasser explained a business downtown is entitled to use the city parking lot but not at the expense of the other businesses downtown. As much as he would like to see a new business come in, we cannot do it at the detriment of other businesses. Mr. Russell explained he agrees with the parking lot and does not want other businesses to suffer but he also wants to go to it with the growth mindset. He stated he heard a lot of we don't want to lose the parking lot but he has not heard any solutions on how to keep the building here. At the same time we have a new business trying to come in. I am not saying sell the parking lot, I don't want to be misquoted, but we need to look at it and say here is where we are, where can we meet them. I'm not for selling the parking lot but there is also a lot of parking around the area that's not used on a regular basis. Mr. Russell further explained that he would like to see us go into negotiations to see what we can do to make everyone happy. Mayor Andrews stated she believes that is the reason we are here tonight discussing this to see what the building is going to be. There has to be a willingness to figure it out since they have already purchased it, but they may have to be very strategic on what they do. Mrs. Cain stated she wished they had looked into it before they purchased it.

Mr. Elijah Hooks was online and explained that this is a major opportunity and tax source for years to come and the City should embrace it.

Mrs. Tanner read an online message: Mrs. Lucy Carmichael stated she has property on Highway 77 & 90 and property in front of T&B.

Mr. Storlie addressed Mr. Hooks comment and stated he sees the forward view on this. We are asking for 20 out of 150 parking spots. Maybe a request would be since there are spots close by could we add spots nearby. There will still be egress for trucks to come out. I can tell you most of the times the spots we are asking for are vacant. Maybe we can come up with a public private solution where the bank, Piggly Wiggly or the city adds 20 parking spots. Where the water tower was located, that space sits empty and there is never anything there. It's not a buildable space. We looked at every possible space. We are bringing a beautiful brand new building. Other people are taking your CRA money and fixing their buildings but not growing anything or bringing anything new to the city. We are asking for barely 1/10 of parking downtown. The question at hand was, why didn't we check. This was the place with no impact. If we bring culture or festivals to your town you need a building closest to the city with major traffic counts that we felt was the right place. The concept requires overflow, we are basically bringing you 5 restaurants in 1. We made sure we were complimentary to the other businesses. How many people will be employed or want to start their own food truck? That's one of our goals to provide jobs. We hire local people. This is being very short sided. We will build a beautiful building.

Mayor Andrews stated you have your viewpoint and our citizens have theirs, and this could go back and forth all night.

Mr. Storlie stated your city has buildings that are falling down and we wanted to bring something new. We are taking a risk on this.

Mr. Lentz stated he keeps saying there are other parking spaces then why didn't he go there. He wants to manipulate it to get our parking lot shut down. I'm tired of his insults to our town.

Mayor Andrews stated that will close this portion out. No further discussion.

Do I have a motion?

No motion, no second. Dies for a lack of a motion.

9. **Mongoven Building Project Update** – David H. Melvin, Inc. Mr. David Melvin with David H. Melvin, Inc. was present to provide an update on the Mongoven Building Project. Mr. Melvin explained the total project cost in grant funds is \$852,800.00, which includes grant administration - \$47,600; Engineering - \$62,500; and Construction, Demo and Acquisition - \$742,700. Mr. Melvin further explained the project itself is in the Environmental Review process which is a lengthy process, but we are getting closer to the submission of the documentation to FDEO for their review and approval. He reviewed the documents he handed to the City Council which included renderings of some ideas his team put together based on discussions over time with the Council. The renderings include a sitting park within walking distance to many downtown businesses. We also tried to preserve some of the history of the building by leaving the fireplace, bank vault, marble window sills, the central column and the first floor northern façade. Discussion ensued.
10. **Priority Listing** - Liberty Partners of Tallahassee, LLC. Mr. Tim Parson with Liberty Partners of Florida, LLC was present and reviewed the Legislative Appropriations Priorities that were discussed at the Special Workshop as follows: #1 – Funding for the Highway 77 Bypass; #2 – Funding for Water Projects – a. Interstate 10 Corridor Sewer Expansion; b. Septic to Sewer; and c. Septage Receiving Station; #3, – Funding for Sidewalks; #4 – Funding for Emergency First Responder Equipment; #5 – Funding for a

new City of Chipley Government Efficiency Complex; and #6 – Funding for City Parks. Mr. Parson explained he has reached out to Mr. Lyle Siegler and discussed alternative water supply project and he is interested in visiting with the City Council to discuss funding in the near future. The Mayor and City Council thanked Mr. Parson and Liberty Partners. Mr. Miner explained we can use this listing to update our Schedule of Capital Improvements if the Council is in favor, and we can hold the first reading of the Ordinance at the January meeting. The Council was in agreement with this. Discussion ensued.

- 11. CRA Update – Mr. Kevin Russell.** Mr. Russell explained the CRA By-Laws require a position to be filled within 30 days of a vacancy. However, there are only 4 members at this time and 3 vacancies. Mr. Maxwell does currently have 1 application, but he would like to request holding off on filling the vacancy until Bay Solutions finalizes the policies they are working on for CRA, which should be by February 2023. Discussion ensued.

A motion was made by Mr. Russell and seconded by Council Member Cain to approve holding off on filling the vacancies on the CRA Board until the new policies are finalized in the next couple of months. The motion passed unanimously.

Other Matters:

Mrs. Cain asked about having a street light installed at Highway 77 and Highway 90 at Main Street Market because it is so dark in that area. Mr. Miner explained those lights are FDOT since they are on the state highway, but he will contact the owners of the Main Street Market, as that will be a business owner decision if they want additional lighting. The discussion ensued about the lights in that area being dimmer and not as bright as other areas. Mr. Miner stated he will follow up with FDOT and update the Council. If there is already a pole there it will make it easier for FPL to add a light. Discussion ensued.

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

City of Chipley
Regular Council Meeting
Minutes
April 11, 2023 at 6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mr. Tommy Sasser, Council Member
Mr. Wesley Adams, 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. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Michael Maxwell, CRA Executive Director

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- 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 Mr. Sasser and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews deleted items E.1. Regular Council Workshop – March 7, 2023 and E.2. Regular Council Meeting – March 14, 2023; and added item #12 – Resolution No. 23-16. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the addition and the deletions. 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. Gloria Potts – 847 Bell Circle and 803 Main Street, Chipley. Ms. Potts explained there was a question as to whether her business is considered a restaurant and the state inspector said yes, she is licensed as a restaurant, insured as a restaurant, and the city business license states restaurant. Mrs. Donjuan told her she is too close to the churches to serve alcohol. Mrs. Potts stated she holds a beer/wine/liquor license, and more then 51% of her sales are food, as per the state requirement. Attorney Jordan explained she copied the State law definition for a restaurant. Mr. Miner stated he will check into it with Mrs. Donjuan. No further discussion.

E. **Presentation and Approval of Minutes.**

1. Regular Council Workshop – March 7, 2023. This item was deleted from the agenda.
2. Regular Council Meeting – March 14, 2023. This item was deleted from the agenda.

F. Agenda Items.

1. **Approval of Ordinance No. 974 (First Reading)** – Waste Management Contract Renewal. Mr. Miner explained this ordinance will extend the Waste Management Contract an additional three (3) years and an increase to the residential cart rates from \$15.36 to \$16.90 and city cost from \$25.20 to \$27.49. This includes the city portion and includes pick-up and disposal of yard limb debris. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Sasser to approve the first reading of Ordinance No. 974. The motion passed unanimously.

- 2.a. **Approval of Planning & Zoning Recommendation** – Request for Land Use Change on Parcel #00-1941-0001 from Public/Semi Public/Educational to Low Density Residential. Mr. Miner explained this is a land use change from Public/Semi Public/Educational to Low Density Residential for Mr. John Duncan. The P&Z Board voted unanimously to approve the change. No further discussion.

A motion was made by Council Member Adams and seconded by Council Member Russell to approve the Request for Land Use Change for Parcel #00-1941-0001. The motion passed unanimously.

- 2.b. **Approval of Ordinance No. 975 (First Reading)** – Future Land use Map Amendment. Mr. Miner explained this is the first reading of the ordinance to approve the land use change from Public/Semi Public/Educational to Low Density Residential. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Adams to approve the first reading of Ordinance No. 975. The motion passed unanimously.

3. **Approval of Resolution No. 23-15** – FDOS Division of Historical Resources Grant Submission – 672 5th Street. Mr. Miner explained this grant is for the second phase of planning for the old City Hall building in the amount of \$50,000. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 23-15. The motion passed unanimously.

4. **Approval of Professional Grant Administration Services Continuing Contract Task Order No. 2022-03** – FDEO CDBG-MIT Drainage Improvements Project – David H. Melvin, Inc. Mr. Miner explained this task order is for Grant Administration fees for the CDBG-MIT project for drainage in the Peach Street area. The task order is for the amount of \$146,800.00. No further discussion.

A motion was made by Council Member Adams and seconded by Council Member Sasser to approve the Professional Grant Administration Services Continuing Contract Task Order No. 2022-03 with David H. Melvin, Inc., in the amount of \$146,800.00. The motion passed unanimously.

5. **Approval of Professional Engineering Services Continuing Contract Task Order No. 2022-03** – FDEO CDBG-MIT Drainage Improvements Project – David H. Melvin, Inc. Mr. Miner explained this task order is for the Engineering fees for the CDBG-MIT project for drainage in the Peach Street area. The task order is for the amount of

\$422,000.00. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Professional Engineering Services Continuing Contract Task Order No. 2022-03 with David H. Melvin, Inc., in the amount of \$422,000.00. The motion passed unanimously.

6. **Approval of Planning & Zoning Recommendation** - Request for Development Order and Certificate of Appropriateness – XXX Main Street – Scott O'Brien. Mr. Miner explained this request for a development order and certificate of appropriateness is for Beef O'Brady's. The P&Z Board voted unanimously to approve. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Adams to approve the Request for Development Order and Certificate of Appropriateness for XXX Main Street for a Beef O'Brady's for Scott O'Brien. The motion passed unanimously.

7. **Approval of Request for Development Order** – Residential Minor Subdivision – East Boulevard – Chipola Area Habitat for Humanity, Inc. Mr. Miner explained this request is by Habitat for Humanity for the approval to build a residential minor subdivision on East Boulevard. Discussion ensued.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the Request for Development Order for a Residential Minor Subdivision on East Boulevard for Habitat for Humanity. The motion passed with four (4) ayes and zero (0) nays. Mayor Andrews abstained from voting due to conflict with serving on the Board for Chipola Area Habitat for Humanity, Inc.

8. **Approval of Request for Development Order** – Residential Minor Subdivision - Pecan Street – Chipola Area Habitat for Humanity, Inc. Mr. Miner explained this request is by Habitat for Humanity for the approval to build a residential minor subdivision on Pecan Street. Discussion ensued.

A motion was made by Council Member Adams and seconded by Council Member Russell to approve the Request for Development Order for a Residential Minor Subdivision on Pecan Street for Habitat for Humanity. The motion passed with four (4) ayes and zero (0) nays. Mayor Andrews abstained from voting due to conflict with serving on the Board for Chipola Area Habitat for Humanity, Inc.

9. **Approval of Special Event Application** – Community Activity Day – Trent Forrest. Mr. Miner explained Mr. Trent Forrest would like to hold a Community Activity Day at Jim Trawick Park on a Saturday or Sunday in July. This will be a free event and all are invited. Mayor Andrews asked that the Council be made aware of the date once it is set. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for a Community Activity Day held by Trent Forrest, at Jim Trawick Park in July 2023. The motion passed unanimously.

10. **Wolfpack Alliance, LLC Land Lease** - Discussion. Attorney Jordan stated she will need the legal description to be able to finalize the agreement. She explained that she added in if they cease business operations then the lease agreement will be terminated. Once leased they will have to pay ad valorem taxes. We do not currently know the taxable value since we do not have a legal description. Attorney Jordan stated it is a pretty standard lease. Mr. Sasser asked that Wolfpack have close coordination with Mr. Lane and Mr. Miner concerning the utilities, especially during the demolition. Mayor Andrews

asked if you call before you dig, and Mr. Miner stated yes, the contractor is supposed to and we do have a water line there. Mrs. Kathy Storlie stated they do have a packet from the county that has a checklist of things to do.

Mr. James Brooks said he has some questions that people have asked him to get an answer for from the Attorney. What is the maximum number of food trucks? That is not a condition of the lease. Who pays for the liability insurance for the parking spots and increased traffic? The tenant. Will the trucks be solely owned by Wolfpack? That's not a condition of the lease. Will there be a fee for the trucks that are parked? That's not a condition of the lease. This is a ground lease so we don't control that. They have to get our permission before they start on improvements. By what means has the city notified all the businesses around it? That is not required. Mr. Sasser stated all the businesses that are associated with the parking lot are well aware of what's being done. Mr. Brooks stated so the only notification was thru Facebook? Mr. Russell stated he would think we follow the same procedure that we use when we lease any city property. Mr. Brooks stated there should be notice. Attorney Jordan stated there is public notice of the meeting and agenda on facebook and the website. The newspaper also publishes the meeting dates and time. Mr. Brooks stated the website has been down. Mr. Miner stated it is currently working but yes, it was down. Mayor Andrews asked if it was working at the time of our workshop last week and Mr. Miner stated, yes. Mayor Andrews stated the standard meeting date is the Tuesday after the workshop and has been that way every since I've been on council. Mr. Brooks stated these questions are for the city of course. Will the food trucks be required to purchase individual business licenses from the city, and Mr. Miner stated yes. Mr. Brooks asked if food and beverages will be served inside of the building, and Mr. Storlie stated, yes. Mr. Brooks asked if the properties will be able to receive CRA funds, and Mr. Russell stated yes, if they are in the CRA District then they are eligible. They have already received a demolition grant through CRA. Mr. Brooks asked if there will be a city tax, and Mrs. Tanner explained the lease will be with Wolfpack so they will be responsible for the ad valorem taxes. Mr. Miner stated Wolfpack will also have to get a city business license to operate in the city. Mr. Brooks stated, and therefore taxes will be collected, and Mr. Miner stated, yes. Mr. Brooks explained these are questions that were submitted to him and thanked the Council and Attorney for answering them. Mayor Andrews asked if there were anymore questions from the Council. Mr. Russell asked if we are able to vote on this tonight. Attorney Jordan stated that it can be voted on, the Mayor just will not execute it until we get a legal description. Mayor Andrews asked if the Council needs more time to review. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Non-Residential Net Ground Lease for the six parking spaces in the parking lot next to the old K.C.'s building, with the rent being \$1.00 per year for thirty (30) years. The motion passed with four (4) ayes and one (1) naye, with Mr. Wesley Adams opposed.

11. **CRA By-Laws and Policies and Procedures – Attorney Jordan – Discussion.** Attorney Jordan explained she added on page 2 paragraph 6 the modifier of no voting member being compensated for public office and stated there is no issue with the Council Liaison being in a non-voting capacity on the CRA Board, but also allows for an additional present member to meet quorum. She further explained on the last page there was language referencing Mayor Pro-Tem and that was removed. This brings the CRA By-Laws into agreement with the current city ordinance. A 7-member board and the City Council Liaison being a non-voting Board Member; and the CRA board has also included policies on absences and how they want to fill vacancies. This was already approved by the CRA Board. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the CRA By-Laws and Policies and Procedures with Attorney

Jordan's changes. The motion passed unanimously.

- 12. Resolution No. 23-16.** Mr. Miner explained this is the revised Amendment No. 1 to the FDEO CDBG-DR Hazard Mitigation Grant Program extending the grant closeout date to December 31, 2024. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 23-16. The motion passed unanimously.

Other Matters:

Attorney Jordan stated this is her 12th year with the city and she has enjoyed working with the city. She also explained she stays very busy as she has just picked up her 7th municipality she will be working for. Mayor Andrews asked if the Council can get a copy of Attorney Jordan's meeting schedule and thanked her for her work with the city.

Mayor Andrews thanked the Fire Department for doing the cooking at the Easter Egg Hunt. Mr. Adams thanked the Fire Department as well; and gave thanks to Sheriff Crews and our Police Department for handing out the food.

The meeting was adjourned by Mayor Andrews at 6:37 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk

City of Chipley
Council Meeting
Minutes
May 14, 2024 at 5:00 p.m.

Attendees:

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

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 Aycock, Fire Chief
Mr. Brock Tate, Recreation Director
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 5:02 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Cain and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews moved item # 9 - Live Local Act Discussion to Attorney Jordan's department report; added Brett Butler - Letter of Resignation before agenda item #1; added #9 - FDOT Response Letter; added #12 - Confirmation of Dual Role Assistant City Administrator; moved the Recreation Department report to follow the City Attorney report. No further 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 Meeting – April 9, 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

City Attorney – Michelle Jordan. Attorney Jordan stated she would have new things added to her report in June.

Live Local Act – Discussion. The legislature has authorized certain residential developments that are multifamily units to bypass the local zoning boards and council approval and have an administrative approval process. There seems to be an area the legislature hasn't thought about which is an overlay district like our CRA and Historic districts, that in our code it still requires a public hearing and Planning and Zoning review. I've reached out to my local attorney groups and received mixed feedback. I think the legislature overlooked these districts but ours are not that detailed or complicated that we couldn't rely on administrative approval for projects. I need to know what official you want to designate to approve those developments. I have some paperwork from a developer that needs to be certified. It's my recommendation that we do approve this administratively. Mayor Andrews recommended the City Administrator to be the designee. Tara Tedrow, attorney for the developer, was present on ZOOM, and stated all we needed was confirmation on who would be signing the forms to send to the FL Housing Finance Corporation. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the City Administrator as the designee to make the approvals.

Recreation – Brock Tate. Mr. Tate explained everything was going good and tonight is the last night of regular baseball, then All Stars will start. We are not hosting a district tournament this year which rotates to other locations. The District baseball tournament will be held June 8, 2024 in Holmes County and the softball tournament will be held June 14, 2024 in Vernon. Mr. Russell asked about termites swarming on the ball fields. Mr. Tate stated the problem seems to be resolved. Ms. McCall asked if Mr. Tate could give the total of kids on the teams on his report. Mr. Tate said he would add them in the future. Ms. McCall asked if there would be another travel ball tournament. Mr. Tate said they plan the whole year in advance, so no more this year, but possibly next year. Mayor Andrews stated she had talked with the TDC Director about capturing that data from sporting events and other community events to see how we are doing. This information can also be used as a marketing feature. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained the CRA last met on April 16, 2024 and approved an extension on several grants to Billy and Brittany Wright until July 1st. We approved a standard package, working closely with Mrs. Tanner, for upgrading the CRA portion of the City's website. We are working on a grant opportunity through T-Mobile called "Main Street America – Investing Big in Small Towns" for up to \$50,000. The deadline for the application is June 30, 2024. The next CRA meeting will be May 21, 2024. Mrs. Cain asked if Our Dessert Island had talked with him about a grant. Mr. Maxwell stated yes and we have some ideas that we think we can help them on. Mayor Andrews congratulated Mr. Maxwell on his next step and thanked him for all he's done for Washington County. Discussion ensued.

Fire Department – Hunter Aycock. Chief Aycock explained it was a busy month. We ran a lot of calls to other departments helping them out. All the hydrants have been repainted and they look

good. There is some visual progress on the tower which will hopefully be done by the end of the month. Mayor Andrews stated she was excited about the "Push In" Ceremony at 7:30 p.m. this evening. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was extremely busy. We did have nine (9) cases for the special magistrate. I did more garbage cans in Ward 1 and 2. Mayor Andrews asked Mrs. Donjuan to explain what that means. Mrs. Donjuan explained that garbage cans should be removed from the curb after pick up. Ms. McCall asked how long Maybell's Trailer Park has to get into compliance. Mrs. Donjuan stated they are working on it. Mrs. Tanner confirmed that work was being done. Ms. McCall stated two years is a long time when other people get thirty (30) days. Mrs. Tanner stated Mrs. Donjuan had recently reached out to the owner and explained what he needs to do. Mr. Russell stated the roof at the old fire station was peeling back and the grass is growing up around the old beauty shop that we purchased and he has a hard time explaining to citizens why they are getting code violations when the city has violations. Mrs. Tanner stated the Dollar General still hasn't responded but we have advertised for the sidewalks and included the sidewalks at the Dairy Dip as an alternate bid. Mr. Lane has mowed the property and will keep it up until a time that it no longer belongs to the city. We will go ahead and do an ad for the demolition of the other buildings and will list the Dairy Dip as an alternate bid. Council Member Russell stated this needs to be on Facebook with pictures and addresses of the buildings that will be demolished so the public will know. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been the slowest month in a long time. No further discussion.

Police Department – Michael Richter. Lieutenant Richter explained it was a busy month being proactive. He went over his report and stated they are still moving forward with businesses actively gathering contact information and addressing concerns they have. We have secured a vendor for radar recertifications that are scheduled for May 21st. We have issues with two of our vehicles, the 2016 Dodge Chargers, the motors need replacing. They've been in and out of the shop recently. I would like to get on some sort of rotation for our vehicles. Mayor Andrews asked if she could get a list of his vehicles. Mrs. Tanner stated she is checking with USDA to see if money is available through the Community Facilities Program. If there is money, then we can look and see what vehicles are in dire need of replacement. Mayor Andrews stated we appreciate the hard work being one position down. Mr. Russell stated he appreciates the PR on social media as well. Discussion ensued.

Public Works – Guy Lane. Mr. Lane stated it was a good month with the Spring Clean Up. He said the dumpsters were dumped once or twice each week and he would have the official count at the meeting next month. Council Member Russell thanked him for cutting the bushes downtown. Mrs. Tanner added that there are concerns with mowing the Dairy Dip and other areas, but asked Council to remember he is down three positions and they have been working hard to keep up and are doing a great job, but some things get delayed due to this issue. Mr. Russell stated very few things are delayed. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been pretty busy doing a lot of maintenance. He added the rain has them working around the clock. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained we have been trying to get pictures posted on Facebook and the website on the progress of projects for the citizens to see. She gave the following project updates: Chipley Downtown Redevelopment Plan – we will move forward with the third public meeting in June for the Downtown Redevelopment Master Plan with Fisher Arnold; Chipley WW Effluent Disposal Project - we are getting ready to close out the sprayfield project with USDA as well as DEP; We are working on ordering the flowers for the front of City Hall, and the bushes downtown and benches have been removed for safety reasons; First Responder Emergency Equipment – we obtained the \$500,000 funding from FL Department of Commerce through our lobbyist, Liberty Partners, and it has been paid to the city. The tanker truck has not been received yet. There is an extension and we will keep the funds in deferred revenue until the

truck is received next year and we will then pay for the truck in full; Website Redesign – this is continuing and still on schedule for the end of July. They offered a department header that CRA decided they would like to proceed with. This is still part of our website but identified as their own header. This will be a lower cost than having their own website and they will have control of updating it; NW Stormwater System Restoration – the FL Department of Commerce grant for \$2.9 million, is 75% complete with design and could be 90% complete by the end of the week. We are really close to bidding the project out; Chipley Fire Truck and Equipment – we will close on the grant loan with USDA on May 21st; Chipley Peach Street Lift Station – this is still in the environmental review phase; Public Works Building Solar Panel Project – this is complete. I received notification today that FPL has installed a bi-directional meter and we will start seeing savings from this point forward. We did reach out to them about the additional funds to purchase solar lights downtown, but it was not identified in the original application so we cannot get an amendment to the agreement. They stated we do need to reapply because they do have additional funds; Communications Tower – progress is ongoing and should be done by the 1st of June; GPS System for City Vehicles – The first ten units have been installed and as soon as we receive the balance of the units, the different departments will install the units on the 43 remaining vehicles; Employee Performance Management System – this is still on schedule for June; We advertised for a Contract Planner that should be on the agenda next month for approval. I am checking into a USDA Grant for Police Cars and I am still working on the audit for 6-7 more weeks. Discussion ensued.

G. PRESENTATIONS

1. **Yes Lord Deliverance Church Youth Ministries** – The City Council honored the Yes, Lord Deliverance Church Youth Ministries with certificates for their outstanding achievements.
2. **National Police Week Proclamation** – The City Council honored the Chipley Police Department with a proclamation for National Police Week, May 12-18, 2024, to recognize and honor the selfless and heroic service provided by the men and women of the Chipley Police Department.
3. **National Public Works Week Proclamation** – The City Council honored the Public Works Department with a proclamation for National Public Works Week, May 19-25, 2024, to recognize the Public Works services provided in our community are an integral part of our citizens' everyday lives.

H. CONSENT AGENDA

1. **Resolution No. 24-23** – Florida Department of Commerce Agreement Amendment One
2. **K-9 Agreement** – Officer James Webb
3. **CDBG-Mitigation Grant MT148** – Professional Services Contract Amendment
4. **Interlocal Agreement** – Fire Protection – Campbellton Fire Department
5. **Reappointment of CRA Board Member** – Heather Lopez
6. **Special Event Application** – Annual Trunk or Treat

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. 983 (First Reading)** – Amendment to the Future Land Use Map. Mrs. Tanner read Ordinance No. 981 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. No further discussion.

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

2. **Resolution No. 24-24 – USDA Bond Closing.** Mrs. Tanner explained this resolution will approve the issuance of \$238,000 in aggregate principal amount of its public improvement revenue bond, series 2024 to finance the cost of the acquisition, construction and equipping the new 2024 Pierce Saber Pumper fire truck. The annual payment amount will be \$16,748. The city was also approved for \$100,000 in USDA grant funds toward the new fire truck. The balance of the funds will come from ARPA funding. No further discussion.

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

3. **Resolution No. 24-25 – Supplemental.** Mrs. Tanner explained this will amend and supplement the Authorizing Resolution and provide for the issuance of a single Public Improvement Revenue Bond in the principal amount of \$238,000. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-25. The motion passed unanimously.

4. **Resolution No. 24-26 – FDLE JAGD Grant.** Lieutenant Richter explained this grant is for \$1,579.00 and we want to use these funds to assist us in identifying problem streets with things like speeding. We want to use the funds for a radar traffic counter to identify the amount of traffic speed and very detailed graphs and feedback that will help us. We can deploy these and collect the data to see if it's an ongoing issue and direct patrol accordingly. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-26. The motion passed unanimously.

5. **Resolution No. 24-27 – COPS Hiring Grant.** Lieutenant Richter explained we are looking at hiring two (2) new patrol positions. This would allow us to have the proper staffing to work traffic like it needs to be and dedicate officers to be more community oriented. This grant will cover up to \$250,000.00 for two (2) Officers, for a period of five (5) years with the grant covering up to 75% of each Officers salary for three (3) years, but no more than \$125,000.00 in the three (3) year period for each officer, which means the city will be responsible for all salaries not paid by the grant. Mr. Russell stated he appreciates the proactiveness that's going on in the Police Department right now. Mrs. Tanner stated she wanted to make the Council aware that those numbers identified would make the city responsible for them if the grant is

approved. It's a great thing but down the road it becomes a continuous expense. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-27. The motion passed unanimously.

6. **Resolution No. 24-28 – Annual Election.** Mrs. Tanner explained this will approve the election qualifying dates of July 8-12, 2024 and election dates of September 3, 2024, and if necessary, September 24, 2024. This will be for Council Member Ward 1, Ward 4, and Member at Large. Mr. Russell stated we talked about putting it before the public to change this from a two (2) year to a four (4) year position. Mrs. Tanner stated she spoke with the attorney who had to do additional research. Attorney Jordan stated she needs direction if the Council wants that to go to a referendum. We have to adopt by ordinance, but you can put it on the ballot in September. It could be the only thing you have on the ballot. Mrs. Tanner stated you can have the ordinance approved prior to qualifying week if necessary. Attorney Jordan stated it has to be sixty days before the election. Mrs. Tanner stated we have to order the ballots the day qualifying ends, at that point the ordinance would be approved and finalized. The question is, if there happens not to be an election and if there isn't more than one person running for each seat, does the council still want to go ahead with the expense of having the election for that one item. Mayor Andrews stated she thinks it is important and we brought it up last year because two years is not an easy task, but four will allow people to flourish in that particular role and see all facets of the city. Mr. Russell stated the city is having to plan elections every single year. Mrs. Tanner stated you would be able to save the money you spent this year if it was passed, so that is an option. Attorney Jordan stated she needs more direction in how to stagger the terms and what seats will turn over in two years. Mr. Russell stated the three that go in this year will go in for four years and then the next time they go in for four years. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-28. The motion passed unanimously.

7. **Halfway Houses in the City – Discussion.** Mr. Holland Kent stated a halfway house is a center helping former drug addicts, former inmates, former psychiatric patients or others to adjust to life in general society. A professionally run halfway house can benefit the community by providing treatment to our citizens who desperately need it. However, if they are not managed properly our community will suffer. These private rehab centers taking in individuals in the residence or homes will not get the professional help they need. Law enforcement will be repeatedly called to the location for whatever reason. Neighbors would notice this and be increasingly concerned for family, neighborhood, and property. This will resort to even more calls to the police who are already overburdened now with calls. The solution would be to regulate these to ensure they are being managed properly under state and city guidelines. The very first interaction with Code Enforcement or Police, would find these residences are out of code. This will allow the city to take the necessary steps to shut it down. The city could direct the individuals to a permanent halfway house and receive the help they actually need. Mayor Andrews asked what issue or concern that he is raising in reference to what we already have in place as it pertains to halfway homes here within the city. Mr. Kent stated he was not sure if anything is in place. Attorney Jordan stated there is nothing specific to that type of facility, but if one were operating in a single-family residence, that would be a violation of our code. Mr. Russell asked if we need an ordinance. Attorney Jordan stated it would help to get a clear definition. Mrs. Vanessa Rhynes, citizen, asked if there is currently an established halfway house in the community of Martin Woods. Council stated not that they are aware of. Mr. Kent stated he has observed a household with people going in and out with repeated law enforcement presence at times. Lieutenant Richter stated there have been issues there over the years with visits to the home and arrests being made. He stated the problem is identifying the criminal activity. Attorney Jordan stated we have to do a circular analysis and define a group home by what it is not. Mayor Andrews asked Attorney Jordan if she has enough information to draft an ordinance. Attorney Jordan stated she did and would draft the ordinance. Discussion ensued.

8. **Land Lease Agreement** – Chipley Station. Mrs. Tanner explained this is the land lease agreement that the council reviewed months ago. We had to get the survey done in order to get a legal description. This is to approve the 30-year lease with Wolfpack Alliance, LLC for the six parking spaces to be used for the food trucks at the Chipley Station. Mr. Russell asked when the start date would be. Council agreed that the date should start today. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Land Lease Agreement to Chipley Station with a start date as of May 14, 2024. The motion passed unanimously.

9. **FDOT Letter** – Mayor Andrews stated she met with Secretary Phillip Gainer and went over some of the questions that were submitted. She stated FDOT had submitted a response letter and she would like for it to be reflected in the minutes. Mr. Russell stated we need to reach out to the County to discuss the issues on South Boulevard. Mr. Guy Lane stated he had spoken with the County on the drains on South Boulevard. and they were going to contact their engineer to see how to fix the issue. Ms. McCall stated they did not address the additional signage for beach traffic on SR 77 South to take them to Old Bonifay and then Griffin Road. Mrs. Tanner stated she had contacted Kim Toole's office and they would look into it further. Ms. McCall stated they don't seem to react to the safety issues that we have. Discussion ensued. (Letter attached).

10. **Ordinance No. 984 (First Reading)** – Amendment to Chapter 2, Administration. 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 pm. Mr. Russell asked if it is necessary for department reports, we get them and can look over them and sometimes we have no questions so it's a waste of time for them. Mayor Andrews stated maybe they can come quarterly. Mrs. Tanner stated if there are any questions from Council that you can email or call me and I will get answers for you. 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. 984. The motion passed unanimously.

11. **Statewide Mutual Aid Agreement – 2023.** Mrs. Tanner explained this agreement will approve a Statewide Mutual Aid Agreement for all City departments to request assistance for a "major disaster" or "catastrophic disaster" as defined in section 252.34, Florida Statutes, minor disasters, and other such emergencies as lawfully determined by a Participating Party. The SMAA is a written agreement between the Florida Division of Emergency Management (FDEM) and the City. It supersedes other agreements when it comes to mutual aid reimbursement whether the city is answering the call for assistance or requesting assistance due to a declared disaster if there is a mission request submitted. Signing this SMAA does not obligate the city to provide or request assistance during a declared disaster. However, if this agreement is not in place the city cannot provide or request assistance and be reimbursed for it. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Statewide Mutual Aid Agreement - 2023. The motion passed unanimously.

12. **Confirmation of Dual Role Assistant City Administrator.** Mrs. Tanner explained in the code it allows for an Assistant City Administrator. The City Administrator shall nominate an Assistant City Administrator for confirmation by the City Council. In the absence of the City Administrator, the Assistant City Administrator shall have the same responsibilities and duties as assigned by the City Council to the City Administrator. In my absence I would like to nominate this position as a dual role position which is what it was in the past when I was in that position. I would like to nominate Mr. Guy Lane for that position, so he would be the Assistant City Administrator and the Public Works Director as a dual role position. This would

also allow his assistant to continue learning more about their department so he would be 100% capable of the Public Works position when the time came for Mr. Lane to retire. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the confirmation of Guy Lane as the Assistant City Administrator/Public Works Director. The motion passed unanimously.

J. OTHER BUSINESS

Mayor Andrews reminded everyone that the "Push In" ceremony at the Fire Department would start at 7:30 p.m. this evening.

There was no other business.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:47 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk