

City of Chipley
Council Meeting
Minutes
July 8, 2025 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

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

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin. /Public Works Dir.
Mr. Hunter Aycock, Fire Chief
Mrs. Jamie Richter, Finance Director
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Brock Tate, Recreation Director
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

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 Pastor Phillip Horvath and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added #6 - Proposed Annexation, Water and Sewer Services – South Boulevard and Kirkland Road

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda with the addition. The motion passed unanimously.

D. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

No citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – June 10, 2025
2. Special Council Meeting – June 26, 2025

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

1. Attorney Report – Michelle Jordan. Attorney Jordan stated there will be a summary judgement hearing on Friday for the golf course via ZOOM. Mayor Andrews stated she had a letter that was submitted regarding attorney fees. Attorney Jordan stated it could be included in the budget review since it would not take effect until October. No further discussion.
2. Fire Department Report – Chief Hunter Aycock. Chief Aycock stated calls had slowed down due to the rainy weather. We have been busy doing training. Tanker 1 should have a final inspection in September. Mayor Andrews thanked them for cooking at the Watermelon Festival. Discussion ensued.
3. Code Enforcement Report – Tamara Donjuan. Mr. Russell asked about the property located at 1278 Holley Avenue. Attorney Jordan stated they filed a motion for summary judgement so we are three months out. The case had complicated title issues. Mayor Andrews stated there were a lot of excessive grass cases on the report. There has been so much rain that causes the grass to grow quicker and also it prevents normal grass cutting. People that have to pay for their yards to be cut might not be able to afford cutting it more often. I would be grateful for more leniency on this issue. Mrs. Tanner stated we are making a change to the way we handle this. A courtesy letter will be sent before a case is actually started to try and get it in compliance. I am working with Mrs. Donjuan to put this in place this next week. Discussion ensued.
4. Planning & Zoning Report – Tamara Donjuan. There were no questions. No further discussion.
5. Police Department Report – Chief Michael Richter. Chief Richter stated it had been a busy month. The Watermelon Festival went really well. Traffic crashes are lower than in the past few years. We are monitoring that to see if the increase in traffic enforcement is helping to reduce crashes. We are down 2 positions, but are in the process of hiring for those. The 4th of July went well with only a total of 4 calls. Discussion ensued.
6. Public Works Department Report – Guy Lane. Mr. Lane stated everything was going good except the rain has put them behind on cutting grass. Ms. McCall stated the cemetery looks good at the top, but further down they are slacking on the grass and not spraying. Mr. Lane stated he would follow up on that. Mr. Larry Zezula, 835 Maple Street, stated the ditches needed to be cleaned out on South Boulevard. Ms. McCall stated that is a county road and he would need to talk to them. Mr. Zezula stated they directed him to the city. Mayor Andrews asked Mr. Zezula to talk to Mr. Lane after the meeting. Discussion ensued.
7. Recreation Department Report – Brock Tate. Mr. Tate stated baseball and softball had just wrapped up. We kicked off an adult flag football league and soccer registration will start the end of August. No further discussion.
8. Water Utilities Department Report – There were no questions. No further discussion.
9. Finance Department Report – Jamie Richter. Mrs. Richter stated all was going well. Mrs. Cain thanked Mrs. Richter for doing such a good job. No further discussion.

Mr. David Melvin gave an update on the status of several grants. The Griffin Road box culvert is out for bid. The Mongoven Building has a substantial completion inspection later this week. We

have some energy grants for the wastewater treatment plant. Mrs. Tanner stated that we just received the agreement for that. Mr. Melvin stated that project will be moving along as well as the Pecan Street drainage project. The legislative session has completed this cycle and fortunately you received some funding from that. They will roll out the new grants very quickly, and we've given you a list of those grants for you to look at and think about. Discussion ensued.

10. City Administrator Report – Patrice Tanner. Mrs. Tanner stated we were waiting for the 2025 PHMSA Technical Assistance Grant to open back up. We will submit for the purchase of GIS mapping software and contracting and combustible gas detection equipment; Bennett Drive is getting ready to bid construction next week; Old Chipley City Hall – Phase II – the final report is on the agenda for approval tonight; City Hall Generator – the FEMA grant did not get approved for funding. At the time that grant was written, it was for the utilization of the building for emergency operations and there was not enough money that we utilize for that purpose, so the benefit was not enough for them to fund the project. Next time there may be other generators that we can apply for through that same program; State of Florida Legislative Appropriations Request – Police Vehicles & Equipment – the vehicles did not get approved, so Chief Richter and I are going to try and find some alternatives and will get back with the council hopefully by budget time; State of Florida Legislative Appropriations Request – Pecan Street Resurfacing did get approved and we should receive the grant agreement within the next few months; Old Chipley City Hall – Construction – We have submitted for this and are awaiting approval; COPS Hiring Grant Program – We have submitted for this grant for two additional police officers and are awaiting approval. Discussion ensued.

G. CONSENT AGENDA ITEMS

1. **Request for Development Order and Certificate of Appropriateness** – 1414 Main Street – Rivertown Community Church, Inc.
2. **Resolution No. 25-39** – Firefighters Assistance Grant
3. **Resolution No. 25-40** – FDEP SRF Clean Water Loan Reserve Repayment Account

Item #1 – Discussion. Ms. McCall stated the plans call for milled asphalt in the parking area which has previously been permitted as a stormwater treatment area and there is no lighting in the back. They are also going to plant trees in the front area, but there are light poles there, so they will have the same problem that we had downtown where the trees cover the lights. Those issues are a concern to me. Mr. David Melvin stated the parking lot would eventually be paved and lighting will be included. Mr. Russell asked what the deadline was for eventually. Mr. Melvin stated the goal was to be operational by Easter of next year and I would think within six months after that it would probably be done. The lighting will go in when it opens because that is a safety issue. He added that the staff will utilize that parking area to leave the parking in front for others.

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

H. AGENDA ITEMS

1. **RFQ No. 2025-03** – Real Estate Master Agreement and Task Order No. 1 – Elite Realty. Mrs. Tanner explained that council approved the award of the real estate consultant last month. This will approve the agreement with Elite Realty for Real Estate Services for the City. The agreement shall be for a period of one year, with possible one-year extensions if needed to assist the City in the purchase/lease/sale of specified properties within the City. Elite Realty will do a vacant land contract for any properties that we are going to sell that have the cost associated with them, and we will bring it to the council for approval. Task Order No. 1 will be for the sale of the Oswald Road property. Ms. McCall asked who does the appraisals. Mrs. Tanner stated that the appraisal for the property that we are trying to sell has already been done. Attorney Jordan stated that each property will operate under standard conditions. If you want an appraisal, it can be negotiated.

Mrs. Cindy Birge, Elite Realty, stated the appraisal was generous, and the market has since declined. Most appraisals are good for 1 year. The buyer can also get an appraisal if they want. Mrs. Tanner stated that the city doesn't have a lot of land to sell, just this one parcel for now. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve RFQ No. 2025-03 Real Estate Master Agreement and Task Order No. 1 with Elite Realty. The motion passed unanimously.

2. **RFQ No. 2025-04** – Agreement for Professional Services – Rural Infrastructure Fund Grant – Mott MacDonald Florida, LLC. Mrs. Tanner explained this will approve the agreement with Mott MacDonald Florida, LLC for the Professional Engineering Services for Brickyard Road Gravity Design in the amount of \$162,196.00. The total grant is \$295,000.00, so it falls well within the amount of funding that we've been appropriated. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve RFQ No. 2025-04 Agreement for Professional Services – Rural Infrastructure Fund Grant with Mott MacDonald Florida, LLC.

3. **Code Enforcement Fines** – 566 Martin Luther King Drive. Mrs. Tanner explained that the property located at 566 Martin Luther King Drive, property owner – David Roulhac, has been accruing fines of \$50 per day since 05/03/2024. The total legal fees are \$1,921.20, and the total fines are \$40,450.00 as of May 31, 2025, for a total of \$42,371.20. Mr. David Roulhac is present to discuss his property. Mrs. Doris Robinson, 608 Bennett Drive, stated she was here to discuss Mr. Roulhac's property. A summary of how I became involved is that he was talking with a friend, and my daughter heard them discussing a water and sewer bill that was due, and he was told that he had to pay it. On June 5, 2025, we took the bill to city hall, and it was removed and closed out. On the same day, we talked to the code enforcement officer to see if any other issues would prevent Mr. Roulhac from putting a manufactured home on his property. We were told that David had purchased a shed and put it on his lot without a permit. My daughter and I talked to him and told him he needed to get a permit. The next day David went to city hall and purchased a permit for the shed and brought it to us. We then decided to talk to the code officer on the same day to see if there were any other issues. She told us that David was being fined \$50 per day. She gave us a copy of the order from the meeting with the special magistrate on April 25, 2025. The highlights of that meeting were that on February 23, 2024, the property was inspected and found abandoned material, inoperable vehicles, and trash throughout. Pictures were taken that day. The property owner was given 7 days to bring the property into compliance. On March 11, 2024, the property was inspected and was still not in compliance. On April 24, 2024, the property was inspected and was still not in compliance, and pictures were taken. The penalties from the meeting with the magistrate on April 25, 2024, the owner had 30 days from the order date to remove the abandoned material, junk, and trash to bring the property into compliance with the code or be fined \$50 per day until the property is compliant. I don't know who explained this to David, but I'm sure he did not understand. On June 6, 2025, after we got the paper from the code officer, we took the paper to David, and he was not aware of the fines. David said that the code office called him that day for the first time and told him about the fines. My daughter and I went back to city hall to speak to the city manager. We were told by Sherry that she was in a meeting and she would get back with us. Sherry took my phone number and said she would have her call me. On June 9, 2025, Sherry called and said the city manager could see us on June 10, 2025, at 3:00 p.m. The council meeting was at 5:00 p.m. that day, so we could not bring it to the council that day because David was already at work. We told her we would have David bring the property up to code as soon as possible. On June 11, 2025, we talked to David and we explained to him that the trash, abandoned vehicles, and rubbish had to be removed from the property. On July 2, 2025, pictures were taken and he had cleaned up the property in less than a month and this is why I know that David did not understand that he was being fined \$50 per day. That is why I am here with pictures for you to see. Mrs. Cain asked what day he cleaned up the property. Mrs. Robinson stated he started on June 11th and had it cleaned up by July 2nd. If David understood, I know he would not have let it go on that long. Mr. Russell asked if any certified letters were sent. Attorney Jordan stated he was present

at the hearing with the special magistrate. Mayor Andrews asked when he cleaned it up in March and said come and inspect. Were there specific things that were pointed out to him to let him know exactly what he needed to do? Mr. Roulhac stated no. Mayor Andrews asked what the things were that were corrected. Mrs. Donjuan stated he had multiple vehicles on his property with no tags. There are 2 different violations. When he came to the hearing, he was given 7 days to get the vehicle registrations and there's a \$50 fine for the abandoned materials. Mrs. Cain asked if he could cover the vehicles like everyone else does. Yes, he could have, but the magistrate is the one that made the order to say that he needed to produce the registration. Mrs. Tanner stated it was her understanding that there was possibly some confusion as to how well it was understood. Mr. Russell asked if we tell someone that they are out of compliance, do we give them a checklist that says these are the things that are out of compliance so they can check those off. Mrs. Donjuan stated it's real broad. Mrs. Tanner stated what we run into with that is it is the proper way of handling it I believe, but there's no way unless they continuously call us and we continuously go out there and check what they are doing to know if they have satisfied everything that we feel is out of compliance because it does not specify it. Mrs. Donjuan stated communication is the big thing and a lot of it is that nobody contacts me. So if they don't contact me I can't talk to them. Mrs. Tanner stated the question Mr. Russell is asking is do we communicate it with them if they do call you. Mrs. Donjuan stated yes. Mrs. Tanner asked if it was specifics or do you still just give them the broad. Mrs. Donjuan stated this issue was just the vehicles so it was simple. Mayor Andrews asked if it was just the vehicles. Mrs. Donjuan stated he also had abandoned materials, scrap metal or something. The property is cleared up today. Mr. Russell stated that's where his confusion is, when he realized he had to do then it was cleaned up immediately. I'm not sure where the communication gap was. Mrs. Tanner stated there was a disconnect in the communication. Mrs. Robinson stated when she asked David about the permit, he got it the very next day. So I know he didn't understand what he had to do. Mrs. Donjuan stated he had someone helping him at the time, I just don't know what they did. I assumed she was helping him. Mrs. Robinson stated she didn't explain it to him because he got this cleaned up in less than a month once he knew. Mrs. Tanner stated that's a little confusing to me as well because whenever you and I discussed this Tamara, my understanding was that we were going to meet Jalissa out there one day with Mr. Roulhac and she didn't show up. So I don't know if we could have assumed that she was helping him because we never ended up meeting her. Mrs. Donjuan stated she did bring in registration for a couple of the vehicles, but not all of them. Mr. Russell asked if we have them sign anything, just in general, that says I understand what I'm being asked to do. If the property owner signs it then we have proof. Sometimes you have individuals that can look at a packet of paper and not understand anything on it, but they're just not comfortable saying I don't understand this. I'm dealing with that in a classroom setting. I do that with students all the time. Mrs. Tanner stated she did not know the legality of that and it would come from Attorney Jordan. I do know that we're looking at things closer now to see if there's anything that we can do to prevent issues like this moving forward because this isn't the first one. Ms. McCall stated if I was the property owner and she met with me and I have no proof of it, just like going to the doctor, if you pay the copay but you don't have proof of it then they tell you that you owe it. Mrs. Tanner stated we are working to try and come up with procedures that will help us to alleviate some of these issues moving forward. Attorney Jordan stated from a legal standpoint, if you attend the hearing and participate in the hearing, there's a presumption that you understand what was going through. You have to think of the magistrate basically as a judge. It's on the magistrate to determine if the person has the capacity to understand what's happening at the hearing. She did not raise any concerns about capacity issues. If someone participates in the code enforcement hearing we presume that they are being asked to do. We don't have them sign off on the order. Mr. Russell stated he didn't like presume or assume. Those are two words that are cloudy to me and I'm concerned about it. Are there proper ways of having an individual sign a document? I can't go to a car lot and buy a car and you just assume I have the money to pay for it, I have to sign a document saying I'm going to pay the bill. Attorney Jordan asked what you would do with the people that don't show up for a hearing. Mr. Russell stated that's a signature in itself or another communication issue. Are they getting the letter, because we already have that issue before with not sending certified letters so how do we know they even know there was a meeting? We have had that in just the last 2 months. Mrs. Robinson stated this is a vacant lot with a mailbox on it and a shed in the back. I don't know how the mail was done. Mrs. Donjuan stated she sends a certified letter for the notice of violation and

posts the property as well. I use the address from the property appraiser's website for mail. The orders are certified, but they may get returned as well. Mr. Russell asked from a legal standpoint, how do you proceed with something if you don't know the individual is aware that we are proceeding? Attorney Jordan stated as a practicing attorney we are expected to be able to evaluate the competency of the person that we are interacting with. The magistrate has an obligation to evaluate the participants competency and there were no concerns raised at that time that he did not understand what the hearing was about. Mayor Andrews asked if at any point during the hearing, just out of curiosity, I know he has a representative for him tonight, but he has also verbally spoke out a couple of times and said things to us. She asked Mr. Roulhac if he was asked to say anything? Did you understand what was going on? Mr. Roulhac stated the man, the judge, asked what I was doing here and I told him I didn't know because I did everything they told me. They told me to clean up the junk and I did. That man said nothing about a car. When I got this about the car, then they tried to make me pay a \$171 water bill. Then that's when this came up. Why didn't he come to me when I came into the hearing the first time? Ms. McCall asked who he was. Attorney Jordan stated Pittman Law Firm in Tallahassee sends different lawyers, every once in a while there might be a man, but usually it's a woman. I wasn't at this particular hearing, but he was able to participate, so I don't know that there were any red flags raised at that time. Mayor Andrews stated she has red flags now. Mr. Blount stated if he didn't know anything about a car then we need to improve the system and be more specific. Attorney Jordan stated the magistrate has to put forth her case just like a prosecutor and has to provide photographic evidence and the noncompliance of the specific ordinance they are in violation of. We have a very good process that works. Mrs. Cain stated she has been to those meetings and they are very formal, nothing informal about it. So he could not have understood what was going on. Mrs. Tanner asked if he spoke at the hearing or if Jalissa spoke for him. Mrs. Josephine Robinson Floyd stated she was with him at the hearing and she knew he did not understand what it was all about. I never saw anything written down that he was supposed to do and he said he never got it. You can't just tell people what they are supposed to do, sometimes and not give them something they can hold in their hands. A lot of people have to have that before they can understand what's going on. I don't know where the confusion started. I taught students that were special and we have to give them special treatment and I am asking you all to give this man special treatment because he needs it. Ms. McCall asked if we could use this as a learning process and to fix whatever we might have that's a problem with communication. Attorney Jordan stated the order was pretty detailed and Jalissa Brown were present at the hearing and sworn in to testify. They both spoke about the case but did not present any evidence or bring any photos to prove the violations were corrected. Mr. Russell asked if they were told to do that. Attorney Jordan stated we cannot advise property owners on what they need. Mr. Russell asked if we aren't allowed to tell them these are some of the things they might ask for without telling them exactly what to bring. Attorney Jordan stated the property owners could get their own counsel. Mayor Andrews stated what we have learned is that we can have different levels of communication and we need to make sure we have exhausted all alternatives of communication. Mrs. Cain stated we want people to be treated fair.

Mrs. Robinson-Floyd discussed the need for changes in code enforcement. The east side of SR 77 needs cleaning. Martin Luther King Drive needs help and would like someone to write grants. You need to look at the east side and see what needs to be done. The streets need to be improved. Mrs. Tanner stated for streets we have Bennett Drive resurfacing that is getting ready to go out to bid and construction should start within a few months. Peach Street drainage and resurfacing is being done as well as the lift station. We also have applied for a grant with FDOT for Pecan Street from South Boulevard north to Church Avenue. We are just waiting for approval for different projects and hoping that we get them. We have applied for MLK thru FDOT at the same time we applied for Pecan but MLK did not get approved. We have applied for it again this year and are waiting on approval, it just takes time. I think what we have discussed in the past is trying to get properties cleaned up, not necessarily foreclose on them and take them from people. I believe from what the picture shows is that they have cleaned up the property and maybe that's what the discussion is about.

Mayor Andrews stated the attorney fees show \$1921.20 through May 31, 2025 but the total is about \$42,000 so the question is that his property has been cleared up and legal fees have to be

paid. Attorney Jordan stated there shouldn't be much more in legal fees, but we had difficulty getting Mr. Roulhac served and wasn't sure he was even still living because we had so much difficulty serving him. I was tasked with creating some kind of standard policy or procedure for requests for a waiver of fines and after hearing discussion tonight I'm going to make a recommendation to you that will cost you more because it will require an additional proceeding with the magistrate, but I think they need to go back before the magistrate before they come to you all. You need to have the magistrate to recommend to make an official finding. Mayor Andrews stated we could come up with a policy that will help us. We found these last two cases and we just want to make sure we have some things in place to prevent us from always having to hear these cases. Mayor Andrews asked Attorney Jordan if she had drawn the policy up for us. Attorney Jordan stated just a skeleton policy based on some other communities that I have looked at that do bring cases back before the magistrate. The magistrate could make recommendations to the council to waive fines if the property was brought into compliance. Mrs. Cain stated Attorney Jordan was our lawyer and should be able to come up with something so we didn't have to go back through the magistrate. Attorney Jordan stated that was the most logical solution to go back through them. Mr. Russell stated if we made Mr. Roulhac go back through the magistrate then the attorney fees would continue to climb and for the daily fines to continue to climb so then he would be back in front of us with even more money owed with the possibility that the magistrate might say the exact same thing. Mayor Andrews stated she would like to see the policy developed for future issues that we may have. Mr. Blount stated this is the same conversation that was had with Dr. Wood, and he thinks Attorney Jordan knows the council's feelings about a policy. You know the legal side, and you've heard the heart of the council saying we don't want to take property. We want the legal fees to be paid, and then we want a document for someone to sign saying you saw this. Tamara has to go through the same cycle over and over saying she did it, but we get here and there is still cloudy stuff. There's no cloud when there's a signature. Ms. McCall stated there is a way to take the cloud away by going back through the magistrate. Mr. Blount stated Attorney Jordan has heard us enough to be able to anticipate a time for a framework to be produced. Attorney Jordan stated the council is not all on the same page. Ms. McCall stated we have not seen what the magistrate has seen, and Attorney Jordan is trying to keep us in line by doing the right thing and going back to the magistrate. The magistrate could do the right thing, but we are not attorneys. Mrs. Cain stated the bottom line is that we need to make sure the people who own the property understand what they have to do to clean it up and the timeline they have to get it done. Some people may understand that but all people don't and that's the problem. Ms. McCall stated the magistrate is the one that heard it, we didn't. Mayor Andrews stated the magistrate works for us. Attorney Jordan stated in this case there were two people put under oath, the property owner and a representative who was allowed to speak on behalf of the property owner. Mrs. Cain stated that didn't mean he understood it because it's so formal that if I didn't have the paperwork in front of me, I wouldn't understand it. Mayor Andrews stated we have a sensitive case before us again and we need to get something in place or we will continue to keep having these issues. Mrs. Tanner stated I can tell you that there were definitely cases that have been sent to the magistrate that I would not have approved to go. I would have made sure there was more information before that happened. Tamara and I have gone over a lot of stuff in the past year and we continue to go over stuff. I think being able to take care of stuff before it gets to the point of the special magistrate and sending it to them when you know there is no other alternative is what we have looked at doing moving forward. That is what we are working on, once we look into those things, we have to run it by Attorney Jordan to make sure that we are not against our code or going against legal proceedings. There have been cases that have gone to the special magistrate that I feel could have been resolved prior to that point, but they went, and some of them before I was put in the position I'm in, and that's why we're where we are now with some of the cases. I think some of that can be resolved moving forward, but that doesn't take care of tonight though. Gerald Lenz, Mug on Main, thanked the council for putting up with everything they have. If you see something that needs to be taken care of, then take a picture of it and on that page put everything that needs to be done along with the deadline. Mayor Andrews stated the bigger question is, after the magistrate, maybe Mr. Roulhac didn't understand it was \$50 per day from the date of the meeting, totaling up to over \$40,000. The question tonight is the fines and if the council will have leniency with him on his lack of understanding of it. We don't negotiate our attorney fees, but we have considered some of the fines. Mr. Russell stated we have made it public

that our process is flawed. Not by any one person's doing, it's just a process that needs to be looked at. Mrs. Tanner stated not the legal process but the steps prior to it that we are working on. Mrs. Robinson asked if there was anything the council could do about Mr. Roulhac's fines today. Mr. Russell stated he was in favor of eliminating the fines because it hasn't cost the city anything. We have done it before, where the attorney fees had to be paid because it is a process we had to go through, and the city had to pay it. Mrs. Robinson asked Attorney Jordan if there was anything she could do to help eliminate some of the legal fees. Attorney Jordan stated no, she had already paid her staff. Mrs. Robinson asked for the total of the legal fees. Attorney Jordan stated it was a little over \$2,000.00. Mrs. Cain asked if he could make payments. Mr. Russell asked Mrs. Tanner if she could help make a payment plan with Mr. Roulhac. Mrs. Tanner stated if the council would like her to then she could. She asked Attorney Jordan if Mr. Roulhac was being served at the vacant property. Attorney Jordan stated she had to do multiple searches on Lexus, and we had to make requests about vital statistics because we attempted service at the property address multiple times and at addresses that we were able to pull off Lexus. We were getting to the point where we were going to have to do constructive service. He was not able to be located by law enforcement, and I don't know how else to put that. That's where a lot of the cost came in. Mayor Andrews asked Mrs. Tanner to work with them on the payment plan and get the final balance from Attorney Jordan. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to eliminate the \$40,450.00 with the understanding that the attorney's fees must be paid. The motion passed unanimously.

4. **FDOS Old City Hall Grant Final Report.** Mrs. Heather Lopez. Mrs. Lopez stated that this will complete the grant for the remainder of the existing conditions assessment and rehabilitation plan for the old city hall. These are the components that we had to pull out of the grant in the first phase due to a rise in cost on the contractor's side. This includes the mechanical, electrical, mold inspection, and ADA compliance. Mrs. Tanner stated we are working on an invitation to bid for the mold remediation. No further discussion.
5. **Parking Space Lease – Jeanette Rathburn – Discussion.** Jeanette Rathburn, owner of Purradise City, located at 1333 S Railroad Avenue would like to discuss the option of allowing business owners in the building where she is located and the attached building to lease parking spaces. The businesses would include Purradise City, The Mug on Main, Bella Salon, and the new owners of the Sister's Sweets building. The lease would include two (2) spaces in front of each business for a total of eight (8) spaces. The business owners would purchase the signs that would be placed to designate the spaces are reserved for each business. Mrs. Rathburn stated she is requesting to lease eight (8) parking spaces on behalf of not only herself but the Mug on Main, the business that will replace Sister's Sweets, the salon that is coming along with any other business that comes in that building and the adjacent one. This would be for our visitors because at this time a lot of the parking is being taken up by food truck vendors and Chipley Station employees. I am open the same hours that the Chipley Station is open, so the parking area that is convenient for my guests is reduced. I have submitted some photos that show the repeated vehicles in the same spots, which are typically food truck vendors. My guests, which include adults and children, are having to walk from farther away from the park or behind our building at the bank which has dim lights. We cater to a lot of autistic children, and having them walk those large distances with low lights makes a lot of parents nervous. We are seeing a reduction in repeat business compared to before the Chipley Station opened. Also, the cars that park at the front of the Chipley Station stick out into the street which makes it hard to see. A pedestrian crosswalk and lighting have already been discussed at a previous council meeting. Ms. McCall stated when council talked to the Chipley Station at a previous council meeting, they were specifically asked for their employees to park somewhere else. Mrs. Tanner stated we can address that because they said in a meeting that they would. Mr. Lenz stated the Mug on Main has been parking further away. Mr. Russell stated to make it clear, when they agreed and we agreed that their employees would park across the street, then are the food truck people their employees. There may be a gap in communication there that they didn't tell them they need to park further away too. Mrs. Tanner stated she would reach out to them. Mr. Russell asked where

we were in redeveloping the entire parking lot. Mrs. Tanner stated we have had an engineer review the parking lot and have come up with a couple of different options and plans for us. It does not include closing part of South Railroad Avenue because council did not seem to be in favor of moving forward with the complete overhaul of the parking lot. This was something that was just to correct the issue and come up with a few more parking spaces. We are going to continue working on that. As far as lighting goes, we are working with FPL to put up at least one additional light and a tree was removed that was covering a light. That doesn't address the issue at hand, but I wanted to make sure the council was aware of that. Mr. Russell asked if we lease these spaces, who is going to be responsible for monitoring them to make sure they are being utilized correctly. Mrs. Rathburn stated the business owners would purchase the signs to put up in the designated spaces. Mrs. Tanner asked Mrs. Rathburn if we are able to work with the Chipley Station to get their food truck vendors' employees to park across the road or on the other side of the green space, do you think that would help with the parking issue? Ms. McCall stated she asked Steve that when she was in the Chipley Station and he said Ledbetter's is a veteran but is not willing to park anywhere else. Mrs. Rathburn stated each food truck has multiple employees that all have vehicles that park there. Mayor Andrews stated we need to have a good conversation with the Chipley Station about their employees and the food truck vendors to clarify what is happening based on the pictures submitted by Mrs. Rathburn. If it doesn't get better then maybe we have to do something to help with relief for them. Mr. Russell asked about the design effort of the parking lot of how we're going to do that because of this request and the number of spaces could change with a redesign. Mrs. Tanner stated we are looking at doing that very soon. Mr. Russell stated we need to have the conversations, finish the parking lot redesign, and continue to monitor this to make sure this is corrected. I want all businesses to have parking. He asked Attorney Jordan if it came to leasing the parking spots, would we have to do a lease with the building owner or tenant. Attorney Jordan stated it wouldn't matter. We would need to adopt an ordinance for the signs. Ms. McCall stated she was watching the parking area and a lot of it is the employees and that's what upsets me because when you give me your word that should be it. Mr. Russell asked about the old Amtrak parking on the grass inside the fence that Mrs. Harrell owns, which would be inside a fence and safe parking for employees. Mr. Lenz stated the parking issue in front of the Chipley Station on 7th Street is scary because sometimes there will be the end of an extended truck sticking out into the roadway. Maybe ask for it to be made compact car parking only. Mayor Andrews stated maybe compact cars and motorcycles. Mr. Lenz stated he wanted to stress again that all of you do a fantastic job and we appreciate your time and effort. Anytime anyone has an issue, there are people that are willing to talk and help and I want to thank you all for that. Discussion ensued.

6. **Proposed Annexation, Water and Sewer Services** – South Boulevard and Kirkland Road. A business came to me and has purchased a piece of property near South Boulevard and Kirkland Road. Mr. Lane, Mr. Cook, and myself have discussed the possibility of annexing it in. The school board property would make it contiguous if they would allow us to annex them in. The rest of the school is already in the city, just that one parcel isn't. The owner is looking to build a couple of houses off of South Boulevard and a couple of houses off of Kirkland Road. We do not have services there. What we would like to do is get council approval to move forward with advertising for bids to do a new eight-inch water main from South Boulevard across to Kirkland Road. Our water stops at Kate Smith Elementary School, so it would be going across South Boulevard, down Kirkland Road to Brickyard Road. An estimate right now is the city putting in \$65,000-\$70,000 and the developer putting in close to \$30,000, not counting their tap and impact fees. This would be just for the portion of the waterline that we would be putting in that would allow them to build and have water and sewer services. We do not have sewer services there either which is a bigger issue, but there is a sewer line there owned by a business and we would like to be able to reach out to them and see if they would allow the city to take that sewer line over. We would be able to utilize that sewer line moving forward to add on those four homes to sewer. From there, we would have to look at doing something with sewer south on Kirkland Road. This would not be an immediate thing. There are a lot of things that we have to work through, but we would like permission to move forward if the council would like us to do that. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the project on South Boulevard and Kirkland Road. The motion passed unanimously.

I. OTHER BUSINESS

Attorney Jordan stated the individual that discussed the West Boulevard property with Council last month did not proceed with the purchase. She stated she met with Mrs. Tanner and Mr. Lane about the animal ordinance and there will be an extensive review. She also stated she feels like she is getting mixed feelings on the waiver of code fines and would like to discuss again in August. Discussion ensued.

Stephanie Lee, 653 Bennett Drive, stated the fireworks that Mr. Hooks set off were right behind her house and it was very loud. Mrs. Tanner stated for the past three years the fireworks had been set off in the middle of the roadway. Before that, they used the east side of the field, but they were too close to the trees. Chief Richter asked for the road to remain open due to safety concerns so they were unable to do the fireworks in the roadway. Mr. Blount stated he understands why the tennis court was picked because it is closed in. Ms. Lee stated her children were screaming due to the loud noise. Mr. Russell stated the concept of it coming to council just 5 days prior to the event was concerning because it's a large event. He stated it needs to be here by January for us to go over. Mrs. Cain stated we need to know where it's going to be. Mayor Andrews stated that it may need to go to Jim Trawick Park because it is the safest place to hold it. Mrs. Cain agreed. Mrs. Tanner stated we checked the application which does say 45 days and we made a post on Facebook that special events need to be turned in 45 days prior to the event for approval. Mr. Russell stated he was concerned that fireworks were being shot over homes and the whole event needs to be discussed before it is approved again. Mayor Andrews stated we probably need to have them pay a guy to be in the middle of the field with everyone parked far away. Ms. McCall stated the lack of preparation on their part does not constitute an emergency on ours. Discussion ensued.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 7:01 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk