

City of Chipley
Council Meeting
Minutes
August 13, 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 Chief
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works 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 5:00 p.m.

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

Mayor Andrews removed Consent Item # 5 and added it as # 10 on the regular agenda items; added #11 Continuing Professional Services Agreement – Kimley-Horn and Associates, Inc.; added #12 Resilient Florida Grant – Brent Melvin. Mrs. Tanner stated she had some discussion items that she would bring up at the end of the meeting. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda with the changes. 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.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – July 9, 2024
2. Special Council Meeting – July 22, 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. PRESENTATIONS

Mayor Andrews stated there are no presentations but wanted to say it was good to have Council Member McCall back with us after a beautiful memorial service for her mother.

G. CONSENT AGENDA ITEMS

1. **Fiscal Year 2024-2025 Budget and TRIM Schedule**
2. **Florida Recovery Obligation Calculation (F-ROC) Program - 2025 Participation Request and Renewal Form**
3. **Reappointment of CRA Board Member – Amy Wiwi**
4. **Request for Development Order and Certificate of Appropriateness - 1600 Main Street - Arbys Restaurant Group.**
5. **Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union. (This item was moved to agenda items #10.)**
6. **Request for Development Order and Certificate of Appropriateness – 1440 Main Street – PanCare**
7. **Request for Development Order and Certificate of Appropriateness– 1610 Main Street – AutoZone**
8. **Special Event Application – Blues and Brews – Washington County Chamber of Commerce**
9. **State Revolving Fund Amendment 2 – Loan Agreement WW670111 & Grant Agreement SG670112**

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the consent agenda items with the removal of #5 - Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union. The motion passed unanimously.

G AGENDA ITEMS

1. **Ordinance No. 986 – (First Reading) - Property Rights Element.** Mrs. Tanner stated this will approve the first reading of Ordinance No. 986 – adding a Property Rights Element to the Comprehensive Plan. This Ordinance is being approved a second time due to the State not approving the first Ordinance that we submitted. It was due to an underlining issue. What has happened is any Ordinances pertaining to the comp plan that were approved since the property rights element was adopted have to be reapproved. We have a few Ordinances on the agenda that have to be reapproved due to this. Instead of doing a second reading next month, we will submit the Ordinance to the state for approval after the first reading and will bring it back for the second reading in October. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall

to approve the first reading of Ordinance No. 986. The motion passed unanimously.

2. **Ordinance No. 987** – Land Use Amendment (First Reading). Mrs. Tanner explained this Ordinance if approved, will amend the Future Land Use Map changing the land use designation from Public/Semi Public/Educational to Low Density Residential. Mrs. Tanner read Ordinance No. 987 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. 00000000-00-1941-0001 LOCATED ON 5TH STREET, FROM PUBLIC/SEMI-PUBLIC/EDUCATIONAL TO LOW 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 ECONOMIC OPPORTUNITY; AND DECLARING AN EFFECTIVE DATE.

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. 987. The motion passed unanimously.

3. **Ordinance No. 988** – Future Land Use Map – Annexation (First Reading). Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map annexing Parcels #00-2245-0000 located at 1240 Panhandle Lane and #00-2245-0003 located at 1237 Panhandle Lane, a total of approximately 8.96 acres, to the Medium Density Land Use Category. Mrs. Tanner read Ordinance No. 988 by title:

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

No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the first reading of Ordinance No. 988. The motion passed unanimously.

4. **Ordinance No. 989** – Future Land Use Map - Annexation (First Reading). Mrs. Tanner explained this Ordinance, if approved, will approve an amendment to the Future Land Use Map annexing Parcel #00-2222-0001 located at 1447 Main Street, at total of approximately 3.52 acres, to the Commercial Land Use Category. Mrs. Tanner read Ordinance No. 989 by title:

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

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. 989. The motion passed unanimously.

5. **Ordinance No. 990** – Future Land Use Amendment (First Reading). Mrs. Tanner explained this Ordinance, if approved, will approve an amendment to 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. Mrs. Tanner read Ordinance No. 990 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.

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. 990. The motion passed unanimously.

6. **Resolution No. 24-34** - FDOT Small County Outreach Program (SCOP) Agreement – Bennett Drive. Mrs. Tanner explained this will approve Resolution No. 24-34 – FDOT Small County Outreach Program (SCOP) Agreement for the Bennett Drive Resurfacing Project from East Church Avenue to State Road 273 for a total of .53 miles, in the amount of \$784,760.00. I sent out an updated agreement to Council because the state failed to include our local funds for raising manholes and adjusting boxes. That is an additional \$20,500 that we will include in our budget this year. Ms. McCall asked if they are milling the road. Mrs. Tanner stated she would check on that. Ms. McCall stated it needs to be standard in our projects to do milling. Mrs. Cain asked if we could table the item until more information is received. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to table agenda item #6 - Resolution No. 24-34 - FDOT Small County Outreach Program (SCOP) Agreement – Bennett Drive. The motion passed unanimously.

7. **Partial Release of Lien** - Old Metric Engineering Building - Main Street. Attorney Jordan explained this has already gone before the CRA Board and they recommend approval. This is the partial release of our mortgage for the Hitchcock and Pedraja parcels. There is a discrepancy in the legal descriptions existing on this property. Mrs. Tanner stated they both have CRA mortgages and in order to release the lien it requires Council approval. Jennifer Corbitt, 912 Hwy 277, stated she

had the property surveyed in which the boundary line needed to be corrected. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Partial Release of Liens for Hitchcock and Pedraja. The motion passed unanimously.

8. CRA Grant Documents.

- a. CRA Grant Application for Property Improvement
- b. CRA Real Property Improvement Grant Agreement
- c. Declaration of Restrictive Covenant

Attorney Jordan explained the CRA Board has approved the documents. We have re-vamped the three documents to streamline the process. All of the grants are going to a three-year lien. Under this process we will have a residential improvement grant program and a commercial improvement grant program. Mr. Russell stated the Council needs to look at putting Ordinances in place for those historic buildings downtown to eliminate people from having free range with what they want to do with those buildings. We could work with realtors to give potential buyers a copy of the Ordinance so they will know the guidelines before they purchase any building downtown. Attorney Jordan stated the CRA Board had discussion on historical preservation standards, architectural standards and colors. Mrs. Tanner explained we have the Corridor Development District (CDD) which is all of Hwy 90 within the city limits and it goes from I-10 to Watts Avenue on Hwy 77 that has not been enforced in the past for changes that were being made. There is an Ordinance that states things that have to be approved by Planning & Zoning, that as far as we can find, has not been enforced. It is not very specific so moving forward with an Ordinance, the specifics would help. We also need to determine how you want to handle the buildings that are on Hwy 77 which are getting CRA grants, that also need to go before Planning & Zoning before the work is done, which holds up the process. This is something you need to consider when the attorney looks at it. Jennifer Corbitt stated there's a lot of information and stipulations that some citizens find daunting in the CRA process. We need to think about those that are not pursuing CRA funds due to blight in the downtown area. Mrs. Tanner stated we need to look at the current Ordinances overall and see what needs to be changed. We need to listen to the CRA's opinions because they are already talking about it and trying to come up with a plan for colors and requirements for them. Mr. Mickey Knapp, 1342 N Railroad Ave, asked how you let people know that are trying to sell or buy about the new rules. Mayor Andrews stated once we have it in place, we will promote and educate our citizens on what has changed and what is new within our community. Attorney Jordan stated legally we can require them to comply with the Ordinances as they exist. We can probably look to Kimley-Horn to work with us on bringing those guidelines up to date, then look at a process that is a little speedier than what the Ordinances currently call for. They probably don't need to go before Planning & Zoning, City Council and CRA Board, but could actually be done administratively. Mrs. Tanner stated we have sped up the process, but if there was an easier process for everyone, then the four P & Z items on the agenda tonight would not have required Council approval. We have to make sure the things the CRA Board are already discussing align with whatever the Council decides for our code. Jennifer Corbitt stated design review boards are very common in municipalities and organizations. The CRA could very easily have one person designated for design review which would avoid going to Council. She also stated the Declaration of Restrictive Covenant states the CRA reserves the right to enter the property at reasonable times to inspect for compliance with these covenants. She stated this is ambiguous and you need to think about the types of businesses and entering at any time. Attorney Jordan stated the expectation of the CRA Board is that when someone implements these improvements that they will maintain those improvements during the life of our lien which is three years. Heather Lopez stated they ask what times are best and schedule any visits that are needed. We explain to the CRA applicants that when the project is complete, a final inspection is required to check off everything on the original scope of work that was approved. Once that is done, we can close out the grant. We are working on a fact sheet to walk applicants thru the process step by step that will be a separate document online to help them understand everything. It will be given out with the applications. Discussion ensued.

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

9. **Award of Bid No 2024-04 – Building Demolition.** Mrs. Tanner explained the City advertised for building demolition for the old fire department building located at 1388 N Railroad Avenue and the building next door located at 1384 N Railroad Avenue. Seven bids were received with the apparent low bid from Chapel Branch and Lagniappe LLC, in the amount of \$117,927.27. We will submit a request to CRA to see if they are able to assist in funding this project. We do not know if they will have the funds available to do that so I am recommending that the Council award the bid, but the contract agreement will not be signed off on and approved until we know where we will be funding it from. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to award Bid No. 2024-04 to Chapel Branch Lagniappe, LLC in the amount of \$117,927.27. The motion passed unanimously.

10. **Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union.** Mrs. Donjuan explained Innovations Financial Credit Union is requesting a development order and certificate of appropriateness because it is located in the Corridor Development District at 976 Main Street. The Planning & Zoning Commission met on August 8, 2024 and approved 3-0 with the exception of parking and ADA, which they wanted them to correct and come back for approval within sixty days. They did approve temporarily so they could go ahead and open. Mr. Kenny Ray Mitchell with Innovations Financial Credit Union, stated based on ideas discussed at the Planning & Zoning Commission meeting we had some plans drawn up for parking. This is a temporary branch and hopefully we will be able to build in the next year and a half. In the meantime, we are trying to do it as cost effective as possible, because it is temporary.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Request for Development Order and Certificate of Appropriateness for 976 Main Street. The motion passed unanimously.

11. **Continuing Professional Services Agreement – Kimley-Horn and Associates, Inc.** Mrs. Tanner explained the attorney did draw up a new agreement that was just received today with the final approval between Kimley-Horn and Attorney Jordan. If you are okay with Attorney Jordan's recommendations for the contract then we can move forward with approving it. Also included is the rate schedule and the first task work order for the Affordable Housing Live Local Act in the amount of \$13,500.00. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Continuing Professional Services Agreement with Kimley-Horn and Associates. The motion passed unanimously.

12. **Resilient Florida Grant – Brent Melvin.** Mr. Melvin stated this is an opportunity that the Florida Department of Environmental Protection has for Resilient Florida which is targeted towards helping communities to improve their infrastructure against flooding. One of the opportunities is to do drainage improvements. In talking with Mr. Guy Lane, one historical problem for the city is the Gilbert Acres area. The grant is through FDEP for fiscally constrained communities which we are. There's no match requirement for it, so it is 100% grant funded. We would look at doing ditch cleaning, stabilization and looking for ways to do construction that's going to lower the maintenance burden on the city. Another thing we will look at is improving cross drains. I would like to ask for Council approval to work with staff on the grant submittal for the Resilient Florida program. The due date for that is September 1, 2024.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the FDEP Resilient Florida Grant submission. The motion passed unanimously.

J. OTHER BUSINESS

Mr. Brent Melvin stated for the old fire department parking lot project, another grant that is open right now is the Rural Infrastructure Fund. As part of that, they actually have made a lot of great changes to it, and now if you identify infrastructure needs, such as parking, you can apply for that grant to fund the construction. The applications for that are open now and are due September 16, 2024. Mrs. Tanner stated we are already applying for it and have been discussing projects. We will bring a resolution to Council for approval the first week of September. Discussion ensued.

Mrs. Tanner stated we are looking into a monument for the Fire Department and Chief Aycock is working on it. In reaching out to get prices, Rustin Vault has a fire emblem made of concrete that they are willing to donate. We can place that as part of our monument. The Fire Chief and volunteers are discussing what kind of monument they want to do and incorporate the fire emblem into it as well as having some history from the fire department engraved on it. We could also place the placards on it in the future for members that have had years of service. Discussion ensued.

Mrs. Tanner stated the old Dairy Dip site looks great, and there was discussion about possibly putting a sunshade and possibly some benches there. My question is, does Council want to keep the property or sell it. Ms. McCall stated the impervious surface and setbacks would not allow anything to be put on it. Mrs. Cain stated we had talked about a pocket park with a shade and some benches because there are a lot of people that walk to the Dollar General could sit there and rest before going home. Mrs. Tanner stated she was contacted by Walmart yesterday, and their foundation has a grant up to \$20,000 for recreation. We put our name in the hat, we don't know if we will get it, but if we do then it could possibly be utilized for this project. Ms. McCall asked if the Transportation Alternative Grant from FDOT would cover that. Mr. Brent Melvin stated he would look into it and see. Mayor Andrews stated it sounds like we are not wanting to sell it. Mrs. Tanner stated she just wanted to make sure before we start spending additional money on it. Discussion ensued.

Mrs. Tanner stated we were reached out to about a grant opportunity through the National Fitness Campaign. This is not an approval at this time, just a discussion to determine what direction the Council wants to go in with our next FRDAP grant. We scored very well, Gilmore Park which was scored number one for \$50,000 and Shivers Park was scored number nineteen for a \$200,000 FRDAP grant. Once we get official notification of these two grants, we are allowed to have a third FRDAP grant that we can apply for, but it has to be at a different park. There are a couple of options: 1) NFC fitness court. I know a lot of people cannot afford to go to gyms because of inflation and cost being so high. The fitness court would be a 40' by 40' concrete slab with different types of workout equipment for outdoors. They also offer an additional 40' by 40' workout area for people to do classes and things out in the open. Mr. Lane and I joined a teams meeting and looked at this concept for an outdoor fitness court. If the Council is interested, due to it being costly we would have to look at possibly combining it with a FRDAP grant. It would have to be located at the Jim Trawick Park, but we have not come up with a firm place to put it yet. This would take up \$140,000 of the \$200,000 grant. Mr. Russell stated he liked the concept, but he was worried about possible vandalism. Mrs. Tanner stated it is funded through health insurance companies and other companies that have sponsored the program. This grant is only for up to \$50,000, so the city would have to fund the remaining amount, but it could be done in conjunction with the FRDAP grant for \$200,000. There are other things that we can work toward in order to get the third FRDAP grant approved without this, but it is an option. Our walking trail only has 2 exercise areas and that is an option for the FRDAP grant to add additional exercise stations along the trail. We are going to put this on the backburner for now and Mr. Lane and I will look at different aspects for the third FRDAP grant at Jim Trawick Park and bring back to council in September. Discussion ensued.

Attorney Jordan gave a quick update. She spoke last week to the attorney representing Jerusalem Missionary Baptist Church and he indicated at this time his client does not intend on pursuing litigation against the city. They did want to ask the city to consider assisting the church if, at all possible, with the repairs of the structure. I directed him to the CRA. The church currently has a

loan but they would be eligible for other funding opportunities as well. Their attorney stated he would take that under advisement. Mrs. Tanner stated the attorney reached out to her yesterday and she directed him to Leah Pettis and Heather Lopez at the chamber who are doing research to try to determine if the grant funds can be used for nonprofits. However, it has been done in the past which may be something the Council wants to consider.

Ms. McCall asked for an update on the speed humps. Mrs. Tanner stated Attorney Jordan is currently working on the speed hump policy and we hope to bring that to Council in September.

Mr. Russell asked for an update on the First National Bank property. Mrs. Tanner stated it is in the design phase. We have a meeting scheduled for tomorrow to look at the possibility of incorporating bathrooms. Council will have final approval on the design. If they cannot be put there we will look at another area for them. Discussion ensued.

Mayor Andrews stated the CRA is having an ethics training on August 26, 2024 if you were not able to do the Florida League of Cities online. Florida League of Cities is having a conference that I will be attending tomorrow.

Mrs. Tanner stated last Thursday and Friday she requested the department heads to attend the Global Leadership Summit in Marianna. Chief Richter, Mr. Guy Lane, Mr. Jimmy Cook, Mr. Brock Tate and myself all attended. It was a great two days and I appreciate them attending and being willing to be a part of that. Mayor Andrews thanked them for attending.

Mayor Andrews stated she was at the funeral service for Mr. Don Brown and our Fire Department was there in rare form. They brought one of the old engines that I believe Mr. Brown rode in, to be a part of the procession in honor and respect for him. Our Fire Department is doing everything they need to do, our Police Department is everywhere they need to be, and we are grateful for having a great team here at the City.

Mrs. Cain stated she's had so many good comments about the Police Department. She is thankful for whoever is doing the posting on Facebook about the City because it looks good. Mrs. Tanner stated she takes pictures of things going on to post and we try to add as much information as we can to keep the citizens informed.

Mrs. Tanner stated we are participating in the Thursday Night Lights Touch A Truck event this week with Public Works, Police Department and the Fire Department bringing vehicles or equipment.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:34 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk