

***City of Chipley***  
**Regular Council Meeting**  
**Minutes**  
**February 13, 2024 at 6:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mrs. Linda Cain, Council Member  
Mrs. Michelle Jordan, City Attorney

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

**Others Present Were:**

Mrs. Patrice Tanner, Asst. City Admin./City Clerk      Ms. Sherry Snell, City Clerk  
Mr. Scott Thompson, Police Chief

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 Council Member McCall and Mayor Andrews led the pledge to the American Flag.

**C. APPROVAL OF AGENDA**

Mayor Andrews added item # 14 Council Chamber Upgrades & Livestreaming Quotes.

**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 Workshop – January 4, 2024
2. Regular Council Meeting – January 11, 2024
3. Special Council Meeting – January 23, 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**

1. **Proclamation** - Recognition of Kenneth Rustin for 50 Years as a Volunteer Fireman. Mayor Andrews and the City Council presented a Proclamation and plaque honoring Mr. Kenneth Rustin for 50 years of service to the City of Chipley Fire Department. The Council unanimously agreed to make February 13, 2024 Kenneth Rustin Volunteer Firefighter Day. Discussion ensued.
2. **Proclamation** - 211 Day 2024. Mayor Andrews read the Proclamation to recognize February 11, 2024 as 211 Awareness Day. No further discussion.

## **H. CONSENT AGENDA**

1. **Resolution No. 24-15** – Chipley Redevelopment Agency – Business Mentoring Program. This resolution, if approved, will approve the adoption of a Business Mentoring Program to be administered by the City of Chipley Redevelopment Agency. The resolution includes program objectives, program funding to come from the Chipley Redevelopment Agency along with grants, partnerships and other means, and reporting obligations.
2. **Resolution No. 24-16** – Chipley Redevelopment Agency – Budget Amendment. This resolution, if approved, will approve a budget amendment for the Chipley Redevelopment Agency for the Fiscal Year 2023-2024. The increase is from the Washington County Board of Commissioners from \$2,325 per month to \$3,824 per month to fund a part time administrative assistant.
3. **Amendment to CRA Administration Agreement** – Chipley Redevelopment Agency. This will amend the CRA Administration Contract for the Chamber by increasing the amount to \$3,824.00 per month to add staffing and administrative services.
4. **Employee Classification Document Change** – Fire Department. This position will change from a title of Fireman to a title of Station Attendant, and will change from a full-time position to a part-time position.
5. **Disposition of Property** – Fire Department. This will approve the disposition of a 2018 Hoshizaki ice machine which had to be replaced due to the machine breaking down and excessive maintenance costs. The vendor will dispose of the machine.
6. **Disposition of Property** – Fire Department. This will approve the disposition of 11 Firehawk Airpacks with cylinders and masks which have been replaced with updated compliant packs. We are requesting approval to donate to Holmes County.
7. **Resolution No. 24-17** – Amendment to Purchasing Policy. This will resolution, if approved, will amend Section 1, 2, and 4 and add Section 5 - Cooperative Procurement.
8. **Special Event Application** – Thursday Night Lights. This event will be held on the third Thursday of each month from 6-8 pm February thru September 2024. Road closures will include North and South Railroad Ave. 7<sup>th</sup> St. from South alley of Historical Museum to include N. Railroad Ave.

**A motion was made by Council Member McCall and seconded by Council Member Russell to approve the consent agenda items. The motion passed unanimously.**

## **I. AGENDA ITEMS**

1. **Ordinance No. 981 (First Reading)** – Amendment to the Future Land Use Map – Annexation.

Mrs. Tanner read Ordinance No. 981 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.**

Mrs. Tanner explained this is one of the voluntary annexations that we worked on for Parcels #00-2245-0000 located at 1240 Panhandle Lane & #00-2245-0003 located at 1237 Panhandle Lane, a total of approximately 8.96 acres, changing to the Medium Density 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. 981. The motion passed unanimously.**

2. **Ordinance No. 982 (First Reading)** – Amendment to Chapter 2 – Administration. Mrs. Tanner read Ordinance No. 981 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.**

Mrs. Tanner explained this is a 2<sup>nd</sup> voluntary annexation for Parcel # 00-2222-0001 located at 1447 Main Street, a total of approximately 3.52 acres, changing to the Commercial Land Use Category. 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. 982. The motion passed unanimously.**

3. **Resolution No. 24-15** – Chipley Redevelopment Agency – Business Mentoring Program. (Moved to Consent Agenda).
4. **Resolution No. 24-16** – Chipley Redevelopment Agency – Budget Amendment. (Moved to Consent Agenda).
5. **Amendment to CRA Administration Agreement** – Chipley Redevelopment Agency. (Moved to Consent Agenda).
6. **Code Enforcement Fine Forgiveness** – Case No. 375 – 653 Bennett Drive. Mrs. Tanner explained this is for a fine forgiveness in the amount of \$100 for Case No. 375, Stephanie Broxton. The building has been demolished and the property has been cleaned up and the

property is now in compliance. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Code Enforcement Fine Forgiveness for 653 Bennett Drive in the amount of \$100.00. The motion passed unanimously.**

7. **Employee Classification Document Change** – Fire Department. (Moved to Consent Agenda).
8. **Disposition of Property** – Fire Department. (Moved to Consent Agenda).
9. **Disposition of Property** – Fire Department. (Moved to Consent Agenda).
10. **Award of Bid No. 2024-02** – Public Works Building – Solar Panel Project. Mrs. Tanner explained the City had advertised for Solar Panels which will power the Public Works Facility to offset increasing energy costs, improve energy resilience, and reduce the city's environmental footprint. Bids were received and reviewed by David H. Melvin, Inc. Funding is from the Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program in the amount of \$200,000.00. She stated the lowest bid was from Alternative Energy Services, Inc. in the amount of \$88,190.00 and is contingent on the Florida Department of Agriculture & Consumer Services approval. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Award of Bid No. 2024-02 to Alternative Energy Services, Inc. in the amount of \$88,190.00 contingent on the Florida Department of Agriculture & Consumer Services approval. The motion passed unanimously.**

11. **Mongoven Building Demolition Contract** – Break-N-Ground, LLC. Mrs. Tanner explained Council approved the award to Break-N-Ground, LLC last month and this will approve the Mongoven Building Demolition Contract with Break-N-Ground, LLC in the amount of \$273,500.00. Bids were received and reviewed by David H. Melvin, Inc. They also contacted references for other projects they have done, one of them they noted was the administration building for Lynn Haven. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Mongoven Building Demolition Contract to Break-N-Ground, LLC in the amount of \$273,500.00. The motion passed unanimously.**

12. **Resolution No. 24-17** – Amendment to Purchasing Policy. (Moved to Consent Agenda).
13. **Special Event Application** – Thursday Night Lights. (Moved to Consent Agenda).

14. **Council Chamber Upgrades & Livestreaming Quotes.** Mrs. Tanner explained she had received two quotes for the upgrades that Council wanted to have done as soon as possible. She stated in lieu of bidding we received two quotes from local companies and anything under \$35,000 can be approved without bids. The quotes were from Studio D in the amount of \$24,349.00 and Mitchell Sight & Sound in the amount of \$33,169.64. She added that with Mitchell Sight & Sound the total would come down if the tv's were not the same brand, which would make the cost \$26,269.67. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the bid from Studio D in the amount of \$24,349.00. The motion passed unanimously.**

## **J. OTHER BUSINESS**

Mrs. Cain asked about Dollar General and the property adjacent to it. Mrs. Tanner stated she

spoke with Tyler Graybel with Terramore Development and he stated they will need time to look for potential environmental concerns on the property and look at the price. He said he would let her know something by the end of the month.

Mrs. Tanner explained she had given Council a printout of the website redevelopment timeline. She stated it is progressing but it is very time consuming. The timeline has been approved and the website will be finished in July.

Mrs. Tanner stated she had reached out to Legendary Lawn Maintenance regarding the bushes in front of City Hall. They can demo the bushes, backfill, sod one wall for a few thousand dollars. She added that they are not landscapers and maybe we could get the Garden Club to give some low maintenance plant ideas. Mr. Russell stated he would like Public Works to be involved as well. Mrs. Tanner stated she has been working on it with Mr. Lane. She stated the Garden Club would be a great help in this project. Ms. McCall stated she would discuss with them. Mrs. Tanner added that Legendary gave a price for winter seed where the grass would stay green year-round. The costs for City Hall - \$1725.00 per year; Farmer's Market - \$1050.00 per year; and Chamber of Commerce - \$1050.00 per year. The Council agreed that they were not in favor of the additional cost for the winter grass.

Mrs. Tanner stated ArtKidDoo would be held this Saturday at Shivers Park from 11 am – 2 pm and the City would have a tent with employees for children to do painting and handing out coloring books.

#### **K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 6:38 p.m.

City of Chipley

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Tracy L. Andrews, Mayor

Attest:

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Sherry Snell  
City Clerk