

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**February 8, 2024 at 5:00 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	Mr. Jimmy Cook, Water Utilities Director
Mr. Guy Lane, Public Works Director	Mr. Hunter Aycock, Fire Chief
Mrs. Tamara Donjuan, Planning/Code Enf. Officer	Mr. Michael Maxwell, CRA Executive Director

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 Cain and Mayor Andrews led the pledge to the American Flag.

**C. APPROVAL OF AGENDA**

Mayor Andrews added item #14 – Old Dairy Dip Property – Discussion.

**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

#### F. DEPARTMENT REPORTS

Recreation – Brock Tate. Mr. Tate explained they were in the middle of basketball season and registration for softball started today. He stated he loves the new Team Pass platform for registration. He stated he had met with James Pageau regarding the disc golf and would be doing a walk around with him and Mrs. Tanner. No further discussion.

City Attorney – Michelle Jordan. Mrs. Jordan stated there were no updates. Mayor Andrews asked about an update on the McGhee property. Mrs. Jordan stated the case has been finalized. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained the CRA had a special meeting today for two emergency needs due to storm damage. Mr. Russell said there was discussion about sidewalks being closed at 814 Main St. and stated it was due to roof issues and it is closed for safety reasons. Ms. McCall asked if Mr. Maxwell was familiar with Main Street America. Mr. Maxwell said he was not but he would look into it. Mrs. Tanner stated she would also look into it. Discussion ensued.

Fire Department – Hunter Aycock. Chief Aycock explained it was a little slow last month except for the storm. He stated they are halfway through with the hydrants and that the engine is on the line hopefully ready by April. Mr. Russell thanked him for his community involvement. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was a little slow in January. She stated we are waiting on surplus for 589 Main St. Ms. McCall asked how long do you let Maybell's Trailer Park sit. Mrs. Donjuan stated they have been working on it and she tries to work with anyone that is trying. Mrs. Tanner stated we will make sure they are making progress. Mr. Russell asked about the alleyway located behind Baxley Cleaners being blocked if someone parks there. Mrs. Jordan stated some business owners gave deeds and others gave easements to the alleyway so the city does not own it. Mrs. Tanner asked if it would be a problem for the city to contact the owners about people parking in the alleyway. Mrs. Jordan said that would not be a problem. It was stated that the tenant that parks in the alleyway is in the process of moving out of that building so it may not continue to be an issue. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been a pretty busy month. No further discussion.

Police Department – Scott Thompson. Chief Thompson explained it was a busy month with some burglaries from December into January in which the majority have been cleared up. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained they had fixed the flag pole at the Chamber, took care of the steps at Shivers Park, the Farmer's Market restroom issue is resolved, the Christmas lights were down and the stumps at Mr. Hodges house have been removed. He stated the Spring clean-up would be in April and they would be putting a dumpster at the old Roulhac site instead of Main St. Ms. McCall asked about putting it at MLK and Church Ave. Mayor Andrews said the T.J. Roulhac location was a good place. Mr. Russell asked if Mr. Lane could do a chart with locations of dumpsters. Mr. Lane stated the storm debris pick up we did 19 tons and for residential 64.25 tons. Mr. Russell stated the cross at the cemetery needs to be pressure washed and if he could look at the erosion issues on Warren Avenue. Ms. McCall asked about the fan at the Historical Society being replaced. Mr. Lane stated they are working on it. Ms. McCall asked about the one-way sign at the post office that is covered and that mail trucks are going out the wrong direction and said it was the same at the Pawn Shop. Mr. Lane stated he would look into it. Mr. Russell asked how many

men his department was down. Mr. Lane stated four, but they were in the process of hiring two. Mayor Andrews asked if Mr. Lane could speak with the post master regarding the safety issue of the mail trucks going out the wrong direction. Mr. Lane stated he would. Mr. Lane stated the Garden Club did a lot of work downtown and he wanted to thank them for doing that. Mr. Russell asked if we could put a thank you on Facebook. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been putting up gates and cleaning at the new sprayfield. He stated the storm was an issue and they lost power. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everyone is staying busy. She stated for the GPS and kiosk project the amendment to the purchasing policy is on the agenda because it's not clear on cooperative purchasing. This is just doing a good explanation for the changes she is making to help the city be able to purchase off these government purchasing contracts instead of having to bid it without fear of going against audit procedures. That item will assist with these items because with the GPS systems, the most commonly used vendor is Verizon who has been highly recommended and there are other companies as well that would all fall under some type of purchasing contract. You could utilize the purchasing policy for that because they've already done the bidding process. GPS is one project and the kiosk is another one, so if council approves the changes then I can move forward quickly to get these other items taken care of. She stated the procurement cards, GPS and Performance Management can be brought to council next month. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained the following project updates: Chipley Downtown Redevelopment Plan – This was put out to bid and we are setting up a meeting with the state to request an extension. If we get the extension we hope to get more responses; Historical Society Museum – They have started work on this project; First Responder Emergency Equipment – The State is working on an extension for this project; Chipley Lead Service Line Repair – there is not a resolution to bring to council due to the increased amount but they are not requiring it, they just requested additional information; Council Chambers Audio/Visual/Livestream Upgrade – We received one quote and I will push to get the other one back by Tuesday for discussion and possible approval; City Hall Generator – FDEM has reached out to us and asked additional questions. It sounds promising as long as we justify the size of the generator; Chipley Mongoven Building – The contract is on the agenda for approval Tuesday night. We met this week going over last-minute utilities and procedures. Brett Melvin is here for any questions. They will start once the contract is signed and bonds are taken care of. Then we will meet again for a Pre-con and then meet with business owners for safety concerns prior to the start date. Mr. Russell asked about the timeline. Mr. Melvin stated when the Notice to Proceed is issued to the contractor that starts the clock so probably around the first of March; Public Works Building Solar Panel Project – The engineer's recommendation for bid award is on the agenda for approval on Tuesday night. The bid came in less than planned; Voluntary Annexation Project – These two ordinances are on the agenda for first reading on Tuesday night. Discussion ensued.

Ms. McCall asked about the problem with the utility bills. Mrs. Tanner stated it has been taken care of. No further discussion.

Mrs. Cain stated that Mrs. Tanner drove her personal vehicle to Legislative Days and she wants her to get reimbursed for the mileage. No further discussion.

## **G. PRESENTATIONS**

1. Proclamation - Recognition of Kenneth Rustin for 50 Years as a Volunteer Fireman (Council Meeting only)
2. Proclamation - 211 Day 2024 (Council Meeting only)

## H. CONSENT AGENDA

### I. AGENDA ITEMS

1. **Ordinance No. 981 (First Reading)** – Amendment to the Future Land Use Map – Annexation. Mrs. Tanner explained this will amend the Future Land Use Map annexing Parcels #00-2245-0000 located at 1240 Panhandle Lane & #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. 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.**

No further discussion.

2. **Ordinance No. 982 (First Reading)** – Amendment to Chapter 2 – Administration. Mrs. Tanner explained this will approve an amendment to the Future Land Use Map annexing Parcel # 00-2222-0001 located at 1447 Main Street, a total of approximately 3.52 acres, to the Commercial Land Use Category. Mrs. Tanner read Ordinance No. 982 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.

3. **Resolution No. 24-15** – Chipley Redevelopment Agency – Business Mentoring Program. Mr. Maxwell explained this is the revitalization of a project from several years ago that was dropped for various reasons. He stated they have been working to coordinate with the Small Business Development Center at the University of West Florida for things like planning and reviewing of business plans. He stated they now have a CPA on the CRA Board who has volunteered her time to assist with the finances. He stated their initial goal would be two businesses per year. Discussion ensued.
4. **Resolution No. 24-16** – Chipley Redevelopment Agency – Budget Amendment. Mr. Maxwell stated they have been talking for some time about bringing on a part-time administrative

assistant to help with various things. Mrs. Tanner explained this will increase the budget from \$2,325 per month to \$3,824 per month. Discussion ensued.

5. **Amendment to CRA Administration Agreement** – Chipley Redevelopment Agency. Mayor Andrews explained this just deals with the amendment to the resolution that we just discussed. No further discussion.
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. She stated Mrs. Broxton had to put out money along with the CRA funding for the demolition which was an undue burden for her. Mayor Andrews stated the property was cleaned up during the MLK Day of Service Community Clean-Up. No further discussion.
7. **Employee Classification Document Change** – Fire Department. Mrs. Tanner explained that this will approve a change in the employee classification document to include changing a full-time Fireman to a part-time Station Attendant. Chief Aycock stated the reason is that a fireman has to have certain qualifications and a station attendant doesn't have to. The position will test fire hydrants and we will be able to use different people when they are available to do the work. Discussion ensued.
8. **Disposition of Property** – Fire Department. Mr. Aycock explained 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. He stated they have had issues with the machine for two years and the repair cost would be \$3,500.00 so a new machine was the better option. No further discussion.
9. **Disposition of Property** – Fire Department. Mr. Aycock explained this will approve the disposition of eleven (11) Firehawk Airpacks with cylinders and masks which have been replaced with updated compliant packs. Mayor Andrews asked if the Campbellton Fire Department had been contacted. Mr. Aycock said there were several departments in Holmes County that would get some but he could reach out to Campbellton also. Discussion ensued.
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 she had received a letter of recommendation from the engineer for Alternative Energy Services in the amount of \$88,190.00. No further discussion.
11. **Mongoven Building Demolition Contract** – Break-N-Ground, LLC. Mrs. Tanner explained 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. Council awarded the bid last month and this is for the contract. No further discussion.
12. **Resolution No. 24-17** – Amendment to Purchasing Policy. Mrs. Tanner explained this is in our current policy but it is not very clear so this will be helpful for auditing purposes. You will see under section 5 the cooperative procurement to include purchasing through professional procurement organizations as well as piggybacking off the contract of other public entities. No further discussion.
13. **Special Event Application** – Thursday Night Lights. Mrs. Kristin Martin explained this is for what they have been doing each month and are just extending the event February through September. She stated road closures won't be utilized every month but they can pull the closure

signs if needed. Ms. McCall asked if CRA could pay for police officers for bigger events. Mr. Russell stated maybe a grant application could be filled out for that type of service. Mrs. Martin stated the reason she founded Project Downtown Chipley was to have a board so they can go after grants. Mrs. Tanner stated council had discussed waiving fees for events that would bring the community together. She stated the Mongoven Building demolition could affect the event but the contractor would coordinate with the city. Mrs. Martin stated the downtown merchants would like to help decorate for Christmas and would take on the street they are located on. Discussion ensued.

**14. Old Dairy Dip Property** – Discussion. Mrs. Tanner explained the new Dollar General has expressed interest in purchasing the old Dairy Dip property. She stated she has given them the total of attorney fees, taxes, and asbestos survey in the amount of \$11,827.67. She stated they had asked her to discuss with Council to see if there would be a possibility of purchasing the property. Mrs. Tanner added for Council to keep in mind that the city will also have expenses of demolition and putting in sidewalks if we keep the property. Mr. Russell asked if they might give an offer by Tuesday. Mrs. Tanner stated she would call them tomorrow and discuss.

#### **J. OTHER BUSINESS**

Mayor Andrews stated that Sherri Biddle is planning the Easter Egg Hunt on March 27<sup>th</sup> and the Council would be providing chips if the Council members would like to help with the cost.

Mr. Maxwell thanked the Council and Public Works for getting the flag pole completed at the Chamber.

#### **K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 6:10 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk