

***City of Chipley***  
**Council Workshop**  
**Minutes**  
**January 4, 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

**Absent:**

Mrs. Michelle Jordan, City Attorney

**Others Present Were:**

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Scott Thompson, Police Chief  
Mr. Guy Lane, Public Works Director  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Ms. Sherry Snell, Administrative Assistant  
Mr. Jimmy Cook, Water Utilities Director  
Mr. Hunter Aycock, Fire Chief  
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 #8 Letter – Kristin Martin.

**D. CITIZENS REQUEST**

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

There were no comments.

**E. APPROVAL OF MINUTES**

1. Regular Council Meeting – December 12, 2023.

**F. DEPARTMENT REPORTS**

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained he had spoken to Mr. Aycock about color coding the fire hydrants. Mr. Aycock stated they were in the process of having the hydrants tested. Discussion ensued.

Fire Department – Hunter Aycock. Chief Aycock explained they have been busy and are in the process of testing hydrants so they can color code them based on the volume of flow which would take a couple of months. Ms. McCall asked if any grants were applied for. Mr. Aycock stated there were 4-5 this year and another one in July. He stated there is a HUD grant but not sure if they would be eligible and Mrs. Tanner is looking into that. Mrs. Tanner stated that a 50/50 Forestry grant was received. Mr. Aycock stated they can apply again but it's only for certain items. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was a little slow in December due to no grass violations. She stated there was no special magistrate meeting and we are waiting on surplus from 589 Main Street. Council Member McCall stated a spring clean-up sign was left at Coggin and Hwy 77. Council Member Russell stated 1278 Holley had a tree on it. Mrs. Donjuan stated she had met with the city attorney last week going over cases and it is in litigation. Mayor Andrews stated at 771 Pecan St., the lady was in the hospital right now but has someone working on it. Council Member Russell asked how long before liens are issued. Mrs. Donjuan stated 90 days then it goes to the attorney to do title work and then it moves forward. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been pretty active but slower than normal. Council Member Russell stated he saw movement on the construction at Beef O'Bradys. No further discussion.

Police Department – Scott Thompson. Chief Thompson explained they have been busy. Council Member Russell asked if there were any issues at New Years. Chief Thompson said there were no issues. Council Member McCall stated the north side of town was very happy to have more patrol. Mayor Andrews stated on Saturday before Christmas there were gunshots. Chief Thompson stated they were located in the county. Discussion ensued.

Public Works – Guy Lane. Mr. Lane gave a map to council showing the area where the Garden Club would like to plant a tree at the Farmer's Market where it will not interfere with anything. Mrs. Tanner stated council could vote on that Tuesday night. Mr. Lane explained that on the 22<sup>nd</sup> the railroad will be redoing crossings two at a time and will have those intersections shut down for five days. He stated he had done the detours and given to Chief Thompson to approve. Council Member Russell stated the rubber matting at the playground equipment at Shivers Park was breaking and causing children to trip. Council Member McCall asked about the gap in the sidewalk between the new Dollar General on 2<sup>nd</sup> Street and Hwy 90. Mr. Lane stated he would look into that. Ms. McCall also stated there were some stumps left at Toby Hodges home at Holley and 2<sup>nd</sup> Street. Mr. Lane said he would touch base with Mr. Hodges. Discussion ensued.

Recreation – Mrs. Tanner stated Mr. Tate was sick and could not be here and Mr. Pippin had basketball evaluations tonight. She stated there were 152 participants sign up for basketball. Council Member Russell asked if there was a demo quote on the building at the music park. Mrs. Tanner stated it was not budgeted for but we could do it with the other buildings all at one time if council would like. Council Member Cain asked Mrs. Tanner to see if she could come up with the money. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they had problems with a small main on 7<sup>th</sup> St. but it has been overcome. Council Member Cain asked about manholes on South Blvd. Mr. Lane stated the east side to Hwy 77 is complete, but the rest is not. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained there were a few things not on the list. She stated the Annexation local bill process, Mr. Miner had been working with the attorney and she is out of town but she would talk with her on Monday; Election referendum – There is no information from the attorney yet regarding changing the terms from 2 to 4 years. The attorney was going to research and she will follow up with her on Monday to see if the citizens petition or if council can change it; GPS Vehicle System – I am checking with surrounding areas looking into what they have but there are so many different options. Council Member Cain asked who would look at it and how often. Mrs. Tanner stated it will track speed, location and so much more. Council Member Russell stated someone can lie on paper, but the department head could look at the GPS system. Mrs. Tanner added that it could be reviewed monthly or if there is an issue that needs to be looked into and that the Police Department could also use it. She stated it would be up to Council if they wanted paper or GPS. Mayor Andrews stated GPS would be best. Mrs. Tanner stated she would bring more info to Council in February. ID Badges - I have talked with Chief Thompson about the cards he orders from a vendor and they look more professional. That way we would not have to purchase an expensive system and just order from the same vendor. We could also purchase an inexpensive card maker for new employees so we could make them immediately in case of emergencies. My concern is getting a system so we can do them immediately; Mayor Andrews asked for a Kiosk update – Mrs. Tanner stated there were only 1 or 2 companies in the beginning but now there are so many vendors that have them in a vast range of prices. She stated she is researching to make the best decision. Council Member Russell stated he would like a top 3 by March. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained she had changed the entire report to hopefully make it easier to read. Chipley Downtown Redevelopment Plan – We have the agreement on the agenda for approval on Tuesday. Chipley Stormwater Drainage Study – This funding will be used to do a city-wide drainage study and develop a Preliminary Engineering Report (PER) to include recommended mitigation actions, preliminary plans and proposed mitigation activity project costs. We are currently waiting on an extension through May 2024. The hold up is on their end. Council Member McCall asked if this would include Gilbert Acres. Mrs. Tanner stated it was city-wide. Mr. Lane stated he had asked the engineers to make sure they look at that area; Chipley WW Effluent Disposal Project – This is complete and they are doing the last items on the punch-list. Close out will be on time by 2/15/2024; Fire Equipment Purchase – This funding will be used to purchase five (5) Self Contained Breathing Apparatus for the Fire Department in the amount of \$47,235.30 from Ten-8 Fire Equipment. The equipment has been received and we are now working on submitting a request for reimbursement to the State and closing the grant; Historical Society Museum – This is in the planning phase. We are working with the state to get the agreement approved and we hope to get it back for Tuesday night; First Responder Emergency Equipment – This will be used to purchase a Freightliner 1,250 gallon Tanker Truck along with nine (9) SCBA Packs, twenty (20) SCBA Cylinders, nine (9) SCBA Facepieces, one (1) Charging Station, and six (6) Battery Packs. The tanker truck has been ordered and has an estimated arrival date of mid 2025 and all of the equipment has been ordered and received; Purchase of Fire Equipment – This funding will be used to purchase two (2) sets of bunker gear. The equipment has been received and we are now working on submitting a request for reimbursement to the State and closing the grant; Chipley Lead Service Line Repair – The funding was submitted to DEP for approval in the amount of \$815,000.00. Falling Waters State Park Water & Sewer Project – This was not funded; Old Chipley City Hall – Phase II – We received an email that they are reviewing so there is a good possibility that we may get it; Brickyard Road Sewer Improvements Project – This project was not approved for funding. Council Member Russell asked if we could apply again. Mrs. Tanner stated yes and there are also other routes we can go for funding; 2023 Bulletproof Vest Program – This was approved and we apply every year; Chipley Lift Station Generators Project – We are still moving forward and getting the generators in June; NW Stormwater System Restoration – This funding will be used to clean, reshape and stabilize ditches, construct new lateral outfall ditches, and expand existing cross drains in the NE section of the City. This will include new culverts and a major box culvert at Griffin Road. Project locations will be on or near the following: west of Griffin Road, Griffin Road, North and South Railroad Avenue, Old Bonifay Road, the corner of North Railroad

Avenue and Rusting Drive, 1<sup>st</sup> Street, Watts Avenue, 2<sup>nd</sup> Street and Glenwood Avenue. This project is currently in the surveying and design phase; City Hall Generator – Wheeler applied in August so hopefully we will know soon; Chipley Fire Truck and Equipment – Chief Aycock gave an update that the truck has been ordered and is expected to be received between March and June 2024. The equipment for the pumper has been ordered and received; Chipley Mongoven Building – The bid is on the agenda for Tuesday night and John Udochi is here if you have any questions; Chipley Peach Street Lift Station – This project is currently in the environmental review phase with the Department of Commerce working on grant administration with Fred Fox Enterprises and Mott MacDonald; Citywide Flooding Resiliency Improvements – This funding will be used to clean, reshape and stabilize existing ditches, construct new lateral outfall ditches; restore and expand existing cross drains to ensure proper conveyance to the stormwater management facility. This project is currently in the surveying phase; 2023 Reconnecting Communities Improvement Project – This project has been pushed to April; Public Works Building Solar Panel Project – This is for solar panels on the roof. Due to constraints of the grant requiring 100% to be done by 9/30/2024 and no extensions possible, we didn't have time to redesign. Mr. Lane stated a structural engineer had approved the installation on the roof. Council Member McCall asked if our insurance would cover it. Mrs. Tanner stated she would check on that; Communications Tower – This funding will provide a new Communications Tower for the city. The project was advertised for bids and Council approved Sabre Communications to construct the new tower. The Environmental Surveys & Studies and the Geotechnical Report have been completed. We are looking at an estimated construction start date of March/April 2024. Council Member Russell asked how long to build. Chief Thompson stated about three weeks; 2023 PHSMA Infrastructure Grant – This funding was applied for in August 2023. We are waiting on approval; Washington County Industrial Park Project – This is ongoing; Voluntary Annexation Project – There are 2 parcels that have agreed. We will have ordinances for the first reading in February; Council Chambers Audio/Visual/Livestream Upgrade – I met with one vendor today to get an updated quote and there is one other vendor. What we are looking at is a tv on the left, right and back wall to also be utilized for presentations and other equipment. The current sound system equipment will be moved into the closet and the livestream equipment will be placed at that location. There will also be a large tv in the lobby along with sound panels. During the day it can be used for other information. Hopefully this can be done by March. There will be hanging microphones and small ones on the counter. Discussion ensued.

Council Member McCall stated there was a Farmer's Market complaint about spots at the Christmas Festival. Mrs. Tanner stated there are temporary signs at the Farmer's Market. She added that Mr. Miner had talked with Mr. Lunsford previously and she will look at it to see how it can run smoother. No further discussion.

## **G. PRESENTATIONS**

1. Presentation of Chipley Christmas House Decoration Awards (Council Meeting only)
2. Presentation of the Christmas Parade Awards (Council Meeting only)

## **H. CONSENT AGENDA**

## **I. AGENDA ITEMS**

1. **Ordinance No. 980 (Public Hearing)** – Amendment to Chapter 2 – Administration. Mrs. Tanner explained this would include additional staff and separation of duties. This will allow for the City Clerk position and the Finance Director position to be two separate positions, which will allow for long-term success for the City's Administration. Mrs. Tanner read Ordinance No. 980 by title:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF**

**CHIPLEY, FLORIDA AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE III. OFFICERS AND EMPLOYEES; AND ARTICLE IV. FINANCES OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mrs. Tanner stated the final reading would be on Tuesday night. No further discussion.

2. **Resolution No. 24-12** – Florida Division of Emergency Management Hazard Mitigation Grant Program- Lift Station Generator Project – Agreement Modification. Mrs. Tanner explained this will approve the extension of the agreement to July 31, 2024. No further discussion.
3. **Resolution No. 24-13** – Florida Department of Commerce Community Planning Technical Assistance Grant Agreement. Mrs. Tanner stated this will approve the grant agreement to prepare a Downtown Redevelopment Master Plan for the CRA District in the amount of \$50,000. No further discussion.
4. **Resolution No. 24-14** – Fiscal Year 2023-2024 Budget Amendment No. 1. Mrs. Tanner explained this will increase the Fiscal Year 2023-2024 Budget by \$360,349.00. She stated this includes \$200,000.00 for the solar power grant for public works; \$10,247.00 for the Firehouse Subs grant for bunker gear extractor equipment; \$50,000.00 for the Downtown Master Plan; \$5,364.00 for Donations and transfers for the Fire Department; \$507.00 for Housing Authority overtime reimbursement for the Police Department and \$47,236.00 for the Volunteer Fire Assistance Grant for the Fire Department. No further discussion.
5. **Award of Bid for Mongoven Building Demolition** – Break-N-Ground, LLC. Mr. John Udochi, Melvin Engineering, stated that four bids were received, and the lowest bid was Break-N-Ground. He stated they had checked their references and feel comfortable making a recommendation. He added the next step would be a pre-construction meeting that would include the contractor, FDOT and Public Works. He stated at this meeting the contractor would give a schedule for the work, then a second pre-construction meeting would be held that would include the adjacent business owners. Council Member Russell asked if there was a way to get the bricks for any citizens that might want one for keepsake. He asked if they could be placed at the Public Works facility. Mr. Udochi stated he would ask them to neatly stack them at that location. Mr. Russell asked what the demo timeline and park project would be. Mr. Udochi stated by the end of August 2025. Discussion ensued.
6. **Employee Classification Document** – Change. Mrs. Tanner explained this would approve a change in the employee classification document to include changing a full-time Park Attendant to a part-time Park Attendant position. No further discussion.
7. **Special Event Application** – Rogers Insurance Agency, Inc. Mrs. Tanner explained that Rogers Insurance Agency would like to hold a 50<sup>th</sup> Anniversary Jubilee at the Farmer’s Market and Gazebo on Friday, April 19, 2024, from 5:00 p.m. to 7:00 p.m. Mr. Ricky Miller stated he had been there 40 out of those 50 years. Mr. Miller asked if there were any fees. Mayor Andrews stated he should contact Mrs. Tanner for further information. No further discussion.
8. **Letter** – Kristin Martin. Mayor Andrews stated the letter is Mrs. Martin’s resignation and will be voted on Tuesday. No further discussion.

**J. OTHER BUSINESS**

Council Member McCall stated there were problems with the Christmas Festival and we need to meet with Heather Lopez. Mayor Andrews stated they are meeting about those matters. No further discussion.

Council Member Russell thanked Mrs. Tanner for her monthly report being more detailed. No further discussion.

**K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 6:15 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,  
Assistant City Administrator/City Clerk

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