

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**July 9, 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  
Mr. Hunter Aycock, Fire Chief  
Mr. Brock Tate, Recreation Director  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Ms. Sherry Snell, City Clerk  
Mr. Guy Lane, Asst. City Admin./Public Works Director  
Ms. Mary Jan Bossert, Finance Director  
Mr. Rodney Pittman, Collection System Foreman  
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 Pastor Philip Horvath and Mayor Andrews led the pledge to the American Flag.

**C. APPROVAL OF AGENDA**

Mayor Andrews added #9 – Resolution No. 21-28 - Discussion. Attorney Jordan removed #6 – RFQ No. 2024-04 – Professional Planning Consultant Agreement. 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.

Mrs. Josephine Robinson Floyd, 849 Orange Hill Rd., Chipley, FL, stated she has concerns about the East side of Hwy 77. It's not just the streets, but what has grown up and the water puddles are still there like many years ago. Mrs. Cain stated she just brought this issue to the code officer yesterday. Mrs. Robinson Floyd stated it's more than code enforcement. Mayor Andrews stated her concerns have been noted.

#### **E. APPROVAL OF MINUTES**

1. Regular Council Meeting – June 11, 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. DEPARTMENT REPORTS**

City Attorney – Michelle Jordan. Attorney Jordan reminded the Council of the Executive Session on July 22, 2024. No further discussion.

Fire Department – Hunter Aycock. Chief Aycock explained it has been a pretty busy couple of months. The Watermelon Festival fundraiser went really well. The communications tower is complete as far as construction, just a few final things to do like moving equipment over. Ms. McCall asked when the next fundraiser would be. Mr. Aycock stated the next Watermelon Festival. Mayor Andrews stated she is very proud because Chief Aycock spoke at the FPL Storm Expo in Panama City representing Washington County and the City of Chipley. He did an excellent job talking about storm restoration efforts and our partnership and commitment to our community. She thanked him for accepting the invite. Mr. Aycock said he appreciated the opportunity. Mrs. Tanner stated the fire department may not have fundraisers throughout the year, but they do accept donations into their volunteer fire department account. Ms. McCall asked if that could be put on the bill. Mrs. Tanner stated it could be added periodically to the bills. Discussion ensued.

Code Enforcement Report – Tamara Donjuan. Mrs. Donjuan explained it was a pretty active month. She attended a Code Enforcement Conference in Orlando last month. Mr. Russell asked if there was any progress on 1278 Holley Avenue. Attorney Jordan stated she had received a report from the attorney's office to discuss tomorrow. No further discussion.

Planning & Zoning Report – Tamara Donjuan. Mrs. Donjuan explained it was a slower month. Ms. McCall asked about the houses west of Gilmore Park being demolished. Mrs. Donjuan stated they received a CRA grant and were waiting on a start date. Discussion ensued.

Police Department Report – Michael Richter. Chief Richter asked if there were any questions. Ms. McCall said page one shows traffic stop one and asked what the difference is in that and the next page. Chief Richter stated some calls are generated by dispatch and it's our responsibility to make changes if necessary. A traffic stop could have generated a criminal incident report. Mr. Russell asked if there were any issues on July 4<sup>th</sup>. Chief Richter stated it was the best 4<sup>th</sup> that we've had in thirteen years. He stated there were very little incidents and people listened and were respectful. Discussion ensued.

Public Works Department Report – Guy Lane. Mr. Lane explained the building at the Music Park had been demolished. Mr. Russell asked about the old Fire Department building. Mrs. Tanner stated the bid would go out this week. Mrs. Cain stated the old Diary Dip property looked good. Discussion ensued.

Recreation Department Report – Brock Tate. Mr. Tate explained they were staying busy. He

stated our District won the 10U Baseball All-Stars Championship. Baseball and softball are finished for the year. Discussion ensued.

Water Utilities Department Report – Rodney Pittman. Mr. Pittman explained the grease trap inspections were completed this month. Work is underway at John Teal and Vo-Tech lift stations to place generators. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained the following project updates: 2024 PHMSA Technical Assistance Grant – We reapplied for this grant; Historical Society Museum – The final report was done last month and that project has been paid in full and closed out thanks to Heather who worked hard to make sure it was taken care of in a timely manner; Bennett Drive Improvements – We should be receiving a grant agreement from the state anytime for that project; Chipley Lead Service Line Replacement – This has been changed a little, instead of the city going through DEP to get funding for that project to get the actual survey work done, we are going through Florida Rural Water Association, who has gone through DEP and obtained grant funding for different municipalities and local governments to be able to fund that at 100%. We will have a company come out to do the lead service line survey to determine if we have any lines that need to be replaced. They will pay for this in full and at that point we will be able to take the results of that to DEP through the city to request funding to replace those lines; Shivers Park Project and Gilmore Park Project – We are still waiting to hear on that grant, which will hopefully be quick; Website Redesign – This is complete and we are just waiting for it to go live soon. When it goes live the CRA will have their own separate header on the website where they will be able to update and make changes; City Hall Generator – We have finalized the requests for information from FEMA and are waiting for approval on the project, hopefully in the next few months we will hear something back on that; Mongoven Building – The demo is 100% complete and we are now in the design phase. David Melvin brought a conceptual drawing to the council last year, they will tweak that and bring back to council for approval hopefully in the next couple of months. Once that is finalized, we will be able to bid the project out for construction. Ms. McCall asked if there was a way to incorporate a piece of the water tower in the park area. Mrs. Tanner stated if the council wants to see that happen then she would let them know and see how they can incorporate it. Mr. Russell asked if we could do a social media update to let people know the project is not complete. Mrs. Tanner stated we would do an update to let them know; 2024 PHMSA Infrastructure Grant – We have reapplied for this grant to include gas line and service line replacement and retiring existing gas mains and service lines. We have just applied for that in the last thirty days; 2024 Bulletproof Vest Program – We applied for another grant in the amount of \$2090.00 which is 50% city funded and 50% grant funded; Speed Reduction Efforts – We applied for a traffic radar data collector in which our grant portion is \$1,579; Mrs. Tanner stated the annual audit is now complete and has been submitted.

## **G. AGENDA ITEMS**

- 1. Natural Gas Financial Hedging** – Katie Hall, General Manager and CEO, Florida Gas Utility, gave a presentation on Natural Gas Financial Hedging. She stated hedging is a type of investment that is intended to reduce the risk of adverse price movements in an asset. It reduces the risk of price volatility and helps achieve budget goals and rate stability. A good hedging policy is ongoing. She stated her recommendation was to approve a “rolling” hedging directive which would be using parameters to lock in at the right time to meet all of the city’s budgetary goals. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Call Option for the “Rolling” Hedging Directive for natural gas. The motion passed unanimously.**

- 2. Ordinance No. 985 (Public Hearing)** – Election Referendum. Mayor Andrews closed the

regular meeting and opened the public hearing at 5:47 p.m. Mayor Andrews explained this will amend the City Charter changing the election cycles from yearly to every two (2) years and the terms of office of the City Council members from two (2) years to four (4) years. Mrs. Tanner read Ordinance No. 985 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY PROPOSING AN AMENDMENT TO THE CITY CHARTER CHANGING THE ELECTION CYCLES FROM YEARLY TO EVERY TWO YEARS AND THE TERMS OF OFFICE OF THE CITY COUNCIL MEMBERS FROM TWO (2) YEARS TO FOUR (4) YEARS; EXTENDING THE TERMS OF THOSE COUNCIL MEMBERS WHOSE TERMS ARE DUE TO EXPIRE SEPTEMBER 2025 BY ONE ADDITIONAL YEAR; PROVIDING FOR SUBMISSION OF THE PROPOSED CITY CHARTER AMENDMENT TO THE ELECTORS OF THE CITY AT THE REGULAR ELECTION IN SEPTEMBER 2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.**

Mrs. Tanner stated official notice to advise the public of the proposed adoption of Ordinance No. 985 was published in the Washington County News on June 26, 2024. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mr. Russell stated if we do this, we need to advertise it well so the public will understand the city has to pay for election materials every year and with a 2-year term they don't have time to get acclimated.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:49 p.m. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the final reading of Ordinance No. 985. The motion passed unanimously.**

3. **Resolution No. 24-32** – FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) - Amendment One. Mrs. Tanner explained the Governor approved an extension to the funds and this resolution will approve an amendment to the Florida Department of Law Enforcement Agreement Number 2023-SAFE-SF-052 Adjustment One, extending the project end date to June 30, 2025 and will include a Fringe Benefits Addition. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-32. The motion passed unanimously.**

4. **Resolution No. 24-33** – Florida Department of Commerce Agreement Number HL175 - Amendment One – First Responder Emergency Equipment. Mrs. Tanner explained this resolution is for the First Responder Emergency Equipment and will approve Amendment One to the Florida Department of Commerce Agreement Number HL175, extending the agreement end date to June 30, 2025. We have already received the full amount of funds for the tanker truck, but the truck will not be received until sometime in 2025. They extended the agreement out to where the receipt of the truck can take place next year instead of having to be received by September of this year. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Russell to approve Resolution No. 24-33. The motion passed unanimously.**

5. **Continuing Services Agreement Services Order** - WWTP Permit Renewal - Mott

MacDonald Florida, LLC. Mrs. Tanner explained this will approve a Continuing Services Agreement Task Order with Mott MacDonald Florida, LLC for the preparation of a permit application package to renew the existing FDEP permits for the City of Chipley WWTP (FLA027570) and the Pike Pond Sprayfield (FLAB07131) in the amount of \$25,000.00. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Continuing Services Agreement Services Order with Mott MacDonald Florida, LLC. The motion passed unanimously.**

- 5. CRA Moratorium on Grant Funding – October 2024.** Mrs. Tanner explained this was a moratorium on grant funding basically halting all CRA grant funding until October 1, 2024. Heather Lopez, TDC Director, stated they are requesting a moratorium on grant funding only. The loans will still be open. We are doing this to address some language issues and other things that we have been discussing in our meetings. This will give us the time to be able to make those adjustments and get them back to the City Council in September for approval so that we can open the grants back up October 1, 2024. We have voted to still consider emergency situations, so anything that would be detrimental to a building or a home could be addressed during the moratorium. We also voted to consider grants that are in the process already, as long as the bids were dated prior to today and they would have to have a completed application in the CRA office by August 1, 2024 to be considered at the regular meeting in August. Attorney Jordan stated there were issues with sizes of buildings and owners not carrying insurance on the structures. The last update of the Master Plan was in 2017 and there have been a lot of changes in the downtown development and unique requests for funding that don't align with our plan which is outdated. Mayor Andrews asked if they were doing an update on the Master Plan. Attorney Jordan stated that was a long-term project, but we don't want to hold up our current programs. Mayor Andrews stated we need to look at all aspects of the grants. Attorney Jordan stated they were trying to streamline the process to help the property owners. Mrs. Lopez stated the last time the applications were reviewed was in 2018. Mr. Mickey Knapp, 1216 Harrison Avenue, stated insurance is a problem due to the age of the buildings. Builders risk is all you can get which is really expensive. Mayor Andrews stated those things should be taken into consideration. Attorney Jordan asked how important it was to Council for the buildings to be insured. Mrs. Tanner asked if the liens we put on the buildings at the time the grants are done, if that goes over to the property itself if something were to happen to the building. Attorney Jordan stated it is attached to the land but we don't do any title work. We do title work on the loans but not on the grants because there's a cost associated with that and it uses grant funding. Mr. Russell asked if you could require insurance on buildings built after a certain date to help with the issue of the older buildings downtown. Attorney Jordan said there wouldn't be an issue with that. She stated they would like everything approved in September so it's ready to go by October 1, 2024 with the new funding year. She asked council about properties that are subdivided into rentals and how the grants should be done. Mr. Russell stated he thinks it should go by the square footage of the building instead of by address. The Council was in agreement. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the CRA Moratorium on Grant Funding until October 2024. The motion passed unanimously.**

- 6. RFQ No. 2024-04 – Professional Planning Consultant Agreement – Kimley Horn.** Mrs. Tanner explained this item was removed from the agenda by Attorney Jordan, but she would like to recognize Ali Palmer, representative for Kimley Horn, that was present. I would like to request since we are trying to get them started as soon as possible that once the attorney reviews the contract and makes any changes necessary, then we can meet as soon as possible. Attorney Jordan stated July 22<sup>nd</sup>, 2024 would work for the meeting.

7. **Natural Gas Financial Hedging** – Florida Gas Utility. Moved to #1 on agenda.
8. **Chipley Downtown Redevelopment Master Plan** - Fisher Arnold Discussion. Mr. David Baker, Fisher Arnold, gave a presentation of the Chipley Downtown Redevelopment Master Plan. Mr. Russell stated on page twelve it talks about design guidelines and not having an ordinance in place to stop certain things like covering a building in stucco because the brick is not accommodating for it. The council needs to address what we want it to look like and put an ordinance in place for it. What about chain link fences, do we get rid of all of them? Mr. Baker stated anything along the road frontage that has curb appeal we recommend that. It could be combined if they need security fencing for something. Mr. Russell asked about broken tile pieces on the railroad and if it was the responsibility of the city or the railroad. Ms. McCall stated it was not mentioned about state roads and the ownership of those. Mr. Baker stated he could add that to the final report. Mr. Russell stated there's an over abundance of new trees in the plan. Mr. Baker stated a lot of those are just part of the graphic representation. This is a guide of recommendations for the council to start moving forward with, but changes can be made to be more specific to what the council wants to see. Ms. McCall stated there was no information for funding resources listed. Mr. Baker stated he would add potential funding opportunities to the final plan. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Chipley Downtown Redevelopment Master Plan. The motion passed unanimously.**

9. **Resolution No. 21-28** - Discussion. Mrs. Tanner stated this resolution was passed in 2021 and it was a policy written by Attorney Jordan for the council to determine how to name facilities or park fields. A question has come up about one of the current city buildings being named after an individual. Ms. McCall stated we have two volunteer firemen that have been here over 50 years and it would be nice to name the department after them, but it doesn't allow it. Mayor Andrews stated she had done some research and found some history on how the volunteer fire department came about and thinks it would be a good idea to do a historic marker on a monument with information on how the department was established. This would cover the originators and we could also do a ceremony inducting them into a hall of fame. Mrs. Tanner asked if council would like a firefighter statue with a place to put the history and hall of fame names. Council agreed they would like that. Mr. Russell asked if it would be placed at the fire department or downtown somewhere so more people would see it. Council agreed they would like to see it in the downtown area. Mrs. Tanner stated she would research the cost.

## **J. OTHER BUSINESS**

Mrs. Tanner stated Mr. Tony Davis, Jerusalem Baptist Church, was present and would like to speak. Mr. Tony Davis, 2580 Wheeler Circle, Cottondale, FL, spoke about a drainage ditch easement for the Jerusalem Baptist Church. He stated the city has failed to maintain the easement which was a concern for him due to a tree falling on the roof of the church. Attorney Jordan stated this was turned over to the insurance carrier who denied the claim last week. She stated the church is represented by an attorney and all communication should be between legal counsel due to possible litigation. Discussion ensued.

## **K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 7:23 p.m.

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk