

City of Chipley
Special Council Meeting
Minutes
November 28, 2023 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Ms. Cheryl McCall, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Kristin Martin, Council Member

Others Present Were

Mr. Dan Miner, City Administrator
Mrs. Michelle Jordan, City Attorney

Mrs. Patrice Tanner, Asst. City Admin./City Clerk

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 Mayor Andrews and she led the pledge to the American Flag.
- C. Approval of Agenda.** Mayor Andrews added item #6 – Executive Session – Attorney Michelle Jordan. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve the agenda with the additions. The motion passed unanimously.

D. Agenda Items.

1. **Resolution No. 24-05** – Fiscal Year 2022-2023 Budget Amendment No. 5. Mrs. Tanner explained the budget amendment, which was a total increase to the budget in the amount of \$581,282.00. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve Resolution No. 24-05. The motion passed unanimously.

2. **Resolution No. 24-08** – Capital City Bank Loan – Administration. Mr. Miner explained this resolution will approve a loan with Capital City Bank for the purchase of (1) 2023 Ford F-150 truck for the City Administrator in the amount of \$46,995.00, with an interest rate of 5.53% with five (5) annual payments. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-08. The motion passed unanimously.

3. **Professional Engineering Services Continuing Contract** – Amendment No. 1 - David H. Melvin, Inc. Mr. Miner explained this will approve Amendment No. 1 of the Professional Engineering Services Continuing Contract for David H. Melvin, Inc., to include additional federal requirements that were not in the original agreement. Discussion ensued.

A motion was made by Council Member Martin and seconded by Council Member McCall to approve the Professional Engineering Services Continuing Contract – Amendment No. 1 for David H. Melvin, Inc. The motion passed unanimously.

4. **Professional Grants Administration Services Continuing Contract** – Amendment No. 1 – David H. Melvin, Inc. Mr. Miner explained this will approve the Professional Grants Administration Services Continuing Contract for David H. Melvin, Inc., to include additional federal requirements that were not in the original agreement. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve the Professional Grants Administration Services Continuing Contract – Amendment No. 1 for David H. Melvin, Inc. The motion passed unanimously.

5. **Professional Surveying Services Continuing Contract** – Southeastern Surveying and Mapping Corporation. Mr. Miner explained this will approve the Professional Surveying Services Continuing Contract to Southeastern Surveying and Mapping Corporation. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Professional Surveying Services Continuing Contract with Southeastern Surveying and Mapping Corporation. The motion passed unanimously.

6. **Executive Session – Attorney Michelle Jordan.** Mrs. Jordan explained an executive session was needed in the Morris Case to discuss the ongoing litigation and settlement negotiations. Discussion ensued.

The City Council agreed on holding an Executive Session for the Morris Case on December 5, 2023 at either 4:00 or 5:00 p.m. Attorney Jordan will contact the attorney to see which time will work best.

Mayor Andrews adjourned the meeting at 5:16 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk