

City of Chipley
Regular Council Meeting
Minutes
December 12, 2023 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member
Mrs. Kristin Martin, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Linda Cain, Council Member

Others Present Were:

Mr. Dan Miner, City Administrator
Mr. Scott Thompson, Police Chief
Mrs. Tamara Donjuan, Planning/Code Enf. Officer
Mr. Michael Maxwell, CRA Executive Director

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Guy Lane, Public Works Director
Mr. Brock Tate, Recreation Director
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 Council Member Russell and Mayor Andrews led the Pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews deleted agenda item #9 – PanCare Introduction – Justin Perse; added #14 – Retirement Letter – Dan Miner and item #G.1 - Presentation – Planning & Zoning -Rebecca Cousson.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve the agenda with the deletion and additions. 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.

No citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Workshop – November 9, 2023.
2. Regular Council Workshop – November 14, 2023. (2 - Form 8b – Voting Conflict attached).
3. Special Council Meeting – November 28, 2023.

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. Mrs. Jordan stated she had no additional information from her report. No further discussion.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained Crystal Abel was appointed Vice-Chairperson for CRA, they had approved several Grants, and the Board of Directors participated in the Annual Ethics course. No further discussion.

Fire Department – Mayor Andrews stated they were not present. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained we have 13 cases with active liens. Mrs. Cain asked if she had heard anything else on 589 Main Street and Mrs. Donjuan stated that it is still pending. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been a busy month with 17 Land Use Compliance Certificates issued. We had 1 Site Plan Review for the Dollar General. Discussion ensued.

Police Department – Scott Thompson. Chief Thompson explained they have been busy. No further discussion.

Public Works – Guy Lane. Mr. Lane stated he didn't have anything to add. Mr. Russell asked about updating the bathrooms at the train depot. Mr. Lane said he would look into that. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained they wrapped up soccer season. Basketball signups have started. We will have a Travel Ball Tournament on March 16th if all goes well then we will start scheduling additional tournaments. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Miner explained that Mr. Cook was sick and not able to attend the meeting. He added that all was going well at the treatment plant and the sprayfield is wrapping up. They will meet Thursday morning to go over punch list items. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained we have new agendas and we are utilizing the new program. This also allows us to post the entire agenda and meeting packet online so there is a section online to click on new current agendas and packets which will give you a pdf and html packet. Everything is ADA compliant. All the citizens will be able to review the documents online. Mr. Russell asked if this had been advertised. Mrs. Tanner said we would advertise in various places to let everyone know. Mr. Russell asked if that would be an option on the Ipad to click and scroll online. Mrs. Tanner said yes that is an option. Mrs. Tanner stated at one time it was stated the screens were too small so if council wanted to look into that we could. The Council agreed the Ipads they have are okay. City council included a city hall audio and visual upgrade as a project as part of the ARPA funds. We have a meeting set up this week to talk to one contractor to discuss

and make changes to the original quote and also we are waiting to hear back from another vendor. She stated she is requesting to add a screen for the lobby that can be watched and heard during meetings and to utilize it for informational items that we post on the website and Facebook. These improvements will also include live streaming of our meetings to allow for full transparency. Mrs. Tanner added one other item, the electronic sign for city hall, this was also a project that council included, an electronic led sign project as part of the ARPA funds. I believe the perfect sign at City Hall will make our community feel welcomed and keep them well informed. A professional and updated led sign will also show our citizens and visitors that our community is well organized and ready to meet their needs. We will be working to find the perfect sign for city hall and will bring it back to city council for approval prior to moving forward. There have been a couple of things brought to my attention recently. It's just minimal discussion, it's possible people would like to see a city electronic sign somewhere centralized instead of at city hall, maybe downtown. If council wants one here and downtown that is a possibility, but we need to be able to make changes which takes programming. She added that the sign in front of city hall would be placed so traffic from each direction could see it. Mrs. Tanner stated she placed copies of the utility bill for the council to review the changes for the Christmas contribution. She added it was not included on the bill this last month because the software company had to do programming but if council likes the way it looks she can approve it and it will be on bills that go out at the end of this month. It only added Christmas contribution and at the top it used to say bill plus park plus flag and now it only says bill plus contributions. Mrs. Tanner stated we were going to advertise it and put it on the utility bill. Mr. Russell asked if the id card would also be a scanning type card to access city buildings. Mrs. Tanner said that's what we are hoping to accomplish. It just costs a little more to add to buildings. Discussion ensued.

Administration – Dan Miner. Mr. Miner explained the following project updates: Surplus Property/Mongoven Property – We had a pre-bid meeting on November 30th and discovered a few things brought up by demo crews that attended. We recognized those and made some additions to the current plans for demo and extended the demo time out some. Bids will be received this Thursday and hopefully next month a contractor will be approved by council. The completion will be a June timeframe; Annexation Study – we approved Southeastern Surveying last month, they have the legal description completed and the redline is done. The finished product should be done by the end of this week; Solar Field Feasibility Study - solar panels at Public Works is on the agenda tonight with an agreement; Farmer's Market – is also on the agenda tonight to approve engineering; The sprayfield is winding up, we are meeting out there Thursday hopefully we will finish up a few punch list items. Change order 5 complete except repairing of 1 driveway. No further discussion.

G. PRESENTATIONS

1. Planning & Zoning – Rebecca Cousson.

Mayor Andrews explained we wanted to acknowledge Ms. Rebecca Cousson for her years of service and dedication of 10 years work on the Planning & Zoning Commission. She's been faithful to the mission, and she's done a lot of things over the 10 years. We have a plaque made for her on behalf of the City of Chipley honoring her for her dedication. We wanted to present it to her and can take it to her at home since she was unable to attend. No further discussion.

H. AGENDA ITEMS

- 1. Ordinance No 979 (Public Hearing) – Amendment to Chapter 4 and Chapter 10 – Entertainment District.** Mayor Andrews closed the regular meeting and opened the public hearing at 5:29 p.m. Mr. Miner explained this Ordinance will establish a downtown entertainment district. The first reading of this ordinance was approved at the November meeting. Mr. Miner read Ordinance No. 979 by title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF

CHIPLEY, FLORIDA AMENDING CHAPTER 10, ARTICLE III OF THE CODE OF ORDINANCES TO ESTABLISH A DOWNTOWN ENTERTAINMENT DISTRICT, PROVIDING FOR A LEGAL DESCRIPTION OF THE DISTRICT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RULES FOR OUTSIDE CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE DISTRICT; PROVIDING FOR PERMITTING FOR SPECIAL EVENTS; PROVIDING FOR EMERGENCY SERVICES REQUIREMENTS FOR PERMITTED SPECIAL EVENTS; PROVIDING FOR HOURS OF MUSIC AND ENTERTAINMENT; AMENDING CHAPTER 4, ALCOHOLIC BEVERAGES, TO PROVIDE CERTAIN EXEMPTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Council Member Russell asked on page 2 of 8 under Approved Container means a clear plastic cup containing the City's approved design. He asked if the city was designing the logo and would it be ready in time for use by the businesses. Mr. Miner stated we will not use the City of Chipley logo, but we will have a logo ready in time. No further discussion.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:36 p.m.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the final reading of Ordinance No. 979. The motion passed unanimously.

2. Ordinance No. 980 (First Reading) – Amendment to Chapter 2 – Administration. Mrs. Tanner explained this Ordinance will approve an Amendment to Chapter 2 – Administration to 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. We currently have the City Clerk and Finance Director combined and that position handles all of the City Clerk duties, all of the finance duties, is a department head, and handles the grants along side of the City Administrator. What I'm requesting is that we separate those two positions and have a City Clerk position to be combined with our Administrative Assistant position because that position currently assists with minutes of the City Council, Planning & Zoning meetings, and Code Enforcement/Special Magistrate meetings; and then have a Finance Director separate that will handle all of the finance duties. The City of Chipley has a large enough budget and enough going on to keep a Finance Director alone very busy doing only financial management of grants and not the grants themselves. This is where I came up with the Project Manager position to handle the grants, reporting and everything necessary to remain in compliance with grants. Consultants do work with us on many of our grants, but we are still 100% responsible for them and have to follow up with the consultants to make sure they are done in a timely manner and not have any non-compliance issues. In the 21 years I've been here we've never had an audit write up on a grant. It's definitely a full-time position for a Project Manager to handle the grants as well as assisting with overseeing projects. The Finance Director would only have to handle the financial end of the grants, not the reporting compliance and other requirements. Mrs. Tanner stated the Finance Director shall serve as the Chief Financial Officer, purchasing officer and business tax licensing officer. The Finance Director shall draw and sign vouchers upon the depositories and keep a true and correct account of the same. This position monitors the

city budget and administers payroll, accounts payable, accounts receivable, and the grants accounting system. Assists in the preparation of the annual budget. Coordinates and assists auditors with investigation and verification of budget data and records. There are also many daily internal control features that have to be taken care of by the Finance Director. So right now, I as City Clerk and Comptroller for the City of Chipley, handle all of those responsibilities as the City Clerk and Finance Director. What I'm trying to take out is minutes, public records requests and the election. Those 3 things will move to the Administrative Assistant position and allow that position to be a more efficient and busy position. Mr. Russell explained that page 1 starts with a breakdown of what the City Administrator does and then it goes away from City Administrator and it says department heads shall have the authority to appoint, remove, or suspend all employees. Should that read City Administrator or is that talking about all department heads. Mr. Miner stated that is current code. Mr. Russell stated if we are updating the ordinance shouldn't we fix the wording. Mrs. Tanner asked which section we are looking at. Mr. Russell stated at the bottom of page 1, bullet 1. Mrs. Tanner stated it was written a long time ago but she thinks the reason for that is because you are explaining your City Administrator actually appoints those positions and it's explaining he appoints them but they appoint their employees. Mr. Russell asked if that should be under personnel system. Mrs. Tanner stated the department heads have job descriptions that they follow. Mr. Russell stated that (5) says the administrator is responsible for preparing and submitting the annual budget. If you are going to have a finance director shouldn't that person be responsible for creating the budget and the city administrator sign off on that budget? Mrs. Tanner stated the way it's always been done is the finance director/city clerk does the finance preparations on the budget, but it's the administrator's job to bring it to council and makes sure that he agrees with everything. Mr. Russell stated it should say review instead of prepare. Mrs. Tanner stated in some cases the city administrator has probably helped to prepare that in the past. Mrs. Tanner stated the finance director position is legally in charge of making sure the finance office is run accurately, efficiently and for all GASB requirements, accounting requirements. That's what that position is responsible for. Mr. Russell asked where the finance specialist was at in the ordinance. Mrs. Tanner stated that would be just a regular employee on the manning document. Attorney Jordan stated these are things that would be expected of them. Mr. Russell asked why we needed all of these positions. Mayor Andrews stated we are leaving the assistant city administrator out there and we are not filling it. Mrs. Tanner explained it was left in there because that's the way it was done before and if we combine a department head with that position then that information is there and they know what their responsibility is. The position just combines and it's there and you don't have to go back and make the changes. It doesn't mean that you are going to fill the position because it's in the code, but it will be froze on the manning document unless we fill the position. Mrs. Tanner stated as far as needing the positions we did not fill the finance specialist position a few years ago when the employee left. We were ok at that time getting everything done. We ended up utilizing the funds for something else in the budget and the position never got filled again. We went from a lot of grants that take up a lot of time to having additional requirements for those grants to have biweekly meetings. If the same person is dealing with every grant they could be on multiple calls in a weeks time plus monitoring that has to be done. The finance specialist is necessary, we got busier and busier. We have gotten busier and busier in all categories. Our budget used to be six million and now it's \$20-24 million that has to be overseen. The positions are necessary because we cannot expect anybody to work a lot of hours over the 40 hour week. I work a lot and have since the day I started with the city, I have worked a lot of hours to get the job done no matter what it takes. That's why the positions are necessary. I know what we need and

I am hoping the council will at least acknowledge that I'm the one that's been doing that work and maybe have an open ear to what I'm recommending because I know what we need. Kevin stated there is a one-man department putting in twice the hours he should. Mrs. Tanner stated if you are referring to Mr. Tate, he is able to take off other times to compensate for his time and I can't always do that. I'm not complaining, I love my job and would continue doing it forever if I could. They are able to take off other time to make up for having to work late. There are times when I can do that but most of the time I cannot do that because there is that much to do in order to make sure the job gets done. I would not ask for these positions if they were not needed. Mr. Russell asked about page 4 Sec. 2-98 – In each case, the bid which is the lowest and most advantageous to the city will be accepted. This is not construed to mean that the lowest bid will be the most advantageous. He asked if that should lowest and/or because we've had situations where that was not always the smartest choice. Mrs. Tanner stated it states lowest and most advantageous which covers both. The only reason this section is in there is because it's part of the administration section and is what the council voted to change in the purchasing manual a few months ago, so those items needed to be changed to be consistent with that. Mrs. Tanner asked about the change on page 4 the change will be - In each case, the bid which is the lowest and/or most advantageous to the city will be accepted. She asked about the other change on Page 1 – Sec. 2-61 (1) Department heads shall then have the authority to appoint, remove, or suspend all employees in the department heads' respective departments pursuant to adopted personnel policies. Mrs. Tanner asked if there were any other questions. There were none. She stated she would make the changes and send an updated document to the council. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the first reading of Ordinance No. 980 with the proposed changes. The motion passed unanimously.

3. Resolution No. 24-09 – Parades. Mr. Miner explained this resolution will approve the parade list for 2024. The Police Chief and FDOT then approve each parade prior to the scheduled date. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve Resolution No. 24-09. The motion passed unanimously.

4. Resolution No. 24-10 – Schedule of Recreation Registration Fees. Mr. Miner explained this resolution will approve the increase of fees related to the Recreation Department for sports registrations in order to keep up with rising costs of sports equipment and other related costs for sports. Mr. Tate explained he has called around and done a comparison with other cities and we are low. Mrs. Tanner stated there would be a \$2.95 charge per registration for the software and the increase will cover that and allow for additional revenue to help the Recreation Department. The credit card fee will be charged to the applicant just like we do with utilities. Mr. Miner stated it has been initiated. He further stated that we may need to look at the registration fees each year to see if we are in the same ballpark with other cities and counties. Mayor Andrews stated we had mentioned having a discussion with the county about the amount they provide to us. Mrs. Tanner stated we are getting the numbers together so we can go and talk to them. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Martin to approve Resolution No. 24-10 with the new registration fees of: Early \$45, Regular \$50 and Late \$60. The motion passed unanimously.

5. Resolution No. 24-11 – Florida Department of Agriculture and Consumer Services – Energy Efficiency Grant. Mr. Miner explained this resolution will approve the Florida Department of Agriculture and Consumer Services Energy Efficiency Grant in the amount of \$200,000.00. This funding will allow the installation of solar panels at the Public Works Facility located at 671 Rustin Drive, to offset increasing energy costs. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Martin to approve Resolution No. 24-11. The motion passed unanimously.

6. Award of RFQ No. 2024-02 – Professional Engineering Services for a Division of Historical Resources Grant – Historical Society. Mr. Miner explained this resolution, if approved, will award the Professional Engineering Services for a Division of Historical Resources Grant for the Historical Society to Baker Design Build subject to negotiation of fair and reasonable compensation. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Award of RFQ No. 2024-02 for Professional Engineering Services to Baker Design Build. The motion passed unanimously.

7. Request for Certificate of Appropriateness and Demo Permit – 5th Street – City of Chipley. Mr. Miner explained this will approve a certificate of appropriateness and demolition permit for the Mongoven Building on 5th Street. The Planning & Zoning Commission met December 5, 2023, and voted unanimously to approve. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Request for Certificate of Appropriateness and Demo permit for 5th Street – Mongoven Building. The motion passed unanimously.

8. Special Event Application – Early Learning Coalition of Northwest Florida (ELCNWF) – Outdoor Children’s Art Festival – Tami Valdez. Tami Valdez explained ArtKiDoo in the Park will be an outdoor festival for families with children ages birth – 12 years. The focus will be on Children and the Arts. This event will be held on Saturday, February 17, 2024, from 11:00 a.m. – 3:00 p.m. at Shiver’s Park. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Early Learning Coalition of Northwest Florida (ELCNWF) – Outdoor Children’s Art Festival. The motion passed unanimously.

9. **PanCare Introduction** – Justin Perse. This item was removed from the agenda.

10. **Disc Golf at Jim Trawick Park** – James Pageau. Mr. Pageau explained he was here to present disc golf at Jim Trawick Park. There is something about the sport that people really love. Bay County has a course and there is one being built in Marianna. He presented the benefits for Chipley and explained what disc golf is. He explained what equipment is needed and the costs involved. Tournaments could be fundraisers for this. Mr. Russell asked about doing this as a FRDAP. Mr. Miner stated we could, I’d really like to see how the layout would work because we have a walking trail in that area, and we need to make sure it’s safe and to not endanger any citizens utilizing the walking trail. He stated he would like to see Mr. Pageau and Mr. Tate work together and develop what the 18-hole course would look like. The Council was in agreement to see what Mr. Pageau and Mr. Tate come up with. Discussion ensued.

11. **Garden Club of Chipley – Arbor Day Tree Planting – Discussion.** Mrs. Gwen Collins

explained what they are proposing won't cost the city anything. In recognition of the 100th anniversary of Florida foundation of the Chipley Garden Club, we would like to plant a tree on January 19th. We would like to plant a keystone live oak and it is currently approximately 18' tall. We would like to plant it on the green at the Farmer's Market. She added that the Garden Club will pay for the tree, plant it and keep it watered. Mayor Andrews asked if there was an optional site due to the green space being used for events. Mr. Lane stated he will look into this request and other options and bring back to Council in January to review. Discussion ensued.

- 12. Vehicle Mileage Logs – Discussion.** Council Member McCall stated she didn't understand why we have city vehicles that don't have a log system. Mrs. Tanner stated there was another solution, instead of employees having to constantly write down on a note pad we can put GPS on each vehicle. She added that up front it will be costly, but it tracks their mileage and how long they've sat somewhere and if there's ever a question we can go into the computer system and look at it. Mr. Miner stated we could check with the county and see what they did. Mrs. Tanner said we might be able to utilize their bid process for it. Mr. Russell asked if we'd have that by January. Mrs. Tanner stated we will start looking into this and get as much information as we can by then. Discussion ensued.

- 13. Employee Classification Document – Additions/Changes.** Mrs. Tanner stated she did include on the organization chart highlighted in blue, the part-time position for recreation that Council discussed. She did not include that on the manning document, but it can be added if they want to or they can wait until January. Council Member Russell asked if the CRA needed to be on it. Mrs. Tanner stated no because they would work directly for the Chamber and the position is not a city employee. The Council agreed to put the recreation position on the agenda for January. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Employee Classification Document additions and changes. The motion passed unanimously.

Mrs. Tanner explained that planning is growing and we are going to have a lot to come up in the near future. Mrs. Tanner stated what she is requesting is that we advertise for a contract planner with a consultant or engineering firm. Get RFQ's for a continuing services agreement for 2-3 years to have that company assist the city in all of our planning & zoning and economic development and at the same time assist the city in preparing policies and procedures so our staff is knowledgeable of the planning & zoning process. Then, in house code and planning would be able to utilize that information moving forward and if we needed to split the positions and hire either a planning position along with Tamara's position, it would be dependent upon if it was a full-time position and we could evaluate the code position also. Right now we need to get the procedures in place so we have the knowledge base here. We do not have it right now to move forward with the larger developments. Mr. Miner stated it's been easy enough to keep up with the smaller stuff, but we have some big stuff that could potentially come down the road. It gets way beyond what this office can handle. Mrs. Tanner stated if we gain that knowledge from a consultant then Tamara would be able to handle these processes, as well as other staff members. Mrs. Cain asked if we could table this until next month and the Mayor stated we will do that. Discussion ensued.

- 14. Retirement Letter – Dan Miner.** Mayor Andrews read the retirement letter from Mr. Miner. Mr. Miner stated 38 years passed by very quickly. He stated he has seen a lot of council members come and go, a lot of employees come and go, and a lot of council members come and go and come back. I really appreciate everything the council has done for me and the support from them. He said he wishes them the best and thinks they are a great team and hopes they strive to do good things for Chipley. He looks forward to what they do down

the road. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Retirement Letter for Mr. Dan Miner. The motion passed unanimously.

I. OTHER BUSINESS

Other Attorney Jordan stated the City may want to have an independent inspection done by a separate firm on the Mongoven Building. The inspection would allow for documentation of the current shape of the adjoining building in case there are any issues later. Mr. Miner stated in the contract specs the demo team is doing that along with the engineers and reporting. They have to come up with a plan. The two teams are pretty sure they are independent walls however there still has to be some things done as they remove and tear down to ensure the integrity of the other building is kept in place. There are some things we won't know until we know. That will all be coordinated through the owners, the demo team and engineers. Attorney Jordan explained this would be a separate company hired to do an independent inspection of the building prior to the demolition. Mr. Miner stated we can get quotes and have that inspection done by another company. Discussion ensued.

Council Member Russell explained that Suzanne Settoon with Metric Consulting said the award of the grant has been pushed back to March or April timeframe. So hopefully we will get good news at that time. No further discussion.

The meeting was adjourned by Mayor Andrews at 7:03 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,
Assistant City Administrator/City Clerk