

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**September 10, 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  
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk  
Mr. Guy Lane, Asst. City Admin./Public Works 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 Russell and Mayor Andrews led the pledge to the American Flag.

**C. APPROVAL OF AGENDA**

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda as presented. 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.

**E. APPROVAL OF MINUTES**

1. Regular Council Meeting – August 13, 2024
2. Special Council Meeting – August 29, 2024
3. Special Council Meeting – September 3, 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. CONSENT AGENDA ITEMS**

1. **Request for Development Order and Certificate of Appropriateness** - 976 Main Street - Innovations Financial Credit Union
2. **Resolution No. 24-35** - Florida Department of Commerce Agreement No. M0143 - Amendment Two
3. **Special Event Application** – Chipley High School Homecoming Parade
4. **Special Event Application** – First Baptist Church Fall Festival

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the consent agenda items. The motion passed unanimously.**

#### **G AGENDA ITEMS**

1. **Resolution No. 24-36** - Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – Downtown Parking Improvements. Mrs. Tanner read the resolution by title:

**A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR DOWNTOWN PARKING IMPROVEMENTS TO SPUR ECONOMIC DEVELOPMENT AND TOURISM.**

Mrs. Tanner explained this resolution is to submit an application for funding through Florida Department of Commerce, Rural Infrastructure Fund Program and it will include the parking lot that the city would like to build where we are demoing the old fire department and beauty shop. It will also include resurfacing the alleyway just behind that parking area for easier access to the parking lot, as well as resurfacing and striping the city parking lot south of the railroad tracks. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-36. The motion passed unanimously.**

2. **Resolution No. 24-37** - U.S. Department of Transportation (DOT) - Reconnecting Communities Pilot (RCP) Discretionary Grant Program. Mrs. Tanner read the resolution by title:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE US DEPARTMENT OF TRANSPORTATION FOR THE RECONNECTING COMMUNITIES PILOT (RCP) DISCRETIONARY GRANT PROGRAM.**

Mrs. Tanner explained there is a map attached that includes from BJ's on east Hwy 90 over to 5<sup>th</sup> Street on Church Avenue, as well as North and South Railroad Avenue. The third area is Bennett

Drive up to Campbellton Avenue and down North 8<sup>th</sup> Street. This is a smaller version of the grant that we applied for last year with the U.S. Department of Transportation that was not funded. This will include pulling information from the Downtown Development Plan that was just completed by Fisher Arnold. It will be some design, feasibility assessments and preliminary plans to get a shovel ready project to be able to do ADA compliance in those areas. Anywhere there are not sidewalks presently, to place sidewalks, and some landscaping downtown. This project will be for a total of \$250,000 and requires a match of \$50,000. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-37. The motion passed unanimously.**

**3. Affirmation of CRA Executive Director, CRA Chair, and CRA Vice Chair**

Mrs. Leah Pettis stated she is the new CRA Executive Director, the new CRA Chair will be Crystal Abel, and the CRA Vice Chair will be Summer Thomas. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Affirmation of the CRA Executive Director – Leah Pettis, CRA Chair – Crystal Abel, and CRA Vice Chair – Summer Thomas. The motion passed unanimously.**

- 4. Speed Hump Policy** - Attorney Update. Attorney Jordan explained she has reviewed similar policies all over the state looking at counties and municipalities. I did not find any that differed substantially from our policy. Almost every policy required some sort of engineering review, neighborhood petition, or neighborhood meeting. They require some kind of public review process. I could try to condense our policy down some, but anytime that we are dealing with potentially displacing water off of an impervious surface, I think we will need to look at engineering. I can't recommend any substantial changes to our policy at this time. Ms. McCall stated we have an ordinance that we can't enforce due to not being able to afford the actual studies. Attorney Jordan stated in some communities, as part of the petition process, there is a fee to do a study. Mrs. Tanner stated since this comes up consistently for the same streets, maybe Council would like to consider getting a cost for the study. Once a cost is established, then Council can specify the street(s) that they want the study done on. Council agreed that they would like Mrs. Tanner to get a cost for the study. Discussion ensued.

- 5. Resolution No. 24-38** - State of Florida - Division of Historical Resources Grant Agreement—Old Chipley City Hall. Mrs. Tanner read the resolution by title:

**A RESOLUTION APPROVING AN AGREEMENT IDENTIFIED AS THE STATE OF FLORIDA, DEPARTMENT OF STATE, DIVISION OF HISTORICAL RESOURCES, BETWEEN THE FLORIDA DEPARTMENT OF STATE, AND THE CITY OF CHIPLEY, FLORIDA.**

Mrs. Heather Lopez explained this is for Phase II for the Old City Hall Project. Last year we completed Phase I and we had to go back due to inflation of cost to deal with the electrical and mechanical systems, ADA compliance, and a mold inspection for the building. Ms. McCall asked about the exterior doors. Mrs. Lopez stated last year we did structural and architectural and this year we will finish up and move to the construction phase. Mrs. Tanner stated we checked into replacing the doors and the roof with the state to determine what type can be put back there and we plan to do something with the doors in the next fiscal year and we will be using insurance and FEMA funds to redo the roof. We are waiting on a FEMA amendment approval so we can utilize a different type of shingle. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-38. The motion passed unanimously.**

6. **Resolution No. 24-39** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – Brickyard Road Wastewater Project. Mrs. Tanner read the resolution by title:

**A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR THE PLANNING FOR THE BRICKYARD ROAD WASTEWATER PROJECT.**

Mrs. Tanner explained this is the second RIF application that we will be submitting this year for this funding. It will be for planning services for the Brickyard Road Wastewater Project. We had applied for a RIF grant as well as legislative appropriations but were not funded. We are working with Liberty Partners on this application, and if we do the planning first and have a shovel ready project, then we will be better prepared to apply for funding for construction from other funding sources. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-39. The motion passed unanimously.**

7. **Resolution No. 24-40** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – I-10 and SR 77 Interchange. Mrs. Tanner read the resolution by title:

**A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR THE PLANNING AND DESIGN FOR NEEDED INFRASTRUCTURE AT THE I-10 AND SR 77 INTERCHANGE.**

Mrs. Tanner explained we are working with Liberty partners on this application also, and this is for expansion of utilities south of the I-10 and SR 77 interchange area for planning and design purposes so we can have a shovel ready project in order to possibly apply for construction through legislative appropriations or other grant funding opportunities. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-40. The motion passed unanimously.**

## **J. OTHER BUSINESS**

Attorney Jordan stated in the last year she has attended the CRA meetings regularly and it's moving in a good direction, but because of all of our leadership now being new to the CRA, I am working on a new agreement for the city and the chamber to lay out in more detail the city's expectations for the CRA administration. This will be a clearer document that will be helpful for both parties. No further discussion.

Mr. Russell asked about a plan for the small library building next to the chamber. He explained he thought moving it to the current library site might be a good idea, and then utilizing the free space for additional parking. Mrs. Cain stated it needs to be maintained; it is deteriorating. Mrs. Tanner stated we have it on our list to look for a grant to refurbish the old library building. Mrs. Cain stated something needs to be done quick so it does not get worse. Discussion ensued.

## **K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 5:32 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk

DRAFT