

City of Chipley
Special Council Meeting
Minutes
September 30, 2024 at 5:15 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. Guy Lane, Asst. City Admin./Public Works Director

Ms. Sherry Snell, City Clerk
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 5:15 p.m.

B. APPROVAL OF AGENDA

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda as presented. The motion passed unanimously.

C. AGENDA ITEMS

1. **Resolution No. 24-44** – FDEP State Revolving Fund Wastewater Facilities Plan. Mrs. Tanner explained this resolution will approve the submittal of an application for a Florida Department of Environmental Protection State Revolving Fund Program, in the amount of \$100,000.00. The project will be 50% loan and 50% grant. This will allow the city to have a wastewater facilities plan prepared in order to allow for additional SRF funding opportunities in the future. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-44. The motion passed unanimously.

2. **FDEP State Revolving Fund Loan Agreement WW670111 & Grant Agreement SG670112** – Amendment No. 3. – Mrs. Tanner explained this will approve the State Revolving Fund Amendment 3 with the State of Florida Department of Environmental Protection for Loan Agreement WW670111 & Grant Agreement SG670112. This will adjust project costs to reflect actual costs and the semiannual loan payment. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the FDEP State Revolving Fund Loan Agreement WW670111 & Grant Agreement SG670112 - Amendment No. 3. The motion passed unanimously.

3. **Special Event Application – Christmas Fest of Chipley, Inc.** Mrs. Tanner explained the Christmas Fest of Chipley will hold the Holiday Festival on Thursday, December 19, 2024 from 3:00 p.m. – 9:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the CRA Grant Documents. The motion passed unanimously.

4. **Employee Classification Document Addition** – Police Department. Mrs. Tanner explained this will approve the addition of a Corporal – Investigator position to the Employee Classification Document. This position was approved in the Fiscal Year 2024-2025 Budget. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Employee Classification Document Addition. The motion

passed unanimously.

D. ADJOURN

Mayor Andrews adjourned the meeting at 5:21 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk