

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**October 8, 2024 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mrs. Linda Cain, Council Member  
Mr. Leonard Blount, Council Member

Mr. Kevin Russell, Mayor Pro-Tem  
Ms. Cheryl McCall, Council Member

**Others Present Were:**

Mrs. Patrice Tanner, City Administrator  
Mr. Curtis Porter, Police Captain  
Mr. Hunter Aycock, Fire Chief  
Mr. Ambers Carter, Asst. Public Works Director  
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk  
Mr. Guy Lane, Asst. City Admin./Public Works Director  
Mr. Jimmy Cook, Water Utilities Director  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

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 Blount and Mayor Andrews led the pledge to the American Flag.

**C. SWEARING IN OF LEONARD BLOUNT, LINDA CAIN AND KEVIN RUSSELL.**

Honorable Timothy Register did the swearing in of Mr. Leonard Blount, Mrs. Linda Cain and Mr. Kevin Russell.

**D. APPOINTMENT OF MAYOR**

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Ms. Tracy Andrews as Mayor. The motion passed unanimously.**

**E. APPOINTMENT OF MAYOR PRO-TEM**

**A motion was made by Mayor Andrews and seconded by Council Member Cain to approve Mr. Kevin Russell as Mayor Pro-Tem. The motion passed unanimously.**

**F. APPOINTMENT OF COUNCIL LIASIONS**

**Mayor Andrews identified the liaisons as follows:**

Tracy Andrews: Administration, External Affairs, Tourist Development Council (TDC).  
Cheryl McCall: Historic Merchants of Chipley, Planning & Zoning, Police.  
Linda Cain: Fire Department, Code Enforcement.  
Vacant: Industrial Park, Water Utilities Department.  
Kevin Russell: CRA, Public Works/Cemetery, Recreation Department.

There was discussion on the list. Mayor Andrews stated she would come back to the list later in the meeting.

## **G. APPROVAL OF AGENDA**

**A motion was made by Council Member Cain and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.**

## **H. 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.

## **I. APPROVAL OF MINUTES**

1. Regular Council Meeting – September 10, 2024
2. Special Council Meeting – Tentative Millage & Budget Hearing – September 12, 2024
3. Budget Workshop – September 16, 2024
4. Budget Workshop – September 17, 2024
5. Special Council Meeting – September 23, 2024
6. Special Council Meeting – Final Millage & Budget Hearing – September 30, 2024
7. Special Council Meeting – September 30, 2024

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

## **J. DEPARTMENT REPORTS**

1. Attorney Report – Michelle Jordan. There were no questions. No further discussion.
2. CRA Report – Leah Pettis. There were no questions. No further discussion.
3. Fire Department Report – Hunter Aycock. There were no questions. No further discussion.
4. Code Enforcement Report – Tamara Donjuan There were no questions. No further discussion.
5. Planning & Zoning Report – Tamara Donjuan. Mr. Russell asked about an informational item on Facebook regarding the fence code. Mrs. Tanner stated that was an existing policy and we would be posting something separately to clarify. Discussion ensued.

6. Police Department Report – Curtis Porter. Ms. McCall stated there have been two more accidents at Main Street and Brickyard Road. Mrs. Tanner stated she was looking into the issue with FDOT. No further discussion.
7. Public Works Department Report – Guy Lane. Mr. Russell asked about the Christmas decorations and lights. Mr. Carter stated they would start decorating in a few weeks. Discussion ensued.
8. Recreation Department Report – Brock Tate. There were no questions. No further discussion.
9. Water Utilities Department Report – Jimmy Cook. Ms. McCall asked about the manholes on 7<sup>th</sup> Street and SR 90. Mr. Lane stated they won't raise the manholes until the final layer of asphalt is put down. Mrs. Tanner stated we have submitted for reimbursement of the costs. Discussion ensued.
10. Finance Department Report – Patrice Tanner. There were no questions. No further discussion.
11. City Administrator Report – Patrice Tanner. Mrs. Tanner explained there were four grants that we have applied for in the last thirty days. Mayor Andrews stated we were awarded the grant for Project Gantry at the Industrial Park which is a county project and the grant will cover the city's costs for utility infrastructure.

#### **K. CONSENT AGENDA ITEMS**

1. **Resolution No. 25-01** – Natural Gas Rate Schedule. This resolution will approve the new Natural Gas Rate Schedule, which includes a CPI increase of 3.2%. This resolution will approve the new Natural Gas Rate Schedule, which includes a CPI increase of 3.2%. Attached is a copy of the prior year rates.
2. **Resolution No. 25-02** – Water and Sewer Rate Schedule. This resolution will approve the new Water and Sewer Rate Schedule, which includes a CPI increase of 3.2%. Attached is a copy of the prior year rates.
3. **Resolution No. 25-03** – Water & Sewer Tap and Impact Fee Schedule. This resolution will approve the new Water & Sewer Tap and Impact Fee Schedule, which includes a CPI increase of 3.2%. Attached is a copy of the prior year rates.
4. **Resolution No. 25-04** – Florida City Government Week. This resolution will recognize October 21-27, 2024 as Florida City Government Week where the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.
5. **Resolution No. 25-05** – State of Florida, Department of Financial Assistance Grant Program – Firefighter Assistance Grant Program. This resolution will authorize the submission of an application to the State of Florida, Department of Financial Services for the Firefighter Assistance Grant Program for State Fiscal Year 2024-2025. These grant funds will be utilized to purchase powered spreader & cutter extrication equipment in the amount of \$23,720.00.
6. **Request for Development Order and Certificate of Appropriateness** – 1176 E. Jackson Avenue – Summit Locations, LLC. This will approve a Development Order and Certificate of Appropriateness for property located at 1176 E Jackson Avenue, Parcel ID:00000000-00-1035-0001, .777 acreage for new construction of a billboard.
7. **Resolution No. 26-06** – FDOT Utility Work by Highway Contractor Agreement. This resolution will approve the Utility Work by Highway Contractor Agreement FPID No. 220762-2-52-02. This work is identified as SR 77 from south of SR 273 to Jackson County Line, State Road No. 77.

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

**L. AGENDA ITEMS**

- 1. Ordinance No. 986 (Public Hearing)** – Property Rights Element. Mayor Andrews closed the regular meeting and opened the public hearing at 5:27 p.m. Mrs. Tanner read Ordinance No. 986 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY ADDING A NEW PROPERTY RIGHTS ELEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will add a Property Rights Element to the Comprehensive Plan. Official notice to advise the public of the proposed adoption of Ordinance No. 986 was published in the Washington County News on September 25, 2024. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:29 p.m. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the final reading of Ordinance No. 986. The motion passed unanimously.**

- 2. Ordinance No. 987 (Public Hearing)** – Land Use Amendment. Mayor Andrews closed the regular meeting and opened the public hearing at 5:29 p.m. Mrs. Tanner read Ordinance No. 987 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1941-0001 LOCATED ON 5<sup>TH</sup> STREET, FROM PUBLIC/SEMI-PUBLIC/EDUCATIONAL TO LOW DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY; AND DECLARING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map changing the land use designation of Parcel No. 00-1941-0001 from Public/Semi Public/Educational to Low Density Residential. Official notice to advise the public of the proposed adoption of Ordinance No. 987 was published in the Washington County News on September 25, 2024. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mrs. Teresa McCoy, 737 Sinclair Street, asked what this parcel was used for. Mrs. Cain stated it was previously owned by First Baptist Church and a house would be built there now. Discussion ensued.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:32 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. 987. The motion passed unanimously.**

- 3. Ordinance No. 988 (Public Hearing)** – Property Rights Element. Mayor Andrews closed the regular meeting and opened the public hearing at 5:33 p.m. Mrs. Tanner read Ordinance No. 988 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will amend the future land use map annexing Parcels # 00-2245-0000 located at 1240 Panhandle Lane & # 00-2245-0003 located at 1237 Panhandle Lane, a total of approximately 8.96 acres, to the Medium Density Land Use Category. Official notice to advise the public of the proposed adoption of Ordinance No. 988 was published in the Washington County News on September 25, 2024. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:35 p.m. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the final reading of Ordinance No. 988. The motion passed unanimously.**

- 4. Ordinance No. 989 (Public Hearing)** – Property Rights Element. Mayor Andrews closed the regular meeting and opened the public hearing at 5:35 p.m. Mrs. Tanner read Ordinance No. 989 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map annexing Parcel# 00-2222-0001 located at 1447 Main Street, a total of approximately 3.52 acres, to the Commercial Land Use Category. Official notice to advise the public of the proposed adoption of Ordinance No. 989 was published in the Washington County News on September 25, 2024. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:37 p.m. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the final reading of Ordinance No. 989. The motion passed unanimously.**

5. **Ordinance No. 990 (Public Hearing)** – Property Rights Element. Mayor Andrews closed the regular meeting and opened the public hearing at 5:38 p.m. Mrs. Tanner read Ordinance No. 990 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-2698-0001 LOCATED AT 1218 CAMPBELLTON AVENUE, FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map changing the land use designation of Parcel # 00-2698-0001 located at 1218 Campbellton Avenue, a total of approximately .417 acres, from Low Density Residential to the High-Density Residential Land Use Category. Official notice to advise the public of the proposed adoption of Ordinance No. 990 was published in the Washington County News on September 25, 2024. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:40 p.m. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Russell to approve the final reading of Ordinance No. 990. The motion passed unanimously.**

6. **National Wreaths Across America Day – Discussion.** Lieutenant Colonel Shayne Moore, Chipley High School JROTC Instructor, stated this is a program to place wreaths on the headstone of an American hero to honor all veterans laid to rest. Wreaths are purchased with donations from the community. They would like to place the wreaths at Glenwood Cemetery and hopefully in the future place them at other cemeteries in the area. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Wreaths Across America to be placed at the Glenwood Cemetery. The motion passed unanimously.**

**Mayor Andrews stated Mr. Blount would be added to the Liaison list as follows:**

Tracy Andrews: Administration, External Affairs, Tourist Development Council (TDC).  
Cheryl McCall: Historic Merchants of Chipley, Planning & Zoning, Police.  
Linda Cain: Fire Department, Code Enforcement.  
Leonard Blount: Industrial Park, Water Utilities Department.  
Kevin Russell: CRA, Public Works/Cemetery, Recreation Department.

## **M. OTHER BUSINESS**

Mr. Russell asked about the status of the Mongoven building. Mrs. Tanner stated the design is 58% complete and she would follow up with David H. Melvin, Inc. on the timeline.

## **N. ADJOURN**

The meeting was adjourned by Mayor Andrews at 5:54 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk