

City of Chipley
Council Meeting
Minutes
February 11, 2025 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. Guy Lane, Asst. City Admin. /Public Works Dir.
Mrs. Jamie Richter, Finance Director

Ms. Sherry Snell, City Clerk
Mr. Curtis Porter, Captain
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 Blount 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 McCall 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.

No citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – January 14, 2025

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. Resolution No. 25-19** – Public Records Exemption. This resolution will approve a public records exemption for Municipal Clerks and employees who perform municipal elections work.
- 2. Resolution No. No. 25-20** - Amendment to the City of Chipley Speed Hump Policy. This resolution will amend the City of Chipley Speed Hump Policy.
- 3. Resolution No. 25-21** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Grant Agreement – Brickyard Road Wastewater Project. This resolution will approve the grant agreement with the Florida Department of Commerce for a Rural Infrastructure Fund (RIF) Grant in the amount of \$295,000.00 for the Brickyard Wastewater Project to spur economic development and tourism.
- 4. Disposition of Surplus Property** - Fire Department. This will approve the disposition of a 1997 Ford Super Duty Truck that is out of service due to mechanical and reliability issues. The truck will be disposed of at auction.
- 5. Disposition of Surplus Property** - Fire Department. This will approve the disposition of a 2004 Ford F-250 Truck that has a blown motor. The truck will be disposed of at auction.
- 6. Special Event Application** - Color Run 5K - Project Grad Class of 2025. CHS Project Grad Class of 2025 is requesting to hold a 5K color run on Saturday, March 29, 2025 starting at 8:00 a.m. The run will start at Philip Rountree Stadium and head W on North Railroad Avenue to Griffin Road, then N to Old Bonifay Road, then E to 2nd Street and S back to N Railroad Avenue. The money raised will go toward Project Graduation for the Class of 2025.

Mr. Russell asked if the Amendment to the Speed Hump Policy was one vote for each person or one vote for each owner. Attorney Jordan stated she could change the language to one tenant or one owner.

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

G. AGENDA ITEMS

- 1. Ordinance No. 991 (Public Hearing)** – Amendment to Chapter 30. Mayor Andrews closed the regular meeting and opened the public hearing at 5:05 p.m. Mrs. Tanner read Ordinance No. 991 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING CHAPTER 30 – SIGNS OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Tanner explained this Ordinance, if approved, will amend to Chapter 30 – Signs to change the spacing of permanent outdoor advertising signs from no closer than 1,000 feet to no closer than 750 feet from any other permanent outdoor advertising sign on either side of the thoroughfare to which the permanent advertising sign is directed. Official notice to advise the public of the proposed adoption of Ordinance No. 991 was published in the Washington County News on January 29, 2025. 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 5:07 p.m. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the final reading of Ordinance No. 991. The motion passed unanimously.

- 2. Resolution No. 25-22** – Chipola Area Habitat for Humanity – Kevin Yoder, Executive Director. Mr. Yoder introduced himself as the new Executive Director for Chipola Area Habitat for Humanity. Mayor Andrews welcomed him and congratulated him on his new position. This resolution will approve support for Habitat for Humanity’s project located at 1182 East 4th Avenue, Chipley, FL. The Florida Statutes require that the nonprofits submit with their applications to DEO a resolution adopted by the Council, certifying that their projects are consistent with local plans and regulations. Mayor Andrews stated there are nine Habitat for Humanity homes coming to Chipley. Mr. Yoder stated three are complete with the others to follow. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve Resolution No. 25-22. The motion passed unanimously.

- 3. Resolution No. 25-23** – Chipola Area Habitat for Humanity – Kevin Yoder, Executive Director. This will approve support for Habitat for Humanity’s project located at 1184 East 4th Avenue, Chipley, FL. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 25-23. The motion passed unanimously.

- 4. Award of Bid No. 2025-02** – City Hall Front Entrance and Restroom Renovations. Mrs. Tanner explained the City advertised Bid No. 2025-02 for the City Hall Front Entrance and Restroom Renovations. This will include the renovation of the men’s and women’s restrooms as well as the removal and installation of the front door with double glass doors with ADA access. This job will require minor demolition, removal and replacing of fixtures such as sinks, toilets, mirrors and lights. New floor tile for both restrooms. Install a wall mounted, quartz, white counter-top, app. 8ftx2ft, at least one basin must meet dimensional requirements and have proper reach, knee, and toe clearance per ADA standards. Replacement of lights, paper-towel and soap dispensers. Applying orange peel texture to the walls and painting the bathroom, walls and ceilings. Three bids were received with the low bid from Finch Fire-N-Water in the amount of \$43,535.00. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve Award of Bid No. 2025-02 to Finch Fire-N-Water in the amount of \$43,535.00. The motion passed unanimously.

- 5. Award of Bid No. 2025-03 – Chipley Mongoven Building – Phase 2.** Mr. David Melvin, David H. Melvin, Inc., explained the City advertised for the Mongoven Building Phase 2 to provide structural stabilization to the brick walls including the installation of concrete bond beams, concrete columns, helical piles and masonry work. Two bids were received with the low bid from Arris General Contractors, Inc. in the amount of \$191,685.00 We have reviewed the bids and recommend award of bid to Arris General Contractors, Inc. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve Award of Bid No. 2025-03 to Arris General Contractors, Inc. in the amount of \$191,685.00. The motion passed unanimously.

- 6. Award of Bid No. 2025-04** – Citywide Flooding Resiliency Improvements. Mr. David Melvin, David H. Melvin, Inc., explained the City advertised Bid No. 2025-04 for paving and drainage improvements on Peach Street. Seven bids were received with the low bid from Extreme Land Restoration, LLC in the amount of \$1,457,236.15. The bids were reviewed and we recommend

award of bid to Extreme Land Restoration LLC. There is \$400,000 left in the grant which we are in the process of trying to transfer to another Florida Commerce CDBG-HRP Grant for the lift station on Peach Street to cover the total funding needed there to complete the project. Mr. Blount spoke regarding other streets that need work and grant funding that is needed. Mrs. Tanner explained she and Mr. Lane will continue to look for other grants, but it is a process that takes time. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Award of Bid No. 2025-04 to Extreme Land Restoration, LLC. in the amount of \$1,457,236.15. The motion passed unanimously.

7. **Award of RFQ 2025-02** – Professional Engineering Services Contract – Old Chipley City Hall – Phase II. Mrs. Heather Lopez explained this will approve the contract with Baker Design Build for the Professional Engineering Services for the Old Chipley City Hall Project – Phase II in the amount of \$49,600.00. The project will include services for inspection and creation of a plan for repairs, restoration, and storm hardening of the Old Chipley City Hall. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Award of RFQ 2025-02 to Baker Design Build in the amount of \$49,600.00. The motion passed unanimously.

8. **Affirmation of Finance Director.** Mrs. Tanner explained City Code Section 2-64 states the City Administrator shall nominate a Finance Director for confirmation by the city council and she is requesting the affirmation of Jamie Richter for the position. Ms. McCall asked if this would be a department head under the City Administrator. Mrs. Tanner stated yes it will be. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Affirmation of the Finance Director Position as Jamie Richter. The motion passed unanimously.

Mrs. Jamie Richter was recognized by Council as the new Finance Director.

Ms. McCall asked if Planning & Zoning and Code Enforcement was a department head. Mrs. Tanner stated no. Mrs. Cain asked why. Mrs. Tanner stated the position has never been a department head and is not over any employees, so there is not a need for there to be a department head. Mrs. Cain asked how do you categorize Code and Planning & Zoning. Mrs. Tanner stated it is part of the Administration Department that I supervise. Mrs. Cain stated if she isn't a department head then she shouldn't have to be at the meetings for department reports. Mrs. Tanner stated that she agreed and she could answer any questions on those reports since she is the supervisor over those. Ms. McCall stated she always thought that position was a department head until Mrs. Tanner stated it wasn't. Discussion ensued.

9. **Tower Lease Agreement** – Cellco Partnership d/b/a Verizon Wireless. Mrs. Tanner explained this will approve a tower lease agreement with Cellco Partnership d/b/a/ Verizon Wireless to lease a space on the tower located along Brickyard Road for a period of five (5) years with an automatic extension for four (4) additional five (5) year terms. Rental payments will be in the amount \$24,000.00 annually to be paid in equal monthly installments of \$2,000.00 each month. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Tower Lease Agreement with Cellco Partnership d/b/a/ Verizon Wireless. The motion passed unanimously.

10. **Professional Engineering Continuing Services Agreement Task Order** – Chipley Clean Water SRF Facilities Plan Study – Mott MacDonald Florida, LLC. Mr. Heath Roberts, Mott MacDonald Florida, LLC, explained the two task orders on the agenda are for planning activities for water

and wastewater activities throughout the City of Chipley. That includes the treatment plant, lift stations, piping in the ground, wells, tanks, and any type of capital improvements that may or may not be needed. Included in this type of report is an evaluation of all the facilities through various measures in coordination with Mr. Cook and Mr. Lane to identify areas that they know are in great need from the wastewater perspective. This will create a planned document of funding to go after state revolving funds for the next ten years for the projects that we select during this evaluation process. Mrs. Tanner stated resolutions were approved by Council last year for these projects. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Professional Engineering Continuing Services Agreement Task Order for the Chipley Clean Water SRF Facilities Plan Study in the amount of \$90,000. The motion passed unanimously.

- 11. Professional Engineering Continuing Services Agreement Task Order** – Chipley Drinking Water SRF Facilities Plan Study – Mott MacDonald Florida, LLC. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Professional Engineering Continuing Services Agreement Task Order for the Chipley Drinking Water SRF Facilities Plan Study in the amount of \$90,000. The motion passed unanimously.

H. OTHER BUSINESS

There was no other business.

I. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:53 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk