

***City of Chipley***  
**Special Council Meeting**  
**Minutes**  
**September 23, 2024 at 3:30 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem

**Absent:**

Ms. Cheryl McCall, Council Member

**Others Present Were**

Mrs. Patrice Tanner, City Administrator  
Mr. Guy Lane, Asst. City Admin./Public Works Director  
Mr. Brock Tate, Recreation Director

Ms. Sherry Snell, City Clerk  
Mr. Ambers Carter, Assistant 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 3:30 p.m.

**B. PRAYER AND PLEDGE**

Prayer was given by Mr. 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. Agenda Items.**

1. **Resolution No. 24-43** – FDEP FRDAP Grant Application Submission – Jim Trawick Park Phase X. Mrs. Tanner explained this resolution will approve the submittal of an application for a FRDAP grant for Jim Trawick Park Phase X in the amount of \$200,000. These improvements will include: Soccer Field Renovation, Playground Renovation to include ADA Equipment; Baseball Field No. 7 Renovation, Softball/T-Ball Field No. 8 Renovation, Add Exercise Station to Walking Trail, Picnic Facility Renovation, New Batting Cages, Restroom Renovation, Batting Cages Renovation, New Bleachers, Sidewalk to Batting Cages and Sidewalk to Playground Renovation. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-43. The motion passed unanimously.**

2. **Insurance Renewal** – Brown & Brown. Mrs. Tanner explained this will approve the insurance renewal with Brown & Brown in the amount of \$246,178. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the insurance renewal with Brown & Brown in the amount of \$246,178. The motion passed unanimously.**

3. **CRA Grant Documents.** Mrs. Tanner explained the CRA Board worked with Attorney Jordan to update the multiple CRA grants into one CRA grant package with updated requirements. This will approve the CRA Grant Application for Property Improvement, Real Property Improvement Grant Program Guidelines and Procedures, Checklist and Funding Breakdown. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the CRA Grant Documents. The motion passed unanimously.**  
Mayor Andrews adjourned the meeting at 3:06 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,  
City Clerk