

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**January 11, 2024 at 6:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Ms. Cheryl McCall, Council Member

Mrs. Linda Cain, Council Member

**Absent:**

Mr. Kevin Russell, Mayor Pro-Tem

Mrs. Michelle Jordan, City Attorney

**Others Present Were:**

Mrs. Patrice Tanner, City Administrator  
Ms. Sherry Snell, Administrative Assistant

Mr. Scott Thompson, Police Chief

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 6:00 p.m.

**B. PRAYER AND PLEDGE**

Prayer was given by Council Member Cain and Mayor Andrews led the pledge to the American Flag.

**C. APPROVAL OF AGENDA**

**A motion was made by Council Member McCall 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.

Michelle Suggs – 589 Main Street. Mrs. Suggs asked about the status of her request Attorney Jordan was checking into. Mrs. Tanner stated Attorney Jordan had notified her that there was nothing to do on this case until the March agenda. The timeline of 120 days would end around February 17<sup>th</sup> and at that time we will know if there are any other claimants filing against the surplus. No further discussion.

**E. APPROVAL OF MINUTES**

1. Regular Council Meeting – December 12, 2023.

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

**F. PRESENTATIONS**

- 1 **Retirement Recognition for Floyd Aycock.** Mayor Andrews and the City Council presented Mr. Aycock with a retirement plaque for 33 years of dedicated service with the City.
2. **Presentation of the Chipley Christmas House Decoration Awards.** Mayor Andrews and the City Council presented plaques to the Christmas House Decoration Award Winners as follows:

Charles & Susan Munns – 1246 Woodrow Avenue  
Krista Bowman – 754 West Boulevard  
Paul Riley #allforPaul – 863 Earl Street  
Edgar & Tamara Donjuan – 769 3<sup>rd</sup> Street  
Thomas & Amanda Hall – 764 3<sup>rd</sup> Street

Mayor Andrews read the plaque as follows: Your “Chipley Pride” shows by the appearance of your Christmas decorations. The care you devoted to your grounds not only makes your neighborhood look good, but it inspires others to follow. We commend you for showing your Christmas spirit in helping make Chipley a nicer more attractive place in which to live.

The Mayor and Council thanked each of the award winners. No further discussion.

3. **Presentation of the Christmas Parade Awards.** Mrs. Heather Lopez presented trophies to the winners of the parade floats as follows:

3<sup>rd</sup> Place – Washington County Christian School  
2<sup>nd</sup> Place – Poplar Springs Queens  
1<sup>st</sup> Place – Walmart of Chipley

**G. CONSENT AGENDA**

**H. AGENDA ITEMS**

1. **Ordinance No. 980 (Public Hearing)** – Amendment to Chapter 2 – Administration. Mayor Andrews closed the regular meeting and opened the public hearing at 6:18 p.m. Mrs. Tanner explained this would include additional staff and separation of duties. This will allow for the City Clerk position and the Finance Director position to be two separate positions, which will allow for long-term success for the City’s Administration. Mrs. Tanner read Ordinance No. 980 by title:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
CHIPLEY, FLORIDA AMENDING CHAPTER 2,  
ADMINISTRATION, ARTICLE III. OFFICERS AND  
EMPLOYEES; AND ARTICLE IV. FINANCES OF THE CODE OF  
ORDINANCES; PROVIDING FOR SEVERABILITY;  
PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN  
EFFECTIVE DATE.**

Mrs. Tanner stated official notice to advise the public that the proposed adoption of Ordinance No. 980 was published in the Washington County News on December 27, 2023 and the ad complied with the legal requirements of the city code and the Florida Statutes.

There were no comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 6:20 p.m. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the final reading of Ordinance No. 980. The motion passed unanimously.**

Ms. McCall asked when the positions would be advertised. Mrs. Tanner stated they would start this month.

2. **Resolution No. 24-12** – Florida Division of Emergency Management Hazard Mitigation Grant Program- Lift Station Generator Project – Agreement Modification. Mrs. Tanner explained this will approve the extension of the agreement to July 31, 2024. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-12. The motion passed unanimously.**

3. **Resolution No. 24-13** – Florida Department of Commerce Community Planning Technical Assistance Grant Agreement. Mrs. Tanner explained this will approve the grant agreement to prepare a Downtown Redevelopment Master Plan for the CRA District in the amount of \$50,000. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-13. The motion passed unanimously.**

4. **Resolution No. 24-14** – Fiscal Year 2023-2024 Budget Amendment No. 1. Mrs. Tanner explained this will increase the Fiscal Year 2023-2024 Budget by \$360,349.00. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-14. The motion passed unanimously.**

5. **Award of Bid for Mongoven Building Demolition** – Break-N-Ground, LLC. Mrs. Tanner explained this will award the Mongoven Building Demolition Bid to Break-N-Ground, LLC in the amount of \$273,500.00. There were four bids submitted and Break-N-Ground was the lowest responsive bid. The documents have been submitted to Florida Commerce for approval. The engineer was present at the workshop and they are recommending approval. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Award of Bid for the Mongoven Building Demolition to Break-N-Ground, LLC in the amount of \$273,500.00, pending Florida Commerce approval. The motion passed unanimously.**

6. **Employee Classification Document** – Change. Mrs. Tanner explained this would approve a change in the employee classification document to include changing a full-time Park Attendant to a part-time Park Attendant that will be advertised this month. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the change to the Employee Classification Document. The motion passed unanimously.**

7. **Special Event Application** – Rogers Insurance Agency, Inc. Mrs. Tanner explained that Rogers Insurance Agency would like to hold a 50<sup>th</sup> Anniversary Jubilee at the Farmer's Market and Gazebo on Friday, April 19, 2024 from 5:00 p.m. to 7:00 p.m. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Special Event Application for Rogers Insurance Agency 50<sup>th</sup> Anniversary Jubilee. The motion passed unanimously.**

8. **Letter of Resignation** – Kristin Martin. Mayor Andrews read the letter from Mrs. Martin. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Letter of Resignation from Kristin Martin effective December 30, 2023. The motion passed unanimously.**

9. **Garden Club of Chipley** – Arbor Day Tree Planting. Mrs. Tanner explained there is a map showing the location to be approved for the Garden Club of Chipley to plant a tree for Arbor Day at the Farmers Market. This will be in recognition of the 100<sup>th</sup> anniversary of the Florida Foundation of the Chipley Garden Club. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the location of the Arbor Day Tree Planting at the Farmers Market. The motion passed unanimously.**

10. **Division of Historical Resources Grant** – Historical Society – Proposal for Engineering Services – Baker Design Build. Mrs. Tanner explained this proposal is for restoration and repair as well as developing a plan to expand the internal square footage of the structure. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Division of Historical Resources Grant – Historical Society – Proposal for Engineering Services to Baker Design Build in the amount of \$50,000.00. The motion passed unanimously.**

11. **Special Event Application** – Community Easter Egg Hunt. Mrs. Tanner explained the Community Easter Egg Hunt will be held on Wednesday, March 27, 2024 from 5:30 p.m. to 6:30 p.m. at Shiver's Park.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Special Event Application. The motion passed unanimously.**

## **I. OTHER MATTERS**

Mrs. Tanner stated a notice has been posted on Facebook and the website for debris pickup from January 16-25. Citizens will be able to place debris out by the road for pickup during this time. This information was also emailed to the Council.

Mrs. Tanner stated everything city related was taken care of from the storm except one guardrail that needs welding. Mrs. Cain stated the employees reacted quick after the storm and did a great job. Ms. McCall asked about a tree on N 3<sup>rd</sup> Street and the cemetery flag being torn up during the storm. Mrs. Tanner stated she would check on these items. No further discussion.

Mrs. Tanner stated she had checked with the insurance company about the solar panels at Public Works and they do not have a problem with the panels being placed on the roof. We

will add the cost of the panels to the amount of coverage for the building so they will also be covered. No further discussion.

Mrs. Tanner stated the Farmer's Market rental issues are being looked into further and when the citizens come in to rent a space we will give more detail and stress this is only for the Farmer's Market hours and they must go through the special event coordinator for other events. She added that we are also working on signs at the Farmers Market. No further discussion.

Mrs. Tanner asked about the consent agenda and how council would like to handle that. She stated we can move items to the consent agenda after the workshop when we see there is no concerns with an item. Mayor Andrews stated that's the way she would prefer it to be done. No further discussion.

Mrs. Tanner stated Brent Melvin was on the agenda but was removed due to his home being hit by a tornado. She read an email from Mr. Melvin regarding Hard Hats, Strong Minds which is a program for Suicide Awareness in the Construction Industry that will take place on February 15, 2023, at Rivertown Community Church in Marianna, FL. Mrs. Cain asked if city employees would be given a chance to attend. Mrs. Tanner stated she would notify department heads and employees would be allowed to attend. No further discussion.

Ms. McCall asked if anyone had complaints on the paving on South Boulevard. She asked if the city had any input on the project. Mrs. Tanner stated no, but she would reach out to Mr. Massey at the County regarding the matter. Discussion ensued.

Mayor Andrews reminded everyone of the MLK Day of Service Community Clean-Up to be held Saturday, January 13, 2024 starting at 9:00 a.m. and the MLK Parade on Monday, January 15, 2024 at 10:00 a.m.

## **J. ADJOURN**

The meeting was adjourned by Mayor Andrews at 6:43 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner  
Assistant City Administrator