

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**May 14, 2024 at 5:00 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. Michael Richter, Police Lieutenant  
Mr. Guy Lane, Public Works Director  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer  
Mr. Michael Maxwell, CRA Executive Director

Ms. Sherry Snell, City Clerk  
Mr. Jimmy Cook, Water Utilities Director  
Mr. Hunter Aycock, Fire Chief  
Mr. Brock Tate, Recreation Director  
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 5:02 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**

Mayor Andrews moved item # 9 - Live Local Act Discussion to Attorney Jordan's department report; added Brett Butler - Letter of Resignation before agenda item #1; added #9 - FDOT Response Letter; added #12 - Confirmation of Dual Role Assistant City Administrator; moved the Recreation Department report to follow the City Attorney report. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda with the additions. 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.

There were no comments.

## **E. APPROVAL OF MINUTES**

1. Regular Council Meeting – April 9, 2024

**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. DEPARTMENT REPORTS**

City Attorney – Michelle Jordan. Attorney Jordan stated she would have new things added to her report in June.

**Live Local Act** – Discussion. The legislature has authorized certain residential developments that are multifamily units to bypass the local zoning boards and council approval and have an administrative approval process. There seems to be an area the legislature hasn't thought about which is an overlay district like our CRA and Historic districts, that in our code it still requires a public hearing and Planning and Zoning review. I've reached out to my local attorney groups and received mixed feedback. I think the legislature overlooked these districts but ours are not that detailed or complicated that we couldn't rely on administrative approval for projects. I need to know what official you want to designate to approve those developments. I have some paperwork from a developer that needs to be certified. It's my recommendation that we do approve this administratively. Mayor Andrews recommended the City Administrator to be the designee. Tara Tedrow, attorney for the developer, was present on ZOOM, and stated all we needed was confirmation on who would be signing the forms to send to the FL Housing Finance Corporation. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the City Administrator as the designee to make the approvals.**

Recreation – Brock Tate. Mr. Tate explained everything was going good and tonight is the last night of regular baseball, then All Stars will start. We are not hosting a district tournament this year which rotates to other locations. The District baseball tournament will be held June 8, 2024 in Holmes County and the softball tournament will be held June 14, 2024 in Vernon. Mr. Russell asked about termites swarming on the ball fields. Mr. Tate stated the problem seems to be resolved. Ms. McCall asked if Mr. Tate could give the total of kids on the teams on his report. Mr. Tate said he would add them in the future. Ms. McCall asked if there would be another travel ball tournament. Mr. Tate said they plan the whole year in advance, so no more this year, but possibly next year. Mayor Andrews stated she had talked with the TDC Director about capturing that data from sporting events and other community events to see how we are doing. This information can also be used as a marketing feature. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained the CRA last met on April 16, 2024 and approved an extension on several grants to Billy and Brittany Wright until July 1<sup>st</sup>. We approved a standard package, working closely with Mrs. Tanner, for upgrading the CRA portion of the City's website. We are working on a grant opportunity through T-Mobile called "Main Street America – Investing Big in Small Towns" for up to \$50,000. The deadline for the application is June 30, 2024. The next CRA meeting will be May 21, 2024. Mrs. Cain asked if Our Dessert Island had talked with him about a grant. Mr. Maxwell stated yes and we have some ideas that we think we can help them on. Mayor Andrews congratulated Mr. Maxwell on his next step and thanked him for all he's done for Washington County. Discussion ensued.

Fire Department – Hunter Aycock. Chief Aycock explained it was a busy month. We ran a lot of calls to other departments helping them out. All the hydrants have been repainted and they look

good. There is some visual progress on the tower which will hopefully be done by the end of the month. Mayor Andrews stated she was excited about the “Push In” Ceremony at 7:30 p.m. this evening. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was extremely busy. We did have nine (9) cases for the special magistrate. I did more garbage cans in Ward 1 and 2. Mayor Andrews asked Mrs. Donjuan to explain what that means. Mrs. Donjuan explained that garbage cans should be removed from the curb after pick up. Ms. McCall asked how long Maybell’s Trailer Park has to get into compliance. Mrs. Donjuan stated they are working on it. Mrs. Tanner confirmed that work was being done. Ms. McCall stated two years is a long time when other people get thirty (30) days. Mrs. Tanner stated Mrs. Donjuan had recently reached out to the owner and explained what he needs to do. Mr. Russell stated the roof at the old fire station was peeling back and the grass is growing up around the old beauty shop that we purchased and he has a hard time explaining to citizens why they are getting code violations when the city has violations. Mrs. Tanner stated the Dollar General still hasn’t responded but we have advertised for the sidewalks and included the sidewalks at the Dairy Dip as an alternate bid. Mr. Lane has mowed the property and will keep it up until a time that it no longer belongs to the city. We will go ahead and do an ad for the demolition of the other buildings and will list the Dairy Dip as an alternate bid. Council Member Russell stated this needs to be on Facebook with pictures and addresses of the buildings that will be demolished so the public will know. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been the slowest month in a long time. No further discussion.

Police Department – Michael Richter. Lieutenant Richter explained it was a busy month being proactive. He went over his report and stated they are still moving forward with businesses actively gathering contact information and addressing concerns they have. We have secured a vendor for radar recertifications that are scheduled for May 21<sup>st</sup>. We have issues with two of our vehicles, the 2016 Dodge Chargers, the motors need replacing. They’ve been in and out of the shop recently. I would like to get on some sort of rotation for our vehicles. Mayor Andrews asked if she could get a list of his vehicles. Mrs. Tanner stated she is checking with USDA to see if money is available through the Community Facilities Program. If there is money, then we can look and see what vehicles are in dire need of replacement. Mayor Andrews stated we appreciate the hard work being one position down. Mr. Russell stated he appreciates the PR on social media as well. Discussion ensued.

Public Works – Guy Lane. Mr. Lane stated it was a good month with the Spring Clean Up. He said the dumpsters were dumped once or twice each week and he would have the official count at the meeting next month. Council Member Russell thanked him for cutting the bushes downtown. Mrs. Tanner added that there are concerns with mowing the Dairy Dip and other areas, but asked Council to remember he is down three positions and they have been working hard to keep up and are doing a great job, but some things get delayed due to this issue. Mr. Russell stated very few things are delayed. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been pretty busy doing a lot of maintenance. He added the rain has them working around the clock. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained we have been trying to get pictures posted on Facebook and the website on the progress of projects for the citizens to see. She gave the following project updates: Chipley Downtown Redevelopment Plan – we will move forward with the third public meeting in June for the Downtown Redevelopment Master Plan with Fisher Arnold; Chipley WW Effluent Disposal Project - we are getting ready to close out the sprayfield project with USDA as well as DEP; We are working on ordering the flowers for the front of City Hall, and the bushes downtown and benches have been removed for safety reasons; First Responder Emergency Equipment – we obtained the \$500,000 funding from FL Department of Commerce through our lobbyist, Liberty Partners, and it has been paid to the city. The tanker truck has not been received yet. There is an extension and we will keep the funds in deferred revenue until the

truck is received next year and we will then pay for the truck in full; Website Redesign – this is continuing and still on schedule for the end of July. They offered a department header that CRA decided they would like to proceed with. This is still part of our website but identified as their own header. This will be a lower cost than having their own website and they will have control of updating it; NW Stormwater System Restoration – the FL Department of Commerce grant for \$2.9 million, is 75% complete with design and could be 90% complete by the end of the week. We are really close to bidding the project out; Chipley Fire Truck and Equipment – we will close on the grant loan with USDA on May 21<sup>st</sup>; Chipley Peach Street Lift Station – this is still in the environmental review phase; Public Works Building Solar Panel Project – this is complete. I received notification today that FPL has installed a bi-directional meter and we will start seeing savings from this point forward. We did reach out to them about the additional funds to purchase solar lights downtown, but it was not identified in the original application so we cannot get an amendment to the agreement. They stated we do need to reapply because they do have additional funds; Communications Tower – progress is ongoing and should be done by the 1<sup>st</sup> of June; GPS System for City Vehicles – The first ten units have been installed and as soon as we receive the balance of the units, the different departments will install the units on the 43 remaining vehicles; Employee Performance Management System – this is still on schedule for June; We advertised for a Contract Planner that should be on the agenda next month for approval. I am checking into a USDA Grant for Police Cars and I am still working on the audit for 6-7 more weeks. Discussion ensued.

#### **G. PRESENTATIONS**

- 1. Yes Lord Deliverance Church Youth Ministries** – The City Council honored the Yes, Lord Deliverance Church Youth Ministries with certificates for their outstanding achievements.
- 2. National Police Week Proclamation** – The City Council honored the Chipley Police Department with a proclamation for National Police Week, May 12-18, 2024, to recognize and honor the selfless and heroic service provided by the men and women of the Chipley Police Department.
- 3. National Public Works Week Proclamation** – The City Council honored the Public Works Department with a proclamation for National Public Works Week, May 19-25, 2024, to recognize the Public Works services provided in our community are an integral part of our citizens' everyday lives.

#### **H. CONSENT AGENDA**

- 1. Resolution No. 24-23** – Florida Department of Commerce Agreement Amendment One
- 2. K-9 Agreement** – Officer James Webb
- 3. CDBG-Mitigation Grant MT148** – Professional Services Contract Amendment
- 4. Interlocal Agreement** – Fire Protection – Campbellton Fire Department
- 5. Reappointment of CRA Board Member** – Heather Lopez
- 6. Special Event Application** – Annual Trunk or Treat

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

#### **H. AGENDA ITEMS**

- 1. Ordinance No. 983 (First Reading)** – Amendment to the Future Land Use Map. Mrs. Tanner read Ordinance No. 981 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. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the first reading of Ordinance No. 983. The motion passed unanimously.**

2. **Resolution No. 24-24** – USDA Bond Closing. Mrs. Tanner explained this resolution will approve the issuance of \$238,000 in aggregate principal amount of its public improvement revenue bond, series 2024 to finance the cost of the acquisition, construction and equipping the new 2024 Pierce Saber Pumper fire truck. The annual payment amount will be \$16,748. The city was also approved for \$100,000 in USDA grant funds toward the new fire truck. The balance of the funds will come from ARPA funding. No further discussion.

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

3. **Resolution No. 24-25** – Supplemental. Mrs. Tanner explained this will amend and supplement the Authorizing Resolution and provide for the issuance of a single Public Improvement Revenue Bond in the principal amount of \$238,000. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-25. The motion passed unanimously.**

4. **Resolution No. 24-26** – FDLE JAGD Grant. Lieutenant Richter explained this grant is for \$1,579.00 and we want to use these funds to assist us in identifying problem streets with things like speeding. We want to use the funds for a radar traffic counter to identify the amount of traffic speed and very detailed graphs and feedback that will help us. We can deploy these and collect the data to see if it's an ongoing issue and direct patrol accordingly. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-26. The motion passed unanimously.**

5. **Resolution No. 24-27** – COPS Hiring Grant. Lieutenant Richter explained we are looking at hiring two (2) new patrol positions. This would allow us to have the proper staffing to work traffic like it needs to be and dedicate officers to be more community oriented. This grant will cover up to \$250,000.00 for two (2) Officers, for a period of five (5) years with the grant covering up to 75% of each Officers salary for three (3) years, but no more than \$125,000.00 in the three (3) year period for each officer, which means the city will be responsible for all salaries not paid by the grant. Mr. Russell stated he appreciates the proactiveness that's going on in the Police Department right now. Mrs. Tanner stated she wanted to make the Council aware that those numbers identified would make the city responsible for them if the grant is

approved. It's a great thing but down the road it becomes a continuous expense. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-27. The motion passed unanimously.**

6. **Resolution No. 24-28 – Annual Election.** Mrs. Tanner explained this will approve the election qualifying dates of July 8-12, 2024 and election dates of September 3, 2024, and if necessary, September 24, 2024. This will be for Council Member Ward 1, Ward 4, and Member at Large. Mr. Russell stated we talked about putting it before the public to change this from a two (2) year to a four (4) year position. Mrs. Tanner stated she spoke with the attorney who had to do additional research. Attorney Jordan stated she needs direction if the Council wants that to go to a referendum. We have to adopt by ordinance, but you can put it on the ballot in September. It could be the only thing you have on the ballot. Mrs. Tanner stated you can have the ordinance approved prior to qualifying week if necessary. Attorney Jordan stated it has to be sixty days before the election. Mrs. Tanner stated we have to order the ballots the day qualifying ends, at that point the ordinance would be approved and finalized. The question is, if there happens not to be an election and if there isn't more than one person running for each seat, does the council still want to go ahead with the expense of having the election for that one item. Mayor Andrews stated she thinks it is important and we brought it up last year because two years is not an easy task, but four will allow people to flourish in that particular role and see all facets of the city. Mr. Russell stated the city is having to plan elections every single year. Mrs. Tanner stated you would be able to save the money you spent this year if it was passed, so that is an option. Attorney Jordan stated she needs more direction in how to stagger the terms and what seats will turn over in two years. Mr. Russell stated the three that go in this year will go in for four years and then the next time they go in for four years. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-28. The motion passed unanimously.**

7. **Halfway Houses in the City – Discussion.** Mr. Holland Kent stated a halfway house is a center helping former drug addicts, former inmates, former psychiatric patients or others to adjust to life in general society. A professionally run halfway house can benefit the community by providing treatment to our citizens who desperately need it. However, if they are not managed properly our community will suffer. These private rehab centers taking in individuals in the residence or homes will not get the professional help they need. Law enforcement will be repeatedly called to the location for whatever reason. Neighbors would notice this and be increasingly concerned for family, neighborhood, and property. This will resort to even more calls to the police who are already overburdened now with calls. The solution would be to regulate these to ensure they are being managed properly under state and city guidelines. The very first interaction with Code Enforcement or Police, would find these residences are out of code. This will allow the city to take the necessary steps to shut it down. The city could direct the individuals to a permanent halfway house and receive the help they actually need. Mayor Andrews asked what issue or concern that he is raising in reference to what we already have in place as it pertains to halfway homes here within the city. Mr. Kent stated he was not sure if anything is in place. Attorney Jordan stated there is nothing specific to that type of facility, but if one were operating in a single-family residence, that would be a violation of our code. Mr. Russell asked if we need an ordinance. Attorney Jordan stated it would help to get a clear definition. Mrs. Vanessa Rhynes, citizen, asked if there is currently an established halfway house in the community of Martin Woods. Council stated not that they are aware of. Mr. Kent stated he has observed a household with people going in and out with repeated law enforcement presence at times. Lieutenant Richter stated there have been issues there over the years with visits to the home and arrests being made. He stated the problem is identifying the criminal activity. Attorney Jordan stated we have to do a circular analysis and define a group home by what it is not. Mayor Andrews asked Attorney Jordan if she has enough information to draft an ordinance. Attorney Jordan stated she did and would draft the ordinance. Discussion ensued.

8. **Land Lease Agreement** – Chipley Station. Mrs. Tanner explained this is the land lease agreement that the council reviewed months ago. We had to get the survey done in order to get a legal description. This is to approve the 30-year lease with Wolfpack Alliance, LLC for the six parking spaces to be used for the food trucks at the Chipley Station. Mr. Russell asked when the start date would be. Council agreed that the date should start today. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Land Lease Agreement to Chipley Station with a start date as of May 14, 2024. The motion passed unanimously.**

9. **FDOT Letter** – Mayor Andrews stated she met with Secretary Phillip Gainer and went over some of the questions that were submitted. She stated FDOT had submitted a response letter and she would like for it to be reflected in the minutes. Mr. Russell stated we need to reach out to the County to discuss the issues on South Boulevard. Mr. Guy Lane stated he had spoken with the County on the drains on South Boulevard. and they were going to contact their engineer to see how to fix the issue. Ms. McCall stated they did not address the additional signage for beach traffic on SR 77 South to take them to Old Bonifay and then Griffin Road. Mrs. Tanner stated she had contacted Kim Toole's office and they would look into it further. Ms. McCall stated they don't seem to react to the safety issues that we have. Discussion ensued. (Letter attached).

10. **Ordinance No. 984 (First Reading)** – Amendment to Chapter 2, Administration. Mrs. Tanner explained this Ordinance, if approved, will amend Chapter 2 – Administration to change the time of the regular council meeting from 6:00 p.m. to 5:00 pm. Mr. Russell asked if it is necessary for department reports, we get them and can look over them and sometimes we have no questions so it's a waste of time for them. Mayor Andrews stated maybe they can come quarterly. Mrs. Tanner stated if there are any questions from Council that you can email or call me and I will get answers for you. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the first reading of Ordinance No. 984. The motion passed unanimously.**

11. **Statewide Mutual Aid Agreement – 2023.** Mrs. Tanner explained this agreement will approve a Statewide Mutual Aid Agreement for all City departments to request assistance for a "major disaster" or "catastrophic disaster" as defined in section 252.34, Florida Statutes, minor disasters, and other such emergencies as lawfully determined by a Participating Party. The SMAA is a written agreement between the Florida Division of Emergency Management (FDEM) and the City. It supersedes other agreements when it comes to mutual aid reimbursement whether the city is answering the call for assistance or requesting assistance due to a declared disaster if there is a mission request submitted. Signing this SMAA does not obligate the city to provide or request assistance during a declared disaster. However, if this agreement is not in place the city cannot provide or request assistance and be reimbursed for it. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Statewide Mutual Aid Agreement - 2023. The motion passed unanimously.**

12. **Confirmation of Dual Role Assistant City Administrator.** Mrs. Tanner explained in the code it allows for an Assistant City Administrator. The City Administrator shall nominate an Assistant City Administrator for confirmation by the City Council. In the absence of the City Administrator, the Assistant City Administrator shall have the same responsibilities and duties as assigned by the City Council to the City Administrator. In my absence I would like to nominate this position as a dual role position which is what it was in the past when I was in that position. I would like to nominate Mr. Guy Lane for that position, so he would be the Assistant City Administrator and the Public Works Director as a dual role position. This would

also allow his assistant to continue learning more about their department so he would be 100% capable of the Public Works position when the time came for Mr. Lane to retire. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the confirmation of Guy Lane as the Assistant City Administrator/Public Works Director. The motion passed unanimously.**

#### **J. OTHER BUSINESS**

Mayor Andrews reminded everyone that the “Push In” ceremony at the Fire Department would start at 7:30 p.m. this evening.

There was no other business.

#### **K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 6:47 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk