

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**January 14, 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

**Present Via ZOOM:**

Mrs. Michelle Jordan, City Attorney

**Others Present Were:**

Mrs. Patrice Tanner, City Administrator  
Mr. Guy Lane, Asst. City Admin. /Public Works Dir.  
Mr. Hunter Aycock, Fire Chief  
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Ms. Sherry Snell, City Clerk  
Mr. Michael Richter, Police Chief  
Mr. Jimmy Cook, Water Utilities Director  
Mr. Brock Tate, Recreation 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 5:00 p.m.

**B. PRAYER AND PLEDGE**

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

**C. APPROVAL OF AGENDA**

Mayor Andrews added #5 – Blackburn Building – Jennifer Corbitt; added #6 – Traffic Study.

**A motion was made by Council Member Russell and seconded by Council Member Cain 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.

Bishop John McMillion - 3639 Blaine Drive, Marianna, FL stated he has recently established a new

Truth and Prayer Church at 1247 East Church Avenue in Chipley, FL. He has talked with the Planning & Zoning office and has been made aware of possible parking issues. He is seeking a waiver of the paving ordinance. Mayor Andrews stated city staff would look into the matter and respond back to him.

#### **E. APPROVAL OF MINUTES**

1. Regular Council Meeting – November 12, 2024
2. Special Council Meeting – November 26, 2024
3. Special Council Workshop – December 16, 2024
4. Special Council Meeting – December 16, 2024
5. Special Council Meeting – December 30, 2024

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

#### **F. 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 – Chief Hunter Aycock. Chief Aycock stated they were very busy in December. Tanker 2 is back in service and they are working on Brush 1. The monument for the fire department will not have names or years, but will honor all firemen. We didn't want to miss anyone and felt this would be the best way to honor everyone. Discussion ensued.
4. Code Enforcement Report – Tamara Donjuan. Mr. Russell asked about the property located at 1278 Holley Avenue. Attorney Jordan stated they are in the process of doing constructive service on the heirs which will take several months. Discussion ensued.
5. Planning & Zoning Report – Tamara Donjuan. There were no questions. No further discussion.
6. Police Department Report – Chief Michael Richter. Mr. Russell asked how many officers the department was short. Chief Richter stated two, but he is in the process of hiring for those positions. December was busy with the parade, festival, and movie night in addition to security details. We received the body cameras and have them going, and we are installing the new radar units now. Mayor Andrews stated we submitted all the information to the Legislative delegation process for equipment needed. Mrs. Tanner stated the total we submitted for the Police Department equipment was \$468,000. Discussion ensued.
7. Public Works Department Report – Guy Lane. There were no questions. No further discussion.
8. Recreation Department Report – Brock Tate. Mr. Tate stated cheerleading has started. No further discussion.
9. Water Utilities Department Report – Jimmy Cook. There were no questions. No further discussion.
10. Finance Department Report – Patrice Tanner. Mrs. Tanner stated all was going well. I will be doing interviews for the Finance Director this week and next. No further discussion.
11. City Administrator Report – Patrice Tanner. Mrs. Tanner stated there was one grant not included, the Assistance to Firefighters Grant for the tanker truck in the amount of \$650,000. We are looking at a few other grants as well. Mayor Andrews asked about the drive thru window being down. Mrs. Tanner stated we have a quote for repairs in the amount of a little over \$11,000. We were planning on replacing the drive thru with the utility kiosk this year. I am waiting on a glass company to come by and see if we can install an opening in the glass to be able to make payments, but also have a locking device to keep the building secure. This might be a cheaper temporary alternative. Discussion ensued.

## **G. PRESENTATIONS**

1. **Chipley Christmas Fest Parade Contest Winners** – Heather Lopez. Mrs. Lopez presented trophies to the winners of the parade floats as follows:

Mayors Holiday Showstopper – Poplar Springs Queens  
3<sup>rd</sup> Place – First Baptist Church  
2<sup>nd</sup> Place – Washington County Livestock Club  
1<sup>st</sup> Place – Wausau Assembly of God

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:**

Paul Riley #AllForPaul – 863 Earl Street  
Thomas & Amanda Hall – 764 3<sup>rd</sup> Street  
Edgar & Tamara Donjuan – 769 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.

## **K. CONSENT AGENDA ITEMS**

1. **Resolution No. 25-17** – Capital City Bank Loan – Police Department
2. **Resolution No. 25-18** – Capital City Bank Loan – Police Department
3. **Award of RFQ No. 2025-01** - Bennett Drive Resurfacing Project
4. **Award of RFQ No. 2025-02** - Old Chipley City Hall Phase II
5. **Request for Development Order and Certificate of Appropriateness** - 1012 Main Street - First Federal Bank of Chipley
6. **Request for a Variance for a Development Order and Certificate of Appropriateness** - 1238 Main Street - Summit Locations, LLC

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

## **L. AGENDA ITEMS**

1. **Ordinance No. 991 (First Reading)** - Amendment to Chapter 30 – Signs. Mrs. Tanner explained this Ordinance, if approved, will approve an Amendment 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. Mrs. Tanner read the Ordinance by title:

### **ORDINANCE NO. 991**

**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.**

Ms. McCall asked about regulating the brightness of the signs. Mrs. Tanner stated she understood some businesses could make the adjustments themselves. Mr. Thomas Lancaster, Planning & Zoning Commission Chairman, stated that was discussed in the last Planning & Zoning meeting. A company representative had stated at the last meeting that most signs have the ability to be dimmed or brightened. Discussion ensued.

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

2. **Code Enforcement Case** – 499 Martin Luther King Drive. Attorney Jordan stated the property located at 499 Martin Luther King Drive has been accruing fines of \$75 per day since January 3, 2023. The total fines as of January 14, 2024 are \$28,200.00. The property is still not in compliance, has title issues and there is a potential homestead claim. There are different options with nuisance abatement being one where the city could go in and clean up. Mrs. Tanner stated we could get quotes on the clean-up to bring into compliance. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to proceed with the Nuisance Abatement process. The motion passed unanimously.**

3. **Farmer's Market & Gazebo Rental** – Cornerstone New Life Fellowship. Mrs. Tanner stated cornerstone New Life Fellowship would like to hold a community outreach event on Saturday, March 1, 2025 at the Farmer's Market from 2:00 p.m. – 6:00 p.m. The church will give out free popcorn, there will be food trucks and vendors selling items and gospel music. Insurance is pending council approval. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Farmer's Market & Gazebo Rental for Cornerstone New Life Fellowship. The motion passed unanimously.**

4. **Pomeroy Foundation Historical Marker** – Old City Hall Building. Heather Lopez explained the marker would preserve history, educate the public, encourage pride of place and promote historic tourism. A marker grant from the William G. Pomeroy foundation would pay for the entire cost of the marker, the pole and shipping. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Blount to approve the historical marker. The motion passed unanimously.**

5. **Blackburn Building** – Jennifer Corbitt. Mrs. Corbitt explained a mural would reflect both aesthetic values and the city's heritage. The CRA grant has been approved for painting and the cost is the same for paint or a mural. The concept would be created and the design could be brought back for council approval. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the concept of a mural for the Blackburn building and for the actual design to be brought back for approval. The motion passed unanimously.**

6. **Traffic Study** – Discussion. Mrs. Tanner explained she has received some complaints on the city moving forward with a traffic study on just one street. Other streets suggested are Church Avenue from 2<sup>nd</sup> Street to Pecan Street, 5<sup>th</sup> Street from SR 90 to South Boulevard. These streets are in the area where children play in city parks. Brent Melvin discussed options for radar studies using an off duty officer. Mayor Andrews stated 5<sup>th</sup> Street from Church Avenue to Old Bonifay Road has already been approved for the study.

**Council Member Cain made a motion to not do a study at all. The motion died for lack of a**

**second.**

Attorney Jordan explained you could use a petition process which requires a certain number or percentage of people that live on the street. Mrs. Tanner stated this process is in our current Speed Hump Policy and requires five signatures from the owners of five separate properties in the neighborhood. Attorney Jordan stated other cities charge a petition fee to help reduce costs. Discussion ensued.

**Council Member Cain made a motion to rescind the motion made at the Special Council Meeting on December 30, 2024 to do a study on 5<sup>th</sup> Street from Old Bonifay Road to Church Avenue. The motion passed with four (4) ayes and one (1) nay, with Council Member McCall opposed.**

**Council Member Russell made a motion to amend the current Speed Hump Policy to a requirement of 51% of citizens, one person per property, on the street and for the citizens to pay 20% of the study. The motion passed unanimously.**

**I. OTHER BUSINESS**

There was no other business.

**J. ADJOURN**

The meeting was adjourned by Mayor Andrews at 7:05 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk