

***City of Chipley***  
**Special Council Meeting**  
**Minutes**  
**May 29, 2025 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Leonard Blount, Council Member  
Ms. Cheryl McCall, Council Member

Mr. Kevin Russell, Mayor Pro-Tem  
Mrs. Linda Cain, Council Member

**Others Present Were**

Mrs. Patrice Tanner, City Administrator  
Mr. Curtis Porter, Police Captain

Ms. Sherry Snell, City Clerk

**Via ZOOM:**

Mr. Guy Lane, Asst. City Admin./Public Works 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 5:00 p.m.

**B. PRAYER AND PLEDGE**

Prayer was given by Ms. McCall 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 Blount to approve the agenda as presented. The motion passed unanimously.**

**D. Agenda Items.**

- 1. Resolution No. 25-33** – Florida Department of Commerce Agreement Number HL175 – Amendment Two – First Responder Emergency Equipment. Mrs. Tanner stated this resolution will approve Amendment Two to the Florida Department of Commerce Agreement Number HL175, extending the agreement end date to June 30, 2026 or the date on which either party terminates this agreement. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 25-33. The motion passed unanimously.**

- 2. Resolution No. 25-34** – FDEP Drinking Water State Revolving Fund Loan Program Agreement – Drinking Water Facilities Plan. Mrs. Tanner stated this resolution will approve the FDEP Capitalization Grant for Drinking Water State Revolving Fund Loan Agreement No. DW670140 in the amount of \$90,000.00. This funding will be used to

prepare a Drinking Water Facilities Plan and will include a listing of projects that need to be done in the city. The loan reserve account that was approved to be opened for this project includes 50% of the total project amount and the other 50% is grant funds. The city will be required to apply for funding through the FDEP SRF Program for future design and construction funding. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Russell to Resolution No. 25-34. The motion passed unanimously.**

- 3. Resolution No. 25-35** – Florida Division of Historical Resources Special Category Grant Application – Old City Hall Construction. Heather Lopez stated this will approve the submission of an application to the Florida Division of Historical Resources Special Category Grant for the Old City Hall construction. The funds will be used as follows: New Roof System/Blocking/Hurricane Ties/Repair Roof Framing Members: Grant fund requested - \$263,000. City cash match - \$30,000 (Hurricane Michael Insurance Proceeds). Total \$293,000. Design & Engineering: City cash match - \$45,000. Total Grant Funds - \$263,000. Total City Cash Match - \$75,000. Total Project Cost - \$338,000. She stated that she went over the budget with Mrs. Tanner and they decided that the roof is the main concern because it will protect the rest of the building. Mrs. Tanner stated they must use the same roof material or something similar and asked if the Council was ok with the match of \$45,000 that the city would have to budget for this year. Mr. Russell asked if we had that much money. Mrs. Tanner stated we will try to include it as part of the annual budget process, but if we are unable to find the money for it then we will have to use reserve funds. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 25-35. The motion passed unanimously.**

Mayor Andrews adjourned the meeting at 5:13 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,  
City Clerk