



**City of Chipley  
Special Council Meeting**

September 23, 2024 at 3:30 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

**AGENDA**

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**A. CALL TO ORDER**

**B. PRAYER AND PLEDGE**

**C. APPROVAL OF AGENDA**

**D. AGENDA ITEMS**

1. **Resolution No. 24-43** - FDEP FRDAP Grant Application Submission - Jim Trawick Park Phase X
2. **Insurance Renewal** – Brown & Brown
3. **CRA Grant Documents**

**E. ADJOURN**

Any subject on the agenda, regardless of how stated, may be acted upon by the Council. The Council reserves the right to add other items to the agenda. Anyone desiring a verbatim transcript of the meeting must make personal arrangements as the City takes only summary minutes. Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 638-6350, at least 48 prior to the proceedings.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 24-43 - FDEP FRDAP Grant Application Submission - Jim Trawick Park Phase X

MEETING DATEPREPARED BY

Monday, September 23, 2024Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of Resolution No. 24-43.

ATTACHMENTS

1. Resolution No. 24-43

**RESOLUTION NO. 24-43****A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR STATE OF FLORIDA FISCAL YEAR 2025-2026.**

**WHEREAS**, the City of Chipley desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

**WHEREAS**, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Chipley, Florida corporate limits and among those visiting the area, and

**WHEREAS**, the City recognizes this need for additional recreational opportunities; and

**WHEREAS**, meeting the increasing demand for, recreation opportunities can best be met with the development of Jim Trawick Park Phase X as detailed in the application for funding in which the City is submitting an application in the September 30, 2024 application cycle requesting \$200,000.00 in grant funds.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Chipley as follows:

1. That the City of Chipley hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and
2. That the City Administrator of the City of Chipley is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on September 30, 2024.
3. That as part of the application for the Florida Recreational Development Assistance Program (FRDAP) grant, the Capital Improvements Element of the Comprehensive Plan of the City of Chipley, Florida will be amended to include the development of the Jim Trawick Park, Phase X in the City of Chipley, if the project is funded in the 2025 – 2026 FRDAP application cycle.

**DULY PASSED AND ADOPTED** by the City Council of the City of Chipley, Florida at a regular meeting on this 23rd day of September, 2024.

CITY OF CHIPLEY

\_\_\_\_\_  
Tracy L. Andrews, Mayor

ATTEST:

\_\_\_\_\_  
Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Insurance Renewal – Brown & Brown

|                            |                                    |
|----------------------------|------------------------------------|
| MEETING DATE               | PREPARED BY                        |
| Monday, September 23, 2024 | Patrice Tanner, City Administrator |

SUMMARY

This resolution will approve the insurance renewal with Brown & Brown in the amount of \$245,178.

RECOMMENDATION

City Staff recommend approval of Insurance Renewal with Brown & Brown.

ATTACHMENTS

1. Insurance Renewal

|                        |                 |
|------------------------|-----------------|
| <b>Covered Party:</b>  | City of Chipley |
| <b>Effective Date:</b> | 10/1/2024       |
| <b>Version Date:</b>   |                 |



| LINE OF COVERAGE                        | 2023/2024               |                   |                  | 2024/2025               |                   |                  | Changes in Exposures |                |
|---|-------------------------|-------------------|------------------|-------------------------|-------------------|------------------|----------------------|----------------|
|   | LIMIT                   | DEDUCTIBLE/SIR    | ANNUAL PREM      | LIMIT                   | DEDUCTIBLE/SIR    | ANNUAL PREM      | 2023/2024            | 2024/2025      |
| <b>Property:</b>                        |                         |                   |                  |                         |                   |                  |                      |                |
| <b>Preferred</b>                        |                         |                   |                  |                         |                   |                  |                      |                |
| Buildings & Contents                    | \$ 10,561,356           | \$ 2,500          | \$ 73,538        | \$ 10,561,356           | \$ 2,500          | \$ 73,528        | Property             |                |
| Equipment Breakdown                     | \$ 10,561,356           | \$ 2,500          |                  | \$ 10,561,356           | \$ 2,500          |                  | Exposure Difference  | \$ -           |
| Flood                                   | \$ 1,000,000            | \$ 2,500          |                  | \$ 1,000,000            | \$ 2,500          |                  |                      | 0.00%          |
| Earth Movement                          | \$ 1,000,000            | \$ 2,500          |                  | \$ 1,000,000            | \$ 2,500          |                  |                      |                |
| TRIA                                    | \$ 1,000,000            | \$ 2,500          |                  | \$ 1,000,000            | \$ 2,500          |                  | Premium Difference   | \$ (10)        |
| Windstorm                               | Included                | 5% / min \$35,000 |                  | Included                | 5% / min \$35,000 |                  |                      | -0.01%         |
| Accounts Receivable                     | \$ 500,000              | \$ 2,500          |                  | \$ 500,000              | \$ 2,500          |                  |                      |                |
| Additional Expense                      | \$ 1,000,000            | \$ 2,500          |                  | \$ 1,000,000            | \$ 2,500          |                  |                      |                |
| Business Income                         | \$ 1,000,000            | \$ 2,500          |                  | \$ 1,000,000            | \$ 2,500          |                  |                      |                |
| E&O                                     | \$ 250,000              | \$ 2,500          |                  | \$ 250,000              | \$ 2,500          |                  |                      |                |
| Demolition & ICC                        | \$ 500,000              | \$ 2,500          |                  | \$ 500,000              | \$ 2,500          |                  |                      |                |
| <b>Inland Marine:</b>                   |                         |                   |                  |                         |                   |                  | Inland Marine        |                |
| Communications Equipment                | Included in blanket     | \$ 1,000          | \$ 4,257         | Included in blanket     | \$ 1,000          | \$ 5,706         | \$ 1,063,615         | \$ 1,356,471   |
| Mobile Equipment-Agreed Value           | \$ 283,615              | \$ 1,000          |                  | \$ 576,471              | \$ 1,000          |                  | Exposure Difference  | \$ 292,856     |
| EDP                                     | Included in blanket     | \$ 1,000          |                  | Included in blanket     | \$ 1,000          |                  |                      | 27.53%         |
| Emergency Services Portable Equip       | Included in blanket     | \$ 1,000          |                  | Included in blanket     | \$ 1,000          |                  |                      |                |
| Fine Arts                               | Included in blanket     | \$ 1,000          |                  | Included in blanket     | \$ 1,000          |                  | Premium Difference   | \$ 1,449       |
| Other Inland Marine                     | Included in blanket     | \$ 1,000          |                  | Included in blanket     | \$ 1,000          |                  |                      | 34.04%         |
| Rented Borrowed Leased Equipment        | \$ 50,000               | \$ 1,000          |                  | \$ 50,000               | \$ 1,000          |                  |                      |                |
| Valuable Papers                         | Included in blanket     | \$ 1,000          |                  | Included in blanket     | \$ 1,000          |                  |                      |                |
| Watercraft                              | Not Included            |                   |                  | Not Included            |                   |                  |                      |                |
| Blanket Unscheduled Inland Marine       | \$ 730,000              | \$ 1,000          |                  | \$ 730,000              | \$ 1,000          |                  |                      |                |
|   |                         | <b>Sub-Total</b>  | <b>\$ 77,795</b> |                         | <b>Sub-Total</b>  | <b>\$ 79,234</b> |                      |                |
| <b>Crime:</b>                           |                         |                   |                  |                         |                   |                  |                      |                |
| <b>Preferred</b>                        |                         |                   |                  |                         |                   |                  |                      |                |
| Employee Dishonesty incl faithful       | \$ 250,000              | \$ 1,000          | \$ 1,175         | \$ 250,000              | \$ 1,000          | \$ 1,177         |                      |                |
| Computer Fraud including Funds Transfer | \$ 250,000              | \$ 1,000          |                  | \$ 250,000              | \$ 1,000          |                  |                      |                |
| TDD Inside                              | \$ 250,000              | \$ 1,000          |                  | \$ 250,000              | \$ 1,000          |                  |                      |                |
| TDD Outside                             | \$ 250,000              | \$ 1,000          |                  | \$ 250,000              | \$ 1,000          |                  | Premium Difference   | \$ 2           |
|   |                         | <b>Sub-Total</b>  | <b>\$ 1,175</b>  |                         | <b>Sub-Total</b>  | <b>\$ 1,177</b>  |                      | 0.17%          |
| <b>General Liability:</b>               |                         |                   |                  |                         |                   |                  | <b>Payroll</b>       | <b>Payroll</b> |
| <b>Preferred</b>                        |                         |                   |                  |                         |                   |                  | \$1,927,991          | \$2,082,980    |
| General Liability                       | \$ 1,000,000            | \$ -              | \$ 26,171        | \$ 1,000,000            | \$ -              | \$ 28,274        | Exposure Difference  | \$154,989      |
| Employee Benefits                       | \$ 1,000,000            | \$ -              |                  | \$ 1,000,000            | \$ -              |                  |                      | 8.04%          |
| Law Enforcement Liability               | \$1,000,000/\$1,000,000 | \$ 5,000          | \$ 10,793        | \$1,000,000/\$1,000,000 | \$ 5,000          | \$ 8,729         | Premium Difference   | \$ 39          |
| Deadly Weapon Protection                | \$ 1,000,000            | \$ -              | Included         | \$ 1,000,000            | \$ -              | Included         |                      | 0.11%          |
|   |                         | <b>Sub-Total</b>  | <b>\$ 36,964</b> |                         | <b>Sub-Total</b>  | <b>\$ 37,003</b> |                      |                |

| LINE OF COVERAGE               | 2023/2024   |                           |                  | 2024/2025  |                           |                  | Changes in Exposures |                |
|--------------------------------|---|---------------------------|------------------|--|---------------------------|------------------|----------------------|----------------|
|                                | LIMIT   | DEDUCTIBLE/SIR            | ANNUAL PREM      | LIMIT  | DEDUCTIBLE/SIR            | ANNUAL PREM      | 2023/2024            | 2024/2025      |
| <b>Automobile:</b>             |   |                           |                  |  |                           |                  | <b>Vehicles</b>      |                |
| <b>Preferred</b>               |   |                           |                  |  |                           |                  | 76                   | 79             |
| Auto Liability                 | \$ 1,000,000  | \$ -                      | \$ 33,533        | \$ 1,000,000   | \$ -                      | \$ 34,902        | <b>TIV</b>           |                |
| UM                             | rejected  | \$ -                      |                  | rejected   | \$ -                      |                  | \$2,036,136          | \$3,005,133    |
| Comprehensive/Collision        | Symbol 10,8   | \$2,000 Comp/\$1,000 Coll | \$ 12,851        | Symbol 10,8  | \$2,000 Comp/\$1,000 Coll | \$ 19,776        | Exposure             | \$968,997      |
| Hired Physical Damage          | \$ 35,000   | \$ 1,000                  |                  | \$ 35,000  | \$ 1,000                  |                  | Difference           | 47.59%         |
| Medical Payments               | none  | \$ -                      |                  | none   | \$ -                      |                  | Premium              | \$ 8,294       |
|                                |   |                           |                  |  |                           |                  | Difference           | 17.88%         |
|                                |   | <b>Sub-Total</b>          | <b>\$ 46,384</b> |  | <b>Sub-Total</b>          | <b>\$ 54,678</b> |                      |                |
| <b>Public Officials:</b>       | <b>Defense Outside Limit with No Aggregate</b>        |                           |                  | <b>Defense Outside Limit with No Aggregate</b>       |                           |                  |                      |                |
| <b>Preferred</b>               |   |                           |                  |  |                           |                  | <b>Payroll</b>       | <b>Payroll</b> |
| Public Officials Liability     | \$ 1,000,000  | \$ 5,000                  | \$ 12,285        | \$ 1,000,000   | \$ 5,000                  | \$ 13,154        | \$2,502,300          | \$2,748,771    |
| Employment Practices Liability | \$ 1,000,000  | \$ 5,000                  |                  | \$ 1,000,000   | \$ 5,000                  |                  | Exp Difference       | 9.85%          |
| Cyber Liability                | \$2,000,000/\$2,000,000                               | \$ 25,000                 | \$ 3,478         | \$2,000,000/\$2,000,000                              | \$ 25,000                 | \$ 3,830         | Premium Diff         | 7.75%          |
|                                |   | <b>Sub-Total</b>          | <b>\$ 15,763</b> |  | <b>Sub-Total</b>          | <b>\$ 16,984</b> |                      |                |
| <b>Workers' Compensation:</b>  |   |                           |                  |  |                           |                  | <b>Payroll</b>       | <b>Payroll</b> |
| <b>Preferred</b>               | 23/24 Payroll: \$2,502,300                            |                           |                  | 24/25 Payroll: \$2,748,771                           |                           |                  | \$2,502,300          | \$2,748,771    |
|                                | 2023 Mod: 1.20  |                           |                  | 2024 Mod: 1.27                                       |                           |                  | Exposure             | \$246,471      |
| Workers' Compensation          | Statutory   |                           | \$ 47,441        | Statutory  |                           | \$ 54,900        | Difference           | 9.85%          |
| Employers Liability            | \$1m/\$1m/\$1m  |                           | Included         | \$1m/\$1m/\$1m                                       |                           | Included         | Premium              | \$ 7,459       |
|                                |   | <b>Sub-Total</b>          | <b>\$ 47,441</b> |  | <b>Sub-Total</b>          | <b>\$ 54,900</b> | Difference           | 15.72%         |
| <b>AD&amp;D:</b>               | <b>Ace/Chubb</b>                                      |                           |                  | <b>Ace/Chubb</b>                                     |                           |                  |                      |                |
| <b>Ace American</b>            | <b>10/1/23 - 10/1/25 2 year - Annual installments</b> |                           |                  | <b>10/1/23- 10/1/25 2 year - Annual Installments</b> |                           |                  |                      |                |
| AD&D                           | Statutory   |                           | \$ 1,202         | Statutory  |                           | \$ 1,202         | Premium              | \$ -           |
|                                |   | <b>Sub-Total</b>          | <b>\$ 1,202</b>  |  | <b>Sub-Total</b>          | <b>\$ 1,202</b>  | Difference           | 0.00%          |
| <b>TOTAL PREMIUM</b>           |   |                           |                  |  |                           |                  | Difference           | 8.14%          |

CITY OF CHIPLEY  
STAFF REPORT

SUBJECT: CRA Grant Documents

|                            |                                    |
|----------------------------|------------------------------------|
| MEETING DATE               | PREPARED BY                        |
| Monday, September 23, 2024 | Patrice Tanner, City Administrator |

SUMMARY

The CRA Board worked with Attorney Jordan to update the multiple CRA grants into one CRA grant package with updated requirements.

This will approve:

- a) CRA Grant Application for Property Improvement
- b) Real Property Improvement Grant Program Guidelines and Procedures, Checklist and Funding Breakdown

RECOMMENDATION

City Staff recommend approval of the CRA Grant Documents.

- ATTACHMENTS
- 1. CRA Real Property Improvement Grant Agreement
  - 2. Real Property Improvement Grant Program Guidelines and Procedures





Date: September 10, 2024

To: Chipley City Council

From: CRA Board

Requested Action: Approval of CRA Grant Documentation, and Breakdown of Funds

This agenda item seeks City Council approval for the following:

Grant Documentation:

Review and approval of all grant-related documentation for the funds allocated to CRA projects. This includes the terms and conditions of the grants, reporting requirements, and other necessary compliance elements to ensure proper utilization of funds.

Breakdown of Funds:

A detailed breakdown of how CRA funds will be allocated across various projects. This includes project descriptions, timelines, financial allocations, and expected outcomes. The allocation breakdown has been reviewed and vetted by the appropriate departments and is in alignment with the goals of the CRA.

**Prepared by:**

Leah Pettis  
Executive Director  
Chipley Redevelopment Agency



## Real Property Improvement Grant Program Guidelines and Procedures.

The Mission of the Chipley Redevelopment Agency is to create a vibrant, safe, attractive redevelopment area that improves mobility, encourages business diversity, and enhances livability, while preserving historical character.

### APPLICATION PROCESS:

- Schedule a preliminary meeting with Administration in the CRA office at the Washington County Chamber of Commerce (672 5th St. Chipley, FL). Please bring a rough project scope to the meeting. Applying for Residential funding through the CRA will only cover Structural repairs, roofing, HVAC ( heating and cooling ), plumbing, electrical, window, and door replacement.
- Applicants are required to visit with City Planning & Zoning as well as Washington County Building Department Staff.
- Please make sure to complete the entirety of the application and checklist before returning the application to CRA office. **ALL** incomplete applications will be returned to applicants.
- Once completed applications have been turned in and accepted, they will be placed on the Board Agenda for the following meeting. Applications turned in less than ten days from the meeting date will be placed on the following month's agenda. Applicants are to be present at the CRA meeting, where their applications will be reviewed by the Board. This date is always the 3rd Tuesday of every month, in the Chamber of Commerce Conference room.
- After the CRA Board has approved the application, the applicant will be issued a notice to proceed that will be signed by the Executive Director and Applicant.
- The CRA is responsible for 75% of the total project cost, with a maximum amount not exceeding \$73,000 for commercial projects and \$10,000 for residential projects. The applicant will receive one half of the CRA's responsibility up front. Once the project is completed the applicant must pay the remaining balance in full, return paid invoices, check copies, and proof of passing inspection to the CRA offices, in order to receive reimbursement for the second half of the CRA's financial responsibility.
- Should the Applicant have to take on the extra cost of Inspection and Title Search the CRA will place 10% of that cost toward the Applicants final payment.

#### For Example:

|                                     |          |
|-------------------------------------|----------|
| Total Project Cost:                 | \$30,000 |
| CRA Responsibility (75%)            | \$22,500 |
| Applicant Responsibility            | \$7,500  |
| 1 <sup>st</sup> CRA Check Up Front: | \$11,250 |
| Applicant will pay remaining:       | \$18,750 |
| Applicant will be reimbursed:       | \$11,250 |

## CHECKLIST

Section D, Item3.

- \_\_\_ Meeting with Administration at CRA
- \_\_\_ Scope of work ( if your project is owner builder all receipts must match this document)
- \_\_\_ Signature of City Planning and Zoning \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Signature of Washington County Building Dept. \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Permits (list type) \_\_\_\_\_
- \_\_\_ Photos
- \_\_\_ Color Samples (if required)
- \_\_\_ Site Plan
- \_\_\_ Proof of Insurance
- \_\_\_ Proof of Ownership ( Deed or Mortgage Documentation )
- \_\_\_ Proof of Inspection ( within last 6 months is acceptable )
- \_\_\_ Proof of Title Search ( Property must be in Applicants Name )
- \_\_\_ Property Tax Payments
- \_\_\_ Licensed Contractor Bids ( Please attain 3 Contractor Bids - Identify Preferred )
- \_\_\_ Describe Code Violations if Applicable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Funding Break- Down

Please take note of the following information regarding the available \$73,000 grant funding. Every grant/applicant request is unique and may not require all listed aspects. Each applicant will be evaluated and informed about the specific qualifications they meet. If only two sides of their building are visible from a main road or alleyway, it is considered in the exterior amounts. Additionally, Roofing is now included in the Exterior category, and it alone represents a \$10,000 possibility. We have introduced some measures to ensure these buildings remain preserved and well-maintained. Our dedication to preserving and maintaining these buildings is unwavering, and we will soon update our plan to ensure that all our enhancements are reflected in it.

|                            |   |  |          |
|----------------------------|---|--|----------|
| Interior                   | Interior includes, but is not limited to:<br><br>Electrical, HVAC, Plumbing, Flooring, Painting, Paneling, Indoor Construction, Lighting, and Safety Compliance.                                      |  | \$20,000 |
| Exterior                   | Exterior Includes but is not limited to:<br><br>Doors, Windows, Roofing, Painting of Building, ADA Ramps, Lighting Attached to Building, Hang Over Awning, Permanent Fixtures, and Safety Compliance. | \$10,000 per side<br><br>Including roof as a side. | \$50,000 |
| Start Up Fees & Permitting | Water/Sewer Hook Up and Permitting Fees for Construction.   |  | \$3,000  |
| Total                      |   |  | \$73,000 |

\_\_\_\_\_

Chipley Community Redevelopment Agency Grant Application  
for Property Improvement

\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Application Number: \_\_\_\_\_

**Section 1: Applicant Information**

1. Applicant Name: \_\_\_\_\_
2. Business Name (if applicable): \_\_\_\_\_
3. Property Address: \_\_\_\_\_
4. Mailing Address (if different): \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Have you received any CRA Grants for this property in the last 36 months? If Yes,  
Amount: \_\_\_\_\_

**Section 2: Property Information**

1. Property Owner Name: \_\_\_\_\_
2. Washington County Parcel Identification Number (PIN): \_\_\_\_\_
3. Current Use of Property: \_\_\_\_\_

• Owner Applicant

• Tenant Applicant
4. Proposed Use of Property: \_\_\_\_\_
5. Liens/Encumbrances/Judgments (if applicable): \_\_\_\_\_
6. Overlay District (Historic District/Entertainment District)(write “None” if not  
applicable): \_\_\_\_\_

**Section 3: Project Description**

1. Project Summary: (attach additional sheets if necessary)  
\_\_\_\_\_  
\_\_\_\_\_
2. Detailed Scope of Work: (attach additional sheets if necessary)  
\_\_\_\_\_  
\_\_\_\_\_
3. Estimated Start Date: \_\_\_\_\_
4. Estimated Completion Date: \_\_\_\_\_

Section 4: Project Budget

| Item               | Cost |
|--------------------|------|
|                    | \$   |
|                    | \$   |
| Total Project Cost | \$   |
|                    |      |
|                    |      |

1. Amount of Grant Requested: \$

2. Other Sources of Funding:

Personal Funds: \$

Bank Loan: \$

Section 5: Community Impact

1. Describe the anticipated impact of the project on the community:

2. How will the project contribute to the goals of the Community Redevelopment Plan?

Section 6: Required Attachments

1. Proof of Property Ownership (Deed and Title Search within thirty (30) days of application date OR Owner’s Title Policy issued within six (6) months of application date)

2. Detailed Project Plans and Specifications

3. Contractor Estimates

Copy of Liability Certificate of Insurance

Copy of City of Chipley Business License

4. Photos of Current Property Condition

5. Inspection Report (4 point or better) performed within prior 6 months (if not included, must be completed prior to final payment)

Section 7: Applicant Certification

I, \_\_\_\_\_, certify that the information provided in this application is true and correct to the best of my knowledge. I agree to comply with the terms and conditions of the Community Redevelopment Agency grant program.

Signature: \_\_\_\_\_

**Date:** \_\_\_\_\_

Please adjust the details and attach the necessary documents to align with your specific project and CRA requirements.