



City of Chipley
City Council Meeting
October 08, 2024 at 5:00 PM
City Hall - 1442 Jackson Avenue, Chipley, FL 32428
AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. SWEARING IN

1. Leonard Blount, Linda Cain, Kevin Russell

D. APPOINTMENT OF MAYOR

E. APPOINTMENT OF MAYOR PRO-TEM

F. APPOINTMENT OF COUNCIL LIASONS

- [1.](#) Council Liaisons

G. APPROVAL OF AGENDA

H. 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.

I. APPROVAL OF MINUTES

- [1.](#) Regular Council Meeting - September 10, 2024
- [2.](#) Special Council Meeting - Tentative Millage & Budget Hearing - September 12, 2024
- [3.](#) Budget Workshop - September 16, 2024
- [4.](#) Budget Workshop - September 17, 2024
- [5.](#) Special Council Meeting - September 23, 2024

- [6.](#) Special Council Meeting - Final Millage & Budget Hearing - September 30, 2024
- [7.](#) Special Council Meeting - September 30, 2024

J. DEPARTMENT REPORTS

- [1.](#) Attorney Report
- [2.](#) CRA Report
- [3.](#) Fire Department Report
- [4.](#) Code Enforcement Report
- [5.](#) Planning & Zoning Report
- [6.](#) Police Department Report
- [7.](#) Public Works Department Report
- [8.](#) Recreation Department Report
- [9.](#) Water Utilities Department Report
- [10.](#) Finance Department Report
- [11.](#) City Administrator Report

K. CONSENT AGENDA

- [1.](#) **Resolution No. 25-01** – Natural Gas Rate Schedule
- [2.](#) **Resolution No. 25-02** – Water and Sewer Rate Schedule
- [3.](#) **Resolution No. 25-03** – Water & Sewer Tap and Impact Fee Schedule
- [4.](#) **Resolution No. 25-04** – Florida City Government Week
- [5.](#) **Resolution No. 25-05** – State of Florida, Department of Financial Assistance Grant Program - Firefighter Assistance Grant Program
- [6.](#) **Request for Development Order and Certificate of Appropriateness** – 1176 E Jackson Avenue – Summit Locations LLC
- [7.](#) **Resolution No. 25-06** – FDOT Utility Work by Highway Contractor Agreement
- [8.](#) **Special Event Application** – Fall Block Party – Project Downtown Chipley LLC
- [9.](#) **Special Event Application** – Movie Night – Project Downtown Chipley LLC
- [10.](#) **Special Event Application** – Thursday Night Lights – Project Downtown Chipley LLC

L. AGENDA ITEMS

- [1.](#) **Ordinance No. 986 (Public Hearing)** - Property Rights Element
- [2.](#) **Ordinance No. 987 (Public Hearing)** – Land Use Amendment
- [3.](#) **Ordinance No. 988 (Public Hearing)** – Future Land Use Map – Annexation
- [4.](#) **Ordinance No. 989 (Public Hearing)** – Future Land Use Map - Annexation
- [5.](#) **Ordinance No. 990 (Public Hearing)** – Future Land Use Amendment
- [6.](#) **National Wreaths Across America Day** - Discussion

M. OTHER BUSINESS

N. ADJOURN

O. ZOOM

- [1.](#) ZOOM Information

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

1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section F, Item1.

COUNCIL LIAISONS 2023-2024

<u>Administration</u>	<u>Tracy Andrews</u>
<u>External Affairs</u>	<u>Tracy Andrews</u>
<u>Tourist Development Council (TDC)</u>	<u>Tracy Andrews</u>
<u>Historic Merchants of Chipley</u>	<u>Cheryl McCall</u>
<u>Planning & Zoning</u>	<u>Cheryl McCall</u>
<u>Police</u>	<u>Cheryl McCall</u>
<u>Fire</u>	<u>Linda Cain</u>
<u>Code Enforcement</u>	<u>Linda Cain</u>
<u>Industrial Park</u>	<u>Vacant</u>
<u>Water Utilities</u>	<u>Vacant</u>
<u>CRA</u>	<u>Kevin Russell</u>
<u>Public Works/Cemetery</u>	<u>Kevin Russell</u>
<u>Recreation</u>	<u>Kevin Russell</u>

City of Chipley
Council Meeting
Minutes
September 10, 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 Chief
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Director

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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

A motion was made by Council Member Russell 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.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – August 13, 2024
2. Special Council Meeting – August 29, 2024
3. Special Council Meeting – September 3, 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. CONSENT AGENDA ITEMS

1. **Request for Development Order and Certificate of Appropriateness** - 976 Main Street - Innovations Financial Credit Union
2. **Resolution No. 24-35** - Florida Department of Commerce Agreement No. M0143 - Amendment Two
3. **Special Event Application** – Chipley High School Homecoming Parade
4. **Special Event Application** – First Baptist Church Fall Festival

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

G AGENDA ITEMS

1. **Resolution No. 24-36** - Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – Downtown Parking Improvements. Mrs. Tanner read the resolution by title:

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR DOWNTOWN PARKING IMPROVEMENTS TO SPUR ECONOMIC DEVELOPMENT AND TOURISM.

Mrs. Tanner explained this resolution is to submit an application for funding through Florida Department of Commerce, Rural Infrastructure Fund Program and it will include the parking lot that the city would like to build where we are demoing the old fire department and beauty shop. It will also include resurfacing the alleyway just behind that parking area for easier access to the parking lot, as well as resurfacing and striping the city parking lot south of the railroad tracks. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-36. The motion passed unanimously.

2. **Resolution No. 24-37** - U.S. Department of Transportation (DOT) - Reconnecting Communities Pilot (RCP) Discretionary Grant Program. Mrs. Tanner read the resolution by title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE US DEPARTMENT OF TRANSPORTATION FOR THE RECONNECTING COMMUNITIES PILOT (RCP) DISCRETIONARY GRANT PROGRAM.

Mrs. Tanner explained there is a map attached that includes from BJ's on east Hwy 90 over to 5th Street on Church Avenue, as well as North and South Railroad Avenue. The third area is Bennett

Drive up to Campbellton Avenue and down North 8th Street. This is a smaller version of the grant that we applied for last year with the U.S. Department of Transportation that was not funded. This will include pulling information from the Downtown Development Plan that was just completed by Fisher Arnold. It will be some design, feasibility assessments and preliminary plans to get a shovel ready project to be able to do ADA compliance in those areas. Anywhere there are not sidewalks presently, to place sidewalks, and some landscaping downtown. This project will be for a total of \$250,000 and requires a match of \$50,000. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-37. The motion passed unanimously.

3. Affirmation of CRA Executive Director, CRA Chair, and CRA Vice Chair

Mrs. Leah Pettis stated she is the new CRA Executive Director, the new CRA Chair will be Crystal Abel, and the CRA Vice Chair will be Summer Thomas. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Affirmation of the CRA Executive Director – Leah Pettis, CRA Chair – Crystal Abel, and CRA Vice Chair – Summer Thomas. The motion passed unanimously.

- 4. Speed Hump Policy - Attorney Update.** Attorney Jordan explained she has reviewed similar policies all over the state looking at counties and municipalities. I did not find any that differed substantially from our policy. Almost every policy required some sort of engineering review, neighborhood petition, or neighborhood meeting. They require some kind of public review process. I could try to condense our policy down some, but anytime that we are dealing with potentially displacing water off of an impervious surface, I think we will need to look at engineering. I can't recommend any substantial changes to our policy at this time. Ms. McCall stated we have an ordinance that we can't enforce due to not being able to afford the actual studies. Attorney Jordan stated in some communities, as part of the petition process, there is a fee to do a study. Mrs. Tanner stated since this comes up consistently for the same streets, maybe Council would like to consider getting a cost for the study. Once a cost is established, then Council can specify the street(s) that they want the study done on. Council agreed that they would like Mrs. Tanner to get a cost for the study. Discussion ensued.

- 5. Resolution No. 24-38 - State of Florida - Division of Historical Resources Grant Agreement—Old Chipley City Hall.** Mrs. Tanner read the resolution by title:

A RESOLUTION APPROVING AN AGREEMENT IDENTIFIED AS THE STATE OF FLORIDA, DEPARTMENT OF STATE, DIVISION OF HISTORICAL RESOURCES, BETWEEN THE FLORIDA DEPARTMENT OF STATE, AND THE CITY OF CHIPLEY, FLORIDA.

Mrs. Heather Lopez explained this is for Phase II for the Old City Hall Project. Last year we completed Phase I and we had to go back due to inflation of cost to deal with the electrical and mechanical systems, ADA compliance, and a mold inspection for the building. Ms. McCall asked about the exterior doors. Mrs. Lopez stated last year we did structural and architectural and this year we will finish up and move to the construction phase. Mrs. Tanner stated we checked into replacing the doors and the roof with the state to determine what type can be put back there and we plan to do something with the doors in the next fiscal year and we will be using insurance and FEMA funds to redo the roof. We are waiting on a FEMA amendment approval so we can utilize a different type of shingle. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-38. The motion passed unanimously.

6. **Resolution No. 24-39** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – Brickyard Road Wastewater Project. Mrs. Tanner read the resolution by title:

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR THE PLANNING FOR THE BRICKYARD ROAD WASTEWATER PROJECT.

Mrs. Tanner explained this is the second RIF application that we will be submitting this year for this funding. It will be for planning services for the Brickyard Road Wastewater Project. We had applied for a RIF grant as well as legislative appropriations but were not funded. We are working with Liberty Partners on this application, and if we do the planning first and have a shovel ready project, then we will be better prepared to apply for funding for construction from other funding sources. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-39. The motion passed unanimously.

7. **Resolution No. 24-40** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – I-10 and SR 77 Interchange. Mrs. Tanner read the resolution by title:

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR THE PLANNING AND DESIGN FOR NEEDED INFRASTRUCTURE AT THE I-10 AND SR 77 INTERCHANGE.

Mrs. Tanner explained we are working with Liberty partners on this application also, and this is for expansion of utilities south of the I-10 and SR 77 interchange area for planning and design purposes so we can have a shovel ready project in order to possibly apply for construction through legislative appropriations or other grant funding opportunities. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-40. The motion passed unanimously.

J. OTHER BUSINESS

Attorney Jordan stated in the last year she has attended the CRA meetings regularly and it's moving in a good direction, but because of all of our leadership now being new to the CRA, I am working on a new agreement for the city and the chamber to lay out in more detail the city's expectations for the CRA administration. This will be a clearer document that will be helpful for both parties. No further discussion.

Mr. Russell asked about a plan for the small library building next to the chamber. He explained he thought moving it to the current library site might be a good idea, and then utilizing the free space for additional parking. Mrs. Cain stated it needs to be maintained; it is deteriorating. Mrs. Tanner stated we have it on our list to look for a grant to refurbish the old library building. Mrs. Cain stated something needs to be done quick so it does not get worse. Discussion ensued.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:32 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

DRAFT

City of Chipley
Special Council Meeting
Tentative Millage &
Budget Hearing
Minutes
September 12, 2024 at 5:05 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. Guy Lane, Asst. City Admin./Public Works Director

Ms. Sherry Snell, City Clerk
 Mrs. Michelle Jordan, City Attorney

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:07 p.m.

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

- 1. Resolution No. 24-41** – Tentatively Adopt the Final Millage Rate for Fiscal Year 2024-2025. Mrs. Tanner read Resolution No. 24-41 by title:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY
 OF WASHINGTON COUNTY, FLORIDA, TENTATIVELY ADOPTING
 THE MILLAGE RATE FOR FISCAL YEAR 2024-2025; PROVIDING FOR
 AN EFFECTIVE DATE.**

The following was also read:

The gross taxable value for operating purposes not exempt from taxation within Washington County has been certified by the County Property Appraiser to the City of Chipley as \$193,401,731.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2024-2025 final operating millage rate is 7.0000 mills which is more than the rolled-back rate of 6.7030 mills by 4.4300%.

This resolution shall take effect immediately upon its adoption.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 24-41. The motion passed unanimously.

2. **Resolution No. 24-42** – Tentatively Adopt the Final Budget for Fiscal Year 2024-2025. Mrs. Tanner read Resolution No. 24-42 by title:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY OF WASHINGTON COUNTY, FLORIDA, TENTATIVELY
ADOPTING THE BUDGET FOR FISCAL YEAR 2024-2025;
PROVIDING FOR AN EFFECTIVE DATE.**

The following was also read:

The City of Chipley of Washington County, Florida set forth appropriations and revenue estimates for the budget for Fiscal Year 2024-2025 in the amount of \$18,533,913.

The City Council's intent to adopt a final millage and budget at a final public hearing and the required budget summary was property published on September 25, 2024.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2024-2025 Tentative Budget be adopted.

This resolution shall take effect immediately upon its adoption.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-42. The motion passed unanimously.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:10 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Budget Workshop
Minutes
September 16, 2024 at 5:00 p.m.

Attendees:

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

Mr. Kevin Russell, Mayor Pro-Tem

Absent:

Mrs. Linda Cain, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Guy Lane, Asst. City Admin./Public Works Director

Ms. Sherry Snell, City Clerk
 Mr. Ambers Carter, Assistant Public Works Director

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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 McCall and Mayor Andrews led the pledge to the American Flag.

C. AGENDA ITEMS**1. Fiscal Year 2024-2025 Proposed Budget – Enterprise Funds Discussion.**

Mrs. Tanner explained the Sanitation Fund is balanced at \$1,149,000, and this includes a CPI increase by Waste Management in the amount of 5.31%. This will bring the residential cart from \$26.56 up to \$27.97 per month. It includes annual salary increases from 0-4% based on the employee performance evaluation; 2022 Ford F-150 truck loan payment no. 3 of 5 in the amount of \$7,575 per year; and a 5.31% increase in the yard waste from \$7.46 to 7.86 per yard. We did not cut anything from this budget. Discussion ensued.

Mrs. Tanner explained the Water Fund is balanced at \$911,355, which was calculated at a 3% CPI increase, but we just found out today that will be a 3.2% increase, so the totals will increase a little. It includes Mr. Lane's water budget as well as Mr. Cook's smaller water budget. It includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair which is the annual meter register replacements in the amount of \$13,500; safety training for employee CDL license in the amount of \$4,000; meter reader system upgrade to 4G in the amount of \$15,250; and a request for a new Caterpillar 420XE Backhoe Loader 4x4, at a cost of \$150,476, this will include the first payment of 7 payment in the amount of \$25,950 per year;

Jimmy's budget includes annual salary increases from 0-4% based on the employee performance evaluation; annual generator maintenance on three (3) generators in the amount of \$6,900; And debt service principal and interest bond payment No. 20 of 40 on the USDA water well bond in the amount of \$7,005. We did not cut anything from this budget. Discussion ensued.

Mrs. Tanner explained the Gas Fund is balanced at \$659,730, which was calculated at a 3% CPI increase that will actually be 3.2%. It includes annual salary increases from 0-4% based on the employee performance evaluation; professional services to include 90 gallons of mercaptan installed, with an estimate of 608.4 lbs. at \$6.71 per lb.; meter repair for 96 gas meter registers in the amount of \$21,600; 2022 Ford F-150 truck payment no. 3 of 5 in the amount of \$7,629; transfer to general fund loan payment No. 9 of 10 for gas meters/gas registers in the amount of \$5,500; and a transfer to general fund loan payment No. 5 of 10 for the line relocate on South Blvd in the amount of \$6,000. Discussion ensued.

Mrs. Tanner explained the Sewer Fund is balanced at \$2,803,851 which includes \$1,166,306 of projects and financing sources. It was calculated at a 3% CPI increase that will actually be 3.2%. It includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair which is the annual meter register replacements in the amount of \$13,500; one (1) transit level - \$900; jetters and hand wand for the jet vac truck - \$4,300; gas detector for confined space - \$1,200; crane and hand winch for lift stations - \$3,600; pipe vise - \$300; pipe threader - \$3,400; multi meter - \$1,400; DO probe - \$3,200; Insulated screwdriver - \$300. Capital Outlay includes one (1) push camera - \$11,300; new generator for Harrison Lift Station - \$27,200; pump for John Teal lift station - \$12,300; main lift station pump at the plant - \$23,600. Truck and equipment payments includes the 2019 Kubota tractor payment no. 7 of 7 in the amount of \$11,614; debt service principal and interest – USDA series 2022 bond issue payment No. 2 and No. 3 in the amount of \$74,981. FDEP SRF Loan No. WW670111 semi-annual payment No. 2 and No. 3 in the amount of \$94,300. A transfer to general fund loan payment no. 17 on the city loan for the SCADA System Improvements in the amount of \$3,750. We did not cut anything from this budget. Discussion ensued.

There was discussion about the interlocal agreement with the library due to upcoming construction.

D. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:30 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Budget Workshop
Minutes
September 17, 2024 at 5:00 p.m.

Attendees:

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

Mr. Kevin Russell, Mayor Pro-Tem

Absent:

Mrs. Linda Cain, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Guy Lane, Asst. City Admin./Public Works Director
 Mr. Hunter Aycock, Fire Chief
 Mr. Ambers Carter, Assistant Public Works Director

Ms. Sherry Snell, City Clerk
 Mr. Michael Richter, Police Chief
 Mr. Brock Tate, Recreation Director

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A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:03 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Mr. Leonard Blount and Mayor Andrews led the pledge to the American Flag.

C. AGENDA ITEMS**1. Fiscal Year 2024-2025 Proposed Budget – General Fund Discussion.**

Mrs. Tanner explained the General Fund total revenues is \$12,444,044 which includes general fund revenues in the amount of \$2,724,252; Ad Valorem Taxes in the amount of \$1,297,884; Interfund Transfers in the amount of \$15,250; Capital Projects in the amount of \$7,734,597; and Community Redevelopment Agency (CRA) in the amount of \$672,061. The total General Fund revenue including CRA is \$4,313,646. The total projects and transfers and reserves is \$8,130,398 for a total of \$12,444,044. Discussion ensued.

Mrs. Tanner explained the Executive Department total is \$39,875. Discussion ensued.

Mrs. Tanner explained the Administration Department total is \$2,198,808 which includes annual salary increases from 0-4% based on the employee performance evaluation and repair & maintenance; Discussion ensued.

Mrs. Tanner explained the Police Department Fund total is \$1,516,589. It includes annual salary increases from 0-4% based on the employee performance evaluation; professional services including Smart Cop annual maintenance - \$2,750, annual copier lease - \$1,800 (48 month lease); annual archive social for archiving social media - \$1,103; and Watchguard annual software licensing fee - \$2,500; five (5) Flock camera systems with the annual cost of \$2,500 per camera - \$12,500; confiscated funds – amended into the budget throughout the year; equipment – BVP grant matching funds for three (3) vests @ \$500 each for a total of \$1,500; four (4) laptops @ \$2,859.99 for a total of \$11,439.96; one (1) desktop computer - \$3,116.64; three (3) patrol car radar units @ \$2,590.25 per unit for a total of \$7,770.75; police car patrol vehicle for replacement loan payment no. 4 of 5 in the amount of \$10,877 and new patrol car payment loan no. 1 of 7 in the amount of \$13,600; one (1) new patrol vehicle OFR new position payment no. 1 of 5 in the amount of \$11,000; bond payment no. 24 of 40 in the amount of \$16,000 for the Police & Fire building. Discussion ensued.

Mrs. Tanner explained the Fire Department Fund total is \$780,892, It includes annual salary increases from 0-4% based on the employee performance evaluation; brush I skid unit in the amount of \$18,295; truck payment no. 6 of 7 in the amount of \$7,254; bond payment no. 24 of 40 in the amount of \$16,000 and bond payment no. 2 of 20 in the amount of \$16,950 for the Police & Fire building and a new truck. Discussion ensued.

Mrs. Tanner explained the Street Department Fund total is \$7,616,784 which includes annual salary increases from 0-4% based on the employee performance evaluation; contract maintenance for the mowing contracts for the cemetery and grounds in the amount of \$100,540; truck & equipment payments including one (1) backhoe loan payment no. 3 of 7 in the amount of \$17,139 and one (1) asphalt hotbox loan payment no. 3 of 5 in the amount of \$12,831. Discussion ensued.

Mrs. Tanner explained the Recreation Department Fund total is \$284,326 which includes annual salary increases from 0-4% based on the employee performance evaluation; repair & maintenance including three (3) loads of white sand for playgrounds at \$998.00 per load - \$2,994.00; equipment – one (1) weed trimmer in the amount of \$399; truck payment no. 3 of 5 in the amount of \$6,977. Discussion ensued.

Mrs. Tanner explained the Amtrak/Farmers Market Department total is \$6,770. Discussion ensued.

The total budget is in the amount of \$18,967,980.

Mrs. Tanner stated Mr. Lane is training Mr. Carter in his duties. Mr. Russell stated he would like to list everything they have accomplished this year in December to let the public know. Mrs. Tanner stated we had a quarterly newsletter in the past. We will come up with something.

D. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:13 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

DRAFT

City of Chipley
Special Council Meeting
Minutes
September 23, 2024 at 3:30 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem

Absent:

Ms. Cheryl McCall, Council Member

Others Present Were

Mrs. Patrice Tanner, City Administrator
 Mr. Guy Lane, Asst. City Admin./Public Works Director
 Mr. Brock Tate, Recreation Director

Ms. Sherry Snell, City Clerk
 Mr. Ambers Carter, Assistant Public Works 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 3:30 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Mr. Russell 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 Cain to approve the agenda as presented. The motion passed unanimously.

D. Agenda Items.

1. **Resolution No. 24-43** – FDEP FRDAP Grant Application Submission – Jim Trawick Park Phase X. Mrs. Tanner explained 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. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-43. The motion passed unanimously.

2. **Insurance Renewal** – Brown & Brown. Mrs. Tanner explained this will approve the insurance renewal with Brown & Brown in the amount of \$246,178. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the insurance renewal with Brown & Brown in the amount of \$246,178. The motion passed unanimously.

3. **CRA Grant Documents.** Mrs. Tanner explained the CRA Board worked with Attorney Jordan to update the multiple CRA grants into one CRA grant package with updated requirements. This will approve the CRA Grant Application for Property Improvement, Real Property Improvement Grant Program Guidelines and Procedures, Checklist and Funding Breakdown. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the CRA Grant Documents. The motion passed unanimously.

Mayor Andrews adjourned the meeting at 3:06 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Final Millage &
Budget Hearing
Minutes
September 30, 2024 at 5:05 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. Guy Lane, Asst. City Admin./Public Works Director

Ms. Sherry Snell, City Clerk
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 5:05 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

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

- 1. Resolution No. 24-41** – Adopt the Final Millage Rate for Fiscal Year 2024-2025. Mrs. Tanner read Resolution No. 24-41 by title:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY
OF WASHINGTON COUNTY, FLORIDA, ADOPTING THE FINAL
MILLAGE RATE FOR FISCAL YEAR 2024-2025; PROVIDING FOR AN
EFFECTIVE DATE.**

The following was also read:

The gross taxable value for operating purposes not exempt from taxation within Washington County has been certified by the County Property Appraiser to the City of Chipley as \$193,401,731.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2024-2025 final operating millage rate is 7.0000 mills which is more than the rolled-back rate of 6.7030 mills by 4.4300%.

This resolution shall take effect immediately upon its adoption.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-41. The motion passed unanimously.

2. **Resolution No. 24-42** –Adopt the Final Budget for Fiscal Year 2024-2025. Mrs. Tanner read Resolution No. 24-42 by title:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY OF WASHINGTON COUNTY, FLORIDA, ADOPTING
THE FINAL BUDGET FOR FISCAL YEAR 2024-2025; PROVIDING
FOR AN EFFECTIVE DATE.**

The following was also read:

The City of Chipley of Washington County, Florida set forth appropriations and revenue estimates for the budget for Fiscal Year 2024-2025 in the amount of \$18,967,980.

The City Council's intent to adopt a final millage and budget at a final public hearing and the required budget summary was property published on September 25, 2024.

Now, therefore, be it resolved by the City Council of the City of Chipley of Washington County, Florida, that:

The Fiscal Year 2024-2025 Final Budget be adopted.

This resolution shall take effect immediately upon its adoption.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve Resolution No. 24-42. The motion passed unanimously.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:10 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Minutes
September 30, 2024 at 5:15 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. Guy Lane, Asst. City Admin./Public Works Director

Ms. Sherry Snell, City Clerk
 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 5:15 p.m.

B. APPROVAL OF AGENDA

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

C. AGENDA ITEMS

1. **Resolution No. 24-44** – FDEP State Revolving Fund Wastewater Facilities Plan. Mrs. Tanner explained this resolution will approve the submittal of an application for a Florida Department of Environmental Protection State Revolving Fund Program, in the amount of \$100,000.00. The project will be 50% loan and 50% grant. This will allow the city to have a wastewater facilities plan prepared in order to allow for additional SRF funding opportunities in the future. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-44. The motion passed unanimously.

2. **FDEP State Revolving Fund Loan Agreement WW670111 & Grant Agreement SG670112** – Amendment No. 3. – Mrs. Tanner explained this will approve the State Revolving Fund Amendment 3 with the State of Florida Department of Environmental Protection for Loan Agreement WW670111 & Grant Agreement SG670112. This will adjust project costs to reflect actual costs and the semiannual loan payment. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the FDEP State Revolving Fund Loan Agreement WW670111 & Grant Agreement SG670112 - Amendment No. 3. The motion passed unanimously.

3. **Special Event Application – Christmas Fest of Chipley, Inc.** Mrs. Tanner explained the Christmas Fest of Chipley will hold the Holiday Festival on Thursday, December 19, 2024 from 3:00 p.m. – 9:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the CRA Grant Documents. The motion passed unanimously.

4. **Employee Classification Document Addition** – Police Department. Mrs. Tanner explained this will approve the addition of a Corporal – Investigator position to the Employee Classification Document. This position was approved in the Fiscal Year 2024-2025 Budget. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Employee Classification Document Addition. The motion

passed unanimously.

D. ADJOURN

Mayor Andrews adjourned the meeting at 5:21 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBL Reviewed	Notes	Status
24-001	1/3/2024 9:08:04	tdonjuan@cityofchipley.com	Request for Formal Written Opinion to City Council	We spoke the other day about the new business coming in downtown that will be selling alcoholic beverages and will be having food trucks. They are wanting to apply for alcoholic beverage license 8COP this is typically the license type for a restaurant. On the application the zoning officer is required to sign off for zoning. Would there be any issues if the City approved and signed off on this establishment.	1/3/2024	1/9/2024	Tamara Donjuan		3/13/2024	Sent memo to TD	Complete
24-002	1/18/2024 12:52:31	sthompson@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Are skateboards allowed on City sidewalks and public areas where not prohibited. Florida Statute 316.2065(9) & (11) basically indicate that Skateboarders are pedestrians and may use the sidewalk and/or crosswalk to cross the roadway. Attorney General Opinion Number: AGO 98-15, reflects same statutes and same opinion. City Ordinance: Sec. 34-87 Bicycles, etc... prohibited. states: No person shall ride a bicycle, tricycle or velocipede, or other such vehicle or toy over or upon any public sidewalk within the city. Does a skateboard fall into the category of "other such vehicle or toy"?	1/18/2024	1/23/2024	Scott Thompson	https://drive.google.com/open?id=1gb0SeH9Nsg8LP4owU3sOw3Z8gZ3_R6	1/19/2024	Sent memo to CST	Complete
24-003	1/30/2024 10:28:48	director@washcomall.com	Draft Document	Draft resolution for CRA budget amendment	1/30/2024	2/1/2024	Michael Maxwell		1/30/2024	Sent resolution to MM	Complete
24-004	1/30/2024 10:29:24	director@washcomall.com	Draft Document	Draft Council resolution adopting Business Mentoring Program	1/30/2024	2/1/2024	Michael Maxwell		1/30/2024	Sent draft resolution to MM	Complete
24-005	2/20/2024 9:49:25	tdonjuan@cityofchipley.com	Document/Contract Review	I explained to the developer about a P&Z and city council approval would be needed because the property is located in our CDD. I never told him that he would have to rezone. He states that the new law that he does not have to conduct the review can you help on this and let me know if he is still required to go thru with the development procedures, we have for the CDD. I have will forward you the email. It will not attach correctly.	2/20/2024	2/29/2024	Tamara Donjuan		2/20/2024	Sent memo to TD	Complete
24-006	4/12/2024 15:13:27	tdonjuan@cityofchipley.com	Document/Contract Review	Public records request for liens for 777 West Blvd has been made. I will attach the order and case. The order only addresses one owner not both not sure if that matters. The wife stated she was not notified.	4/12/2024	4/18/2024	Tamara Donjuan	https://drive.google.com/open?id=1VuY_PDuZPOQHVvtFSKfvmvTK8ab_N , https://drive.google.com/open?id=1TcJmVDjvyiQo7xnmwQbLLMMqfnTPyb	4/15/2024	Sent memo to TD	Complete
24-007	4/22/2024 10:00:00	PTanner@cityofchipley.com	Document/Contract Review	Harden Lane - Verizon Land Lease	4/22/2024	5/8/2024	Patrice Tanner	https://drive.google.com/open?id=1UJzZUpse4sMdFGi8LjzOrqDbEB5K35F	5/16/2024	Drafted lease	Complete
24-008	5/8/2024 13:08:48	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	There has been a public records request for liens for the 777 West Blvd property. Can you give me an amount that is due? I have attached the order for your review.	5/8/2024	5/13/2024	Tamara Donjuan	https://drive.google.com/open?id=19yix1Ymg1z6_KAdk20ZxKzolk4_325l	5/9/2024	Sent memo to TD	Complete
24-009	5/14/2024 18:12:05	TAndrews@cityofchipley.com	Draft Document	Draft ordinance re: charter amendment re: 4 year terms; current open seats	5/14/2024	5/28/2024	Tracy Andrews		5/16/2024	Sent draft to TA	Complete
24-010	5/14/2024 18:28:04	TAndrews@cityofchipley.com	Draft Document	Draft ordinance re: regulation of halfway houses/recovery homes	5/14/2024	5/31/2024	Tracy Andrews				
24-011	6/7/2024 13:45:08	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Can you please give me a total cost for your services for a code case heard on 4/25/24? Case 647 Rosemary S Jones & Etal % Eunice Cohen & E Shackelford	6/7/2024	6/14/2024	Tamara Donjuan	https://drive.google.com/open?id=1978f894Xe0QYh2WR4PngAA8gFM6lhFe	6/13/2024	Gave cost to TD	Complete
24-012	7/30/2024 7:51:19	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Can I get an update on 499 Martin Luther King Drive code case? Update on all the cases would be good too. Thanks.	7/30/2024	8/5/2024	Tamara Donjuan		7/30/2024	Updated TD	Complete
24-013	8/19/2024 15:24:45	tdonjuan@cityofchipley.com	Draft Document	Attached are the minutes for March 12, 2024, approving the forgiveness can you please complete a satisfaction for 589 Main St. This was a code case that Michelle Suggs Purchased at a tax deed auction, and we received the surplus on.	8/19/2024	8/26/2024	Tamara Donjuan	https://drive.google.com/open?id=1qp33HMy6xwuBJUIC3LRIDCMFJW-E1M81	8/26/2024	Sent draft to TD	Complete
24-014	8/19/2024 15:35:10	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Property located on Hwy 90, Parcel #00-1015-0000, They are planning on building a bowling alley/Fun Zone. Rumors have come up stating that location used to be the City Dump. Do you foresee any issues with that development being able to build there? Should the City have any concerns if that development is approved?	8/19/2024	8/23/2024	Tamara Donjuan		8/20/2024	Sent memo to TD	Complete
24-015	9/10/2024 17:01:26	TAndrews@cityofchipley.com	Draft Document	Draft revised MOU between COC and Chamber re: CRA Administration	9/10/2024	9/24/2024	Tracy Andrews		9/30/2024	Drafting MOU	PENDING

COC: Current Litigation

as of February 27, 2023

Section J, Item 1.

Attorney	Case Name	Court Judge Docket No.	Description	Outside Counsel	Parties	Opposing Counsel	Litigant on Hold?	Case Status
Goldhagen, Matt	COC v. Richard Barrentine	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1219 Johnson Avenue	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9701	Plaintiff(s): City of Chipley Defendant(s): Richard Barrentine and Diana Barrentine Third Parties:		Y	4/28/23 - Waiting for recorded lien. 8/28/23 - received title work. 9/8/23 - Title work shows mortgage foreclosure suit filed. Researching whether junior lien foreclosure or intervene in existing foreclosure suit to claim surplus funds. 12/22/23 - Moratorium until May. 8/4/24 - Check docket to see if moratorium lifted.
Goldhagen, Matt	COC v. Implusive Expressions, LLC	Court: Washington Co. - County Civil Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 746 West Blvd.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9703	Plaintiff(s): City of Chipley Defendant(s): Implusive Expressions, LLC Third Parties: N/A		N	4/12/23 - Lien recorded. 8/25/23 - Waiting for title work. 3/4/24 - Receive title work & need to draft Complaint. 8/4/24 - Not homestead property. File Complaint. 8/21/24 - Suit filed. 9/18/24 - awaiting on service of process.
Goldhagen, Matt	Chipley Course, LLC v. COC	Court: Washington Co. - Circuit Civil Case No. 2023-CA-123 Judge: Timothy Register Magistrate Judge: N/A	Breach of Contract - Dec. Judgment	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): Chipley Course, LLC Defendant(s): City of Chipley Third Parties: N/A	Mitch Dever, Esq. FL Bar No. 0939730 PO Box 9811 Panama City Beach, FL 32417 (850) 234-7677 mitchdever@comcast.net	N	12/22/23 - Prepare Complaint re: dec. relief. 1/25/24 Receive Amended Complaint from Chipley Gulf Course. Draft Answer to Amended Complaint and Counterclaim for Declaratory Relief. 2/7/24 COC filed an Answer and Counterclaim. 3/19/24 Responded to CGC's discovery request. Send discovery to CGC. Depo of P. Tanner scheduled for 4/23/24. Mediation held & settlement reached. Awaiting executive session scheduled for 7/22/24. 9/24/24 - CC filed MSJ & Hrg on MSJ scheduled for 1/6/25.
Goldhagen, Matt	COC v. Terry Davis	Court: Washington Co. - County Civil Case No. 2024-CA-61 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 504 MLK Drive	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Terry Davis, Washington Co. Clerk of Court and Washington County Tax Collector Third Parties: N/A		N	3/4/25 Rcv title work & draft complaint. 5/23/24 - Filed complaint, lis pendens & notice of appearance. 6/12/24 - Sent pleadings out for service upon defendants. 6/25/24 - Clerk's answer filed. 7/29/24 - Receive answer from Terry Davis. 8/2/24 - Need to file Motion for Summary Judgment.
Goldhagen, Matt	COC v. Estate of Dennie Gilmore a/k/a Dennie Gilmore, Deceased et al	Court: Washington Co. - Circuit Civil Case No. 2023-CA-47 Judge: Christopher Patterson Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 1209 Campbellton Ave	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9699	Plaintiff(s): City of Chipley Defendant(s): Estate of Dennie Gilmore a/k/a Dennie Gilmore, Deceased; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Dennie Gilmore a/k/a Dennie Gilmore, Deceased Third Parties: N/A		N	1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Followed up w/Atty re: file complaint. 4/10/23 Notarized Aff. Const. Service. File Complaint, Summons, NOA & NOLis Pendens. Notice of Action in Foreclosure publication is currently running and will be complete on 5/10/23. Answer to complaint due May 19. 6/23/23 - Drafting motion to appoint administrator ad litem for estate. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed. 1/3/24 - File Motion to Appoint AAL. 1/5/24 - Received Order Appointing AAL - Kristi Novonglosky. Waiting to receive AAL report. 6/13/24 - Receive AAL report & petition. Attempt to serve Gilmore Jr. at newly found address. 7/12/24 - Serve heirs located by AAL. 9/4/24 - All heirs served except one, unable to locate.
Goldhagen, Matt	COC v. Estate of Joseph R. Ledlow et al	Court: Washington Co. - Circuit Civil Case No. 2023-CA-59 Judge: Christopher Patterson Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 1278 Holley Ave. & 492 2nd Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9695	Plaintiff(s): City of Chipley Defendant(s): Estate of Joseph R. Ledlow a/k/a Joseph R. Ledlow, Deceased; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Joseph R. Ledlow a/k/a Joseph R. Ledlow, Deceased Third Parties: N/A		N	1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Followed up w/Atty re: file complaint. 4/21/23 Follow up w/Atty re filing Complaint and other pleadings. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. Waiting for service by Publication. 7/26/23 - Publications scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion to Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/15/23 - Received a second recorded Order. Waiting for title work. Will amend the complaint to include new lien. 12/22/23 - Appoint Ad. Litem & Amend complaint to include 492 2nd Street CE Lien. 2/23/24 - Filed Amended Complaint and Motion to Appoint AAL and received Order appointing AAL. 3/25/24 Awaiting AAL report. 7/8/24 - Receive AAL's Petition Det. Heirs. 7/12/24 - Serve Heirs located by AAL. 8/4/24 - Search new address for Deckard. 8/22/24 - Waiting for Deckard to be served at new address.
Goldhagen, Matt	COC v. Estate of Martha Pippin	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 777 West Boulevard & 499 Martin Luther King Blvd.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9700	Plaintiff(s): City of Chipley Defendant(s): Estate of Martha D. Deal Pippin; Michael Brian Tylor; Amanda Taylor Third Parties: N/A		Y	5/17/23 - Possible Homestead property. 3/4/24 - Review title work. 5/23/24 - Receive updated Order from Tamara.

COC: Current Litigation

as of February 27, 2023

Section J, Item1.

Goldhagen, Matt	COC v. Estate of Edith Juanita Hogan	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 737 Pecan Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Edith Juanita Hogan, Third Parties: N/A	N	3/4/24 MBJ to follow-up with TD. 8/4/4. - Order title work.
Goldhagen, Matt	COC v Annie Holmes	Court: Washington Co. - Circuit Civil Case No. 2023-CA-07 Judge: Christopher Patterson Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / N. Church Ave.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9693	Plaintiff(s): City of Chipley Defendant(s): Annie Holmes Third Parties: N/A	N	1/13/23 - Complaint filed & Summons Issued. Waiting on USPS PO Box Request to come back with Street Address for Service of Complaint & Summons. 2/14/23 Sent Summons & Complaint to Sherrif for service upon Defendant. 4/10/23 - Waiting for ROS from Sherrif. 5/11/23-Receive Return of Non Service. 6/26/23 -Waiting on service by Publication due being unable to serve Annie Holmes. 7/26/23 - Proof of Publication for 7/12/23 & 7/19/23 filed. Waiting for Proof of Publication for 7/26/23 & 8/2/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. 8/22/23 - Clerk's default entered. Need to file Motion to Default Judgment & schedule hearing. 9/20/23 - Filed Notice of Substitution of Counsel. 12/22/23 - File Motion for Default Judgment. 3/4/24 - Motion for Final Default Jdgmt being reviewed by MJG. 7/23/24 - Need order granting sub. service.
Goldhagen, Matt	COC v. Latonia Mckinnie	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1167 6th Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9708	Plaintiff(s): City of Chipley Defendant(s): Latonia Mckinnie Third Parties:	N	6/22/23 - Order finding Violation. 30 day waiting period for appeal. 11/15/23 - Received recorded Order. Waiting for title work. 12/22/23 - Follow up w/TD re: magistrate. 8/4/24 - File suit. 8/22/24 - Complaint, Lis Pendens & NOA sent to MG for review.
Goldhagen, Matt	CPD v. Nipul Metha	Court: Washington Co. - Circuit Civil Case No. 2023-CA-85 Judge: Christopher Patterson Magistrate Judge: N/A	Forfeiture	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9710	Plaintiff(s): Chipley Police Department Defendant(s): Nipul Metha, Atul Modi, and Nitya, Inc. d/b/a Gas Mart/77 Gas Mart Third Parties: N/A	N	8/4/23 - Petition for Final Order of Forfeiture filed with the Court. 8/9/23 - Atul Modi and Gas Mart served with Petition & Summons. 8/25/23 - Serve Nipul Metha. 1/29/24 File Motion for Prob. Cause. 2/23/24 Metha served. Modi filed statement w/Court. 6/13/24 - Nipul served with pleadings in Texas. 7/23/24 Probable Cause Order entered. 7/29/24 - Preparing Motion for Final Summary Judgment.
Goldhagen, Matt	COC v. Pamela Moore et. al.	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 869 Chesnut Hill	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Pamela Moore, David A. Marshall Third Parties: N/A	N	3/4/24 Title Work ordered. 8/4/24 - Property brought into compliance. Bring to Council re: fine.
Goldhagen, Matt	COC v Jeremie & Carlie Peters et al	Court: Washington Co. - County Civil Case No. 2023-CC-41 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 1471 S. Railroad Ave.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9694	Plaintiff(s): City of Chipley Defendant(s): Jeremie Peters, Carlie Petres, Kathy J. Warrington n/k/a Kathy Hartzog, John E. Hartzog, & Fareoffercashnow, Inc. Third Parties: N/A	N	1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Followed up w/Atty re: file complaint. 4/21/23 Follow up w/Atty re filing Complaint and other pleadings. 5/1/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. 6/23/23 - waiting on returns of service. 7/26/23 - FairOffer served on 7/20/23 & 8/9/23 Answer due deadline calendared. Kathy & John Hartzog served of 7/26/23 & 8/15/23 Answer due deadline calendared. Return of Non-Service filed on 7/26/23 for Carlie Peters, may reside in Destin. 8/25/23 - Still awaiting service upon Carlie Peters and Jeremie Peters. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - No answers filed. 3/4/24 - need to Motion for Clerk Default.
Goldhagen, Matt	COC v. Gwuan Reed	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Code Enforecement Violation / 618 Bennett Dr. & 618 9th St	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9688	Plaintiff(s): [PLAINTIFF] Defendant(s): [DEFENDANT] Third Parties: [THIRD PARTIES]	Y	4/24/24 - Code enforcement hearing. Awaiting CE Order.
Goldhagen, Matt	COC v. David L. Roulhac	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Code Enforecement Violation / 566 MLK Dr.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordan pa.com (850) 638-9691	Plaintiff(s): [PLAINTIFF] Defendant(s): [DEFENDANT] Third Parties: [THIRD PARTIES]	Y	4/24/24 - Code enforcement hearing. Awaiting CE Order.

COC: Current Litigation

as of February 27, 2023

Section J, Item1.

Goldhagen, Matt	COC v. Estate of Mary C. MyDosh et al.	Court: Washington Co. - County Civil Case No. 2023-CC-39 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 589 Main Street & 592 Main Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9697	Plaintiff(s): City of Chipley Defendant(s): Estate of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis; Charles Smejkal, Jr.; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis, Deceased Third Parties: N/A		N	2/9/23 - Requested Title Work. 4/24/23 - Draft Complaint, Summons, Notice of Lis Pendens, Affidavit of Const. Service, Notice of Appearance and emailed to JAM for review. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. Waiting on service. 6/23/23 - Waiting on service by publication. 7/26/23 - Waiting on Return of Service for Smejkal & proof of publications (publications are scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion for Clerk's Default & Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed. 12/22/23 - Drop Count I of Complaint & Appoint Ad. Litem. 1/3/24. Amended Complaint to drop Count I & file Motion to Appoint AAL. 1/5/24 - Received Order Appointing AAL - Kristi Novonglosky. Waiting to receive AAL report. 8/4/24 - 589 Mian Street Closed. Followup w/AAL.
Goldhagen, Matt	COC v. Thelma Wood	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 771 Pecan Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Thelma Wood Third Parties: [THIRD PARTIES]		Y	3/4/24 Title Work ordered. 3/14/24 Hold - per TD owner is trying to comply. 8/4/24 - still not in compliance. Proceed w/title work.
Goldhagen, Matt	COC v. Estate of Janel Catherine Marusiak	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 578 7th Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Estate of Janel Catherine Marusiak Third Parties: [THIRD PARTIES]			07/25/2024 - Code Enforcement Hrg. 8/4/24.- Waiting for order.
Goldhagen, Matt	COC v. Cherry E. Hall	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1324 Coggin Ave	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9690	Plaintiff(s): City of Chipley Defendant(s): Cherry E. Hall and Auburn E. Hall Third Parties: [THIRD PARTIES]			9/24/24 - 9/26 Code Enforcement Hrg rescheduled to 10/31.
Goldhagen, Matt	COC v. REDD Whyte, LLC	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 550 Bennett Dr.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9691	Plaintiff(s): City of Chipley Defendant(s): REDD Whyte, LLC Third Parties: [THIRD PARTIES]			9/24/24 - 9/26 Code Enforcement Hrg rescheduled to 10/31.



**Executive Director's Report
Chipley Redevelopment Agency
10.8.24**

Dear Council Members,

October is proving to be an active month for the CRA as we re-engage with the community through our grant programs. During our recent pause, we successfully facilitated one emergency grant, which the Board deemed essential for addressing urgent needs as they arose.

With the reopening of grant applications, we currently have three potential submissions. While none have been received yet, the deadline for submission is October 8, 2024, allowing us to prepare for this month's meeting. Any non-emergency proposals received will be scheduled for discussion in next month's agenda.

In addition, we have increased our funding for special projects, enabling us to enhance our contributions to the community—a topic that has been frequently discussed by the Board.

We also have some changes in Board leadership to announce. Long-time Chair Heather Lopez has stepped down from her position and will now serve as a voting member of the Board. Crystal Abel has accepted the role of Chair, and Summer Thomas has stepped into the position of Vice-Chair. I am optimistic that this new leadership will foster innovative ideas and continue to revitalize the historic district of Chipley.

Furthermore, we recently reviewed a statute requiring each FRA Board to establish Goals and Objectives. After thorough discussion, we reached a consensus on these items, ensuring they align with our Redevelopment Plan. I am confident that the goals we have set are both attainable and aspirational, guiding us toward a promising future for our community.

Sincerely,

Leah Pettis
Executive Director

City of Chipley
Community Redevelopment Agency
Revolving Loan Acitivity
Fiscal Year 2023-2024

Section J, Item2.

Name	Loan Balance As of 10/01/23	New Loans (10/01/23-08/31/24)	Principal Paid (10/01/23-10/03/24)	Balance As of 10/03/24
Jerusalem Baptist Church (03/02/17)	4,292.19	0.00	2,753.32	1,538.87
Sister's Southern Charm (11/20/18)	10,499.31	0.00	1,953.30	8,546.01
Leanne and John Pedraja (07/18/19)	9,839.01	0.00	4,361.57	5,477.44
Cynthia H. Brown (02/10/22)	15,717.43	0.00	3,009.23	12,708.20
Tiffany Hitchcock (04/12/22)	16,174.62	0.00	2,766.21	13,408.41
Rachel & James Jenkins (05/27/22)	8,201.58	0.00	1,380.62	6,820.96
Brittany & James Wright (10/19/23)	20,000.00	0.00	2,462.87	17,537.13
Totals	\$ 84,724.14	\$ -	\$ 18,687.12	\$ 66,037.02

	Due Date	Monthly Payment Due	Last Payment
Jerusalem Baptist Church	2nd	255.35	09/10/24
Sister's Southern Charm	20th	262.02	08/13/24
Leanne and John Pedraja	18th	255.35	09/09/24
Cynthia H. Brown	10th	255.37	09/30/24
Tiffany Hitchcock	13th	255.37	09/13/24
Rachel & James Jenkins	27th	127.67	09/25/24
Brittany & James Wright	18th	255.37	09/10/24



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

October 7, 2024

Leah Pettis, Executive Director
Chipley Redevelopment Agency
Post Office Box 457
Chipley, Florida 32428

Dear Mrs. Pettis:

The Chipley Redevelopment Agency bank accounts have the following balances as of September 30, 2024:

<u>Account Name</u>	<u>SBA Account</u>	<u>Checking Account</u>	<u>Total Amount</u>
CRA Trust Escrow	\$ 152,429.89	\$ 35,894.23	\$ 188,324.12
CRA Trust Fund	.00	.00	.00
CRA Revolving Loan	<u>63,643.15</u>	<u>46,230.69</u>	<u>109,873.84</u>
Total	<u>\$ 216,073.04</u>	<u>\$ 82,124.92</u>	<u>\$ 298,197.96</u>

If you have any questions or if you should need additional information, please contact me at the number listed above or by email at ptanner@cityofchipley.com.

Sincerely,

**Patrice A.
Tanner**

Patrice A. Tanner
City Administrator

Digitally signed by Patrice A.
Tanner
Date: 2024.10.07 14:18:19
-05'00'



Chipley Fire Department

September 2024 Monthly Activity Report

From: Hunter Aycock, Fire Chief

Type of Call	September	For the Year of 2024-2025	
	Totals	Total Calls	Responders
Structure Fires	3	Structure Fires	3
Vehicle Fires	0	Vehicle Fires	0
Wild land Fires	2	Wild Land Fires	2
Fire Alarms	3	Fire Alarms	3
Meeting (Business & Training)	2	Meetings	2
MVA (Traffic Crashes)	11	Sig 4 (Traffic Crashes)	11
First Responder	0	First Responder	0
Public Service Calls:	18	Public Service Calls:	18
		Average Response	10
Total # of calls for the month:	40	Total Calls:	40
Total # of calls in the City:	20	Total City calls:	20
Total # of calls in the County:	20	Total County calls:	20
Total # of Mutual Aids:	3	Total Mutual Aids:	3
Total # of Meetings:	2	Total Meetings:	2

Performed several station tours and truck displays last month.
Will be switching to new radio system in October.



City of Chipley

CODE ENFORCEMENT

1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



SEPTEMBER 2024

1. Total Active Cases: 27

These cases include multiple violations.

- Public Nuisance: 113 Violations

2. New cases opened this month: 41

3. Properties Posted this month: 6

4. Cases brought before this month's Special Magistrate: 0

5. Citations written this month: 0

6. Cases Closed this Month: 39

These cases include multiple violations.

- Public Nuisance: 114 Violations
- 16 of these violations are from previous months.

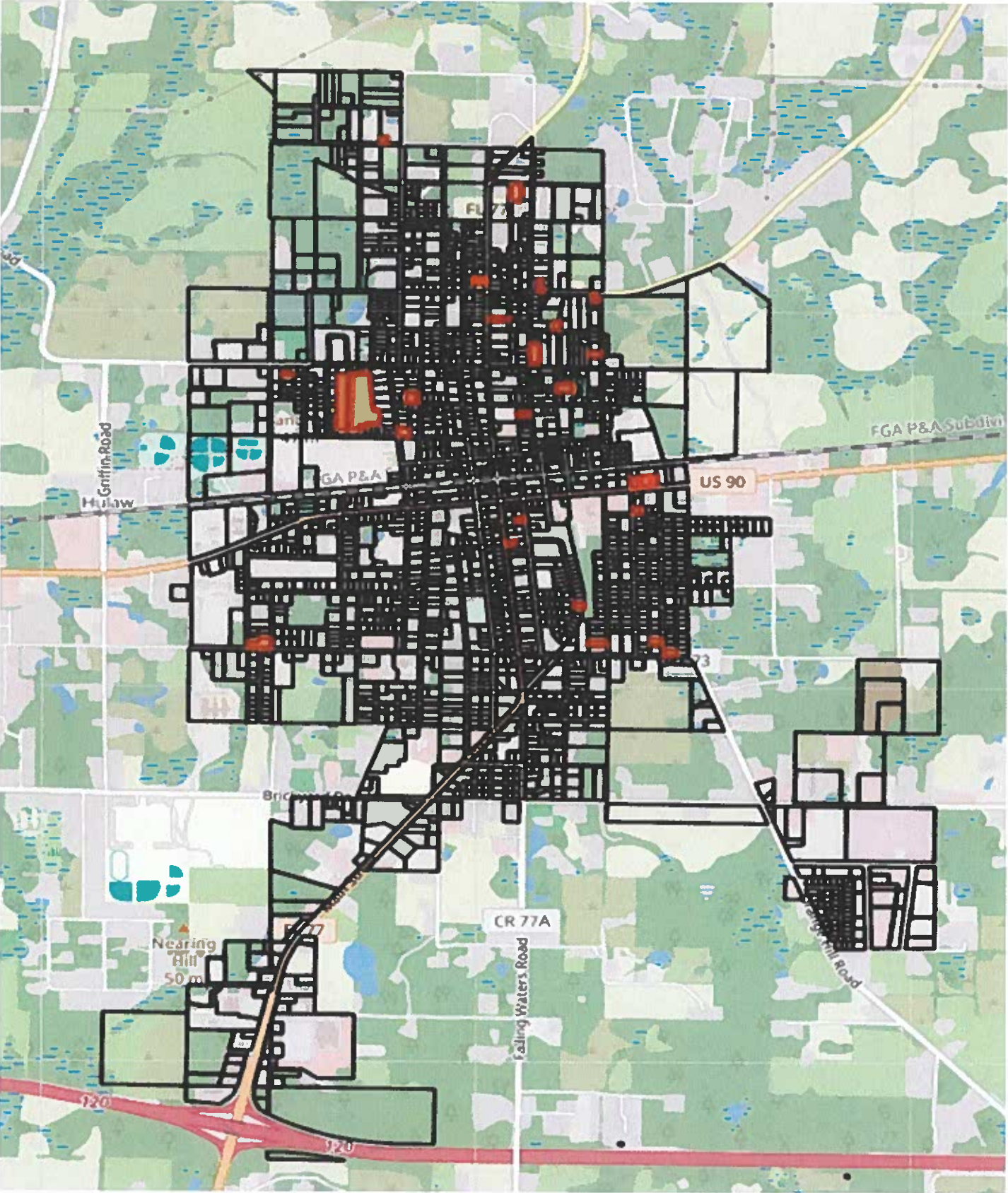
7. Code Enforcement Verification: 0

8. Pit bull Registration: 0

9. Properties with Active Liens: 20

1. 1209 Campbellton Avenue 08/05/2020 Sent to attorney.
2. 1278 Holley Avenue (Two Liens) 08/05/2020 & 08/26/2022 Sent to attorney.
3. 1471 S. Railroad Avenue 07/11/2022 Sent to attorney.
4. Church Avenue 07/11/2022 Sent to attorney.
5. 592 Main Street 09/19/2022 Sent to attorney.
6. 777 West Boulevard 01/09/2023 Sent to attorney.
7. 499 Martin Luther King Drive 01/09/2023 Sent to attorney.
8. 746 West Boulevard 4/12/2023 Sent to attorney.
9. 1214 Johnson Avenue 05/08/2023 Sent to attorney.
10. 1167 6th Avenue 8/10/2023 Sent to attorney.
11. 492 2nd Street 8/10/2023 Sent to attorney.
12. 504 Martin Luther King Drive 11/21/23 Sent to attorney.
13. 771 Pecan Street 12/4/23 Sent to attorney.
14. 869 Chesnut Hill Street 12/4/23 Sent to attorney.

15. 737 Pecan Street 1/11/24 Sent to attorney.
16. 566 Martin Luther King Drive 6/26/24 Liens
17. 618 Bennett Drive 6/26/24 Liens
18. 618 9th Street 6/26/24 Liens
19. 617 9th Street 6/26/24 Liens
20. 578 7TH Steet 9/4/2024 Liens



Case Report

10/1/2023 - 09/30/2024

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main Status
9/30/2024	JOSEPH D MYERS	00000000-00-1506-0000	1364 WATTS AVE	Excessive grass, weeds, and vegetation	9/30/2024	Active
9/30/2024	JOHN HUNTER RAY	00000000-00-2879-0000	598 MAIN ST	Excessive grass, weeds, and vegetation	9/30/2024	Active
9/30/2024	BAXLEY BILLY D & CANDICE A	00000000-00-2874-0000	596 MAIN ST	Excessive grass, weeds, and vegetation	9/30/2024	Active
9/30/2024	STEVEN C & BRENDA WHITTINGTON	00000000-00-1169-0000	1160 SOUTH BLVD	Excessive grass, weeds, and vegetation	9/30/2024	Active
9/30/2024	WILLIAM F & KATHY J HAMILTON	00000000-00-1825-0015	763 GILBERT DR	Excessive grass, weeds, and vegetation	9/30/2024	Active
9/30/2024	MARILYN J COLLINS & ETAL LATISHA REED WARD	00000000-00-1289-0000	600 MARTIN LUTHER KING DR	Excessive grass, weeds, and vegetation	9/30/2024	Active
9/16/2024	MILES A ANDERSON	00000000-00-2813-0000	750 GLENWOOD AVE	Excessive grass, weeds, and vegetation	9/24/2024	Active
9/24/2024	Miles Anderson & James Peters	00000000-00-1571-0000	1338 Watts Avenue	Excessive grass, weeds, and vegetation	9/24/2024	Active
9/23/2024	CHRISTOPHER & KRYSTAL WHITE	00000000-00-2944-0000	1257 PLUM AVE	Abandoned materials, excessive grass, weeds, and vegetation	9/23/2024	Active
9/20/2024	PAMELA M SMITH ESTATE / HEIRS	00000000-00-2697-0000	1226 CAMPBELLTON AVE	Excessive grass, weeds, and vegetation	9/20/2024	Active
9/18/2024	ALICE B TILLER	00000000-00-1839-0000	895 MAIN ST	Excessive grass, weeds, vegetation growth	9/18/2024	Active
9/17/2024	PAUL PETE & DEIDRA DAY	00000000-00-1822-0000	790 EAST BLVD	No 911/Excessive grass, weeds, and vegetation	9/17/2024	Active

9/12/2024	MURRAY W BATSON	00000000- 00-1552- 0001	607 HIDEAWAY DR	Excessive grass, weeds, vegetation	9/12/2024	Active
9/11/2024	ZBC PROPERTIES LLC / TRAVIS LADELL CORBIN	00000000- 00-1038- 0000	1160 JACKSON AVE	Disrepair, excessive grass, weeds, vegetation, junk vehicles, abandoned materials.	9/11/2024	Active
9/11/2024	ZBC PROPERTIES LLC / TRAVIS LADELL CORBIN	00000000- 00-1042- 0000	1156 JACKSON AVE	Disrepair, excessive grass, weeds, vegetation	9/11/2024	Active
9/11/2024	ZBC PROPERTIES / TRAVIS LADELL CORBIN	00000000- 00-1039- 0000	1168 JACKSON AVE	Disrepair, abandoned materials, excessive grass, weeds, vegetation	9/11/2024	Active
9/6/2024	DAMARIUS J JONES	00000000- 00-1134- 0000	796 ORANGE ST	Abandoned materials,excessive, grass, weeds, and vegetation	9/6/2024	Active
8/23/2024	TRAVIS RYAN SULLIVAN	00000000- 00-2970- 0003	1378 WARREN AVE	Excessive grass, weeds, and vegetation	8/23/2024	Active
8/8/2024	A T & T CO	00000000- 00-1835- 0001	712 7TH ST	Excessive grass, weeds, and vegetation	8/8/2024	Active
8/2/2024	LUCRIFEROUS HOLDINGS LLC	00000000- 00-2752- 0000	657 MAIN ST	Excessive grass, weeds, vegetation	8/2/2024	Active
7/8/2024	REDD WHYTE LLC	00000000- 00-2699- 0001	550 BENNETT DR	Excessive grass, weeds, and vegetation, and rubbish, abandoned materials	7/8/2024	Active
6/28/2024	RICHARD P & DENNIS J WRIGHT	00000000- 00-2706- 0002	594 BENNETT DR	Junk vehicle, no 911, excessive grass, weeds, and vegetation	6/28/2024	Active
6/5/2024	BETTY J MASSALINE ESTATE / HEIR / TENANT	00000000- 00-1033- 0001	689 PECAN ST	Disrepair,	6/5/2024	Active
5/16/2024	JAMES HUNTER JR	00000000- 00-2677- 0000	569 MARTIN LUTHER KING DR	Structure in Disrepair	5/16/2024	Active

5/13/2024	AMERIGAS PROPANE INC, / MEMBER	00000000- 00-1988- 0003	1422 SOUTH BLVD	Excessive grass, weeds, vegetation, disrepair	5/13/2024	Active
4/8/2024	CHERRY E & AUBURN E HALL	00000000- 00-1490- 0000	1324 COGGIN AVE	Disrepair, Tree Debris	4/8/2024	Active
3/6/2024	LINDA A DAVIS	00000000- 00-1209- 0000	617 9TH ST	Fence Height, junk vehicle	3/6/2024	Active

Total Records: 27

10/1/2024

Monthly Closed Cases

09/01/2024 - 09/30/2024

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main Status
9/23/2024	KAROLE YORK	00000000-00-2078-0004	1211 SOUTH BLVD	Excessive grass, weeds, and vegetation	9/30/2024	Closed Case
9/23/2024	MARY MARGARET DAY	00000000-00-2101-0000	1229 SOUTH BLVD	Abandoned materials	9/24/2024	Closed Case
9/23/2024	PAUL PETE DAY & DEIDRA DAY	00000000-00-1864-0000	874 MAIN ST	No 911/Excessive grass, weeds, and vegetation	9/25/2024	Closed Case
9/19/2024	CHAUCEY & SERITA SCANLAN	00000000-00-1094-0001	1194 6TH AVE	Abandoned materials, excessive grass, weeds, and vegetation	9/30/2024	Closed Case
9/19/2024	SAUNDRA G MC CALLISTER	00000000-00-1075-0000	727 EAST BLVD	Excessive grass, weeds, and vegetation	9/24/2024	Closed Case
9/18/2024	Right of Way		Hwy 77	Signage	9/18/2024	Closed Case
9/18/2024	INEZ M & HAL W GORE JR	00000000-00-2743-0000	632 MAIN ST	Abandoned materials	9/24/2024	Closed Case
9/17/2024	WENDOLA I NOWELL	00000000-00-1815-0000	772 EAST BLVD	Excessive grass, weeds, and vegetation	9/24/2024	Closed Case
9/17/2024	DALLAS CONSTANCE TIPTON	00000000-00-1486-0000	1335 OLD BONIFAY RD	Excessive grass, weeds, and vegetation	9/24/2024	Closed Case
9/17/2024	JASON & KATIE GIVENS	00000000-00-1506-0005	1357 OLD BONIFAY RD	Excessive grass, weeds, and vegetation	9/19/2024	Closed Case
9/12/2024	DONALD L & IRMHILD E SELLERS	00000000-00-1921-0000	739 4TH ST	Excessive grass, weeds, and vegetation	9/17/2024	Closed Case
9/12/2024	LUCAS FLORA EST % ALFRED BELLAMY	00000000-00-1286-0000	604 MARTIN LUTHER KING DR	Abandoned materials	9/20/2024	Closed Case
9/12/2024	GLORIA SULLIVAN	00000000-00-2789-0000	601 2ND ST	Abandoned materials	9/19/2024	Closed Case
9/11/2024	COUNTRY GYPSY LLC.A	00000000-00-2162-0001	893 -897 8TH ST	Excessive grass, weeds, and	9/17/2024	Closed Case

	NORTH DAKOTA LLC			vegetation		
9/9/2024	VIVIAN MORRIS /ANTUAN MORRIS	00000000-00-2710-0001	1207 CAMPBELLTON AVE	Excessive grass, weeds, vegetation	9/11/2024	Closed Case
9/9/2024	CABEEAFL LLC % SHERRI WADE	00000000-00-2879-0002	541 5TH ST	Rubbish, trash	9/17/2024	Closed Case
9/9/2024	CABEEAFL LLC % SHERRI WADE	00000000-00-2879-0001	537 5th STREET	Rubbish, excessive grass	9/17/2024	Closed Case
9/9/2024	JAMES SPEARMAN	00000000-00-2872-0003	533 5TH ST	No 911/Trash/Garbage Cans/Excessive Grass	9/20/2024	Closed Case
9/6/2024	MORRIS TERETHA HEIRS % ANGELINE M. SMITH	00000000-00-1070-0000	1227 1ST AVE	Abandoned materials	9/23/2024	Closed Case
9/4/2024	GODFREY WARD G JR TRUSTEE	00000000-00-1386-0000	RAILROAD AVE	Abandoned materials	9/9/2024	Closed Case
9/4/2024	SHEILA FAYE NICHOLAS & ETAL % SHELBY LYNN ODOM	00000000-00-2162-0001	893-897 8TH ST	Excessive grass, weeds, and vegetation	9/11/2024	Closed Case
9/4/2024	DEREK CARMICHAEL AND CHAD CARMICHAEL	00000000-00-2195-0010	871 2ND ST	Abandoned materials	9/5/2024	Closed Case
9/3/2024	MINNIE JEWEL BOSTON ESTATE / HEIRS	00000000-00-1204-0000	1215 OLD BONIFAY RD	Excessive grass, weeds, and vegetation	9/17/2024	Closed Case
9/3/2024	DEB MANSION DESIGN LLC / AGENT DEBORAH FLORES	00000000-00-2374-0003	1425 SOUTH BLVD	Excessive grass, weeds, and vegetation	9/17/2024	Closed Case
8/28/2024	Dania Schwerert	00000000-00-2161-0000	8th St	Excessive grass, weeds, and vegetation	9/9/2024	Closed Case
8/28/2024	LEGARE LILLIAN JANE	00000000-00-1569-0001	1331 COGGIN AVE	Excessive grass, weeds, and vegetation	9/3/2024	Closed Case
8/23/2024	CHRISTOPHER LEE	00000000-00-1312-0000	1228 CHURCH AVE	Abandoned materials	9/20/2024	Closed Case

8/23/2024	RENEE KONSTANTINOS	00000000-00-2914-0001	531 4TH ST	Excessive grass, weeds, and vegetation	9/6/2024	Closed Case
8/23/2024	CHERYL A MOODY	00000000-00-2932-0000	526 2ND ST	Tree debris, sight, diminution of value	9/3/2024	Closed Case
8/21/2024	Lance Medley	00000000-00-1540-0002	1394 Watts	Excessive grass, weeds, and vegetation	9/9/2024	Closed Case
8/21/2024	PAUL & DEIDRA C DAY	00000000-00-1809-0002	782 EAST BLVD	rubbish, vegetation on structures	9/5/2024	Closed Case
8/13/2024	ROBERT & MINDYDAY	00000000-00-2855-0009	492 MARTIN LUTHER KING DR	Excessive grass, weeds, and vegetation	9/6/2024	Closed Case
8/7/2024	MATTIE TAYLOR ESTATE % ALLIE L SIMS	00000000-00-1033-0002	1216 1ST AVE	Excessive grass, weed, vegetation, abandoned materials.	9/17/2024	Closed Case
7/31/2024	THE 562 TERMINAL F L P LLLP	00000000-00-1640-0000	1330 Jackson Avenue	Excessive grass, weeds, and vegetation	9/19/2024	Closed Case
7/30/2024	Mabel Robinson Estate / Heirs	00000000-00-2866-0000	832 GLENWOOD AVE	Excessive grass, weeds, and vegetation	9/3/2024	Closed Case
7/11/2024	DANIEL ALLEN SAPP & ETAL	00000000-00-2748-0000	668 MAIN ST	Abandoned materials, junk vehicle, excessive grass, weeds, and vegetation	9/3/2024	Closed Case
3/26/2024	NA'M SAMAL HAYES	00000000-00-1391-0000	1233 CHURCH AVE	Disrepair	9/3/2024	Closed Case
3/26/2024	DONNA HAYES-AUSTIN	00000000-00-1392-0000	1235 CHURCH AVE	Disrepair	9/3/2024	Closed Case
6/8/2022	MYDOSH MARY C	000000000028400000	589 MAIN ST	OG, excessive grass, weeds, and vegetation	9/9/2024	Closed Case

Total Records: 39

10/1/2024



**CITY OF CHIPLEY
PLANNING & ZONING REPORT
FOR THE MONTH OF SEPTEMBER 2024**



TO: City Council
FROM: Tamara Donjuan – Planning Officer
DATE: October 1, 2024

(1) Land Use Compliance Certificates: 14

- 1 – 1167 Jackson Avenue – Resurfacing Existing impervious surfaces.
- 2 – 976 Main Street – Stormwater and Parking
- 3 – 1403 Main Street – Fire Alarm Installation
- 4 – 1377 Brickyard Road – HVAC Replacement
- 5 – 1424 Jackson Avenue – Drainage Repair and Parking Lot Repair
- 6 – 605 2nd Street – Solar Installation
- 7 – 1195 Jackson Avenue – Tower Upgrade
- 8 – 623 2nd Street – 2 Portable Sheds
- 9 – 808 8th Street – Roof Awning
- 10 – 1325 Watts Avenue – Driveway/Deck
- 11 – 829 Main Street – Electrical Upgrade
- 12 – 1400 Main Street – HVAC Replacement
- 13 – 632 Bennett Drive – Roof Replacement
- 14 – 1254 Brickyard Road – Fence Installation

(2) Tree Removal Permits: 3

- 1 – 976 Main Street
- 2 – 717 Sinclair Street
- 3 – 695 5th Street

(3) Demolition Permits: 3

- 1- 1167 Jackson Avenue
- 2- 1325 Coggins Avenue
- 3- 561 Martin Luther King Drive

(4) Zoning Changes: 0

(5) Planning and Zoning Hearing: 2

- 1 – 976 Main Street – Stormwater and Parking
- 2 – 1176 Jackson Avenue - Billboard

(6) Signage Permit: 3

- 1 – 976 Main Street
- 2 – 1607 Main Street
- 3 – 717 Sinclair Street

(7) Site Plan Reviews: 1

1 – 976 Main Street

(8) Development Orders: 1

1 – 976 Main Street– Stormwater and Parking

(9) Request to Site Manufactured Home Unit: 1

1 – 1325 Coggins Avenue

(10) Request for Certificate of Appropriateness: 2

1 – 976 Main Street– Stormwater and Parking

2 – 1176 Jackson Avenue – Billboard

(11) Construction Permits: 0

(12) Zoning Verifications: 0

(13) Solicitor Permit: 1

1 – 1621 Main Street – TNT Fireworks

(14) Alcoholic Beverages and Tobacco: 0

Permit Report

09/01/2024 - 09/30/2024

Permit Type	Permit Type	Permit Type	Applicant Name	Description	Owner Name	Parcel #	Parcel Address	Main Status
Group: Demolition								
Demolition			James Hunter	Demolition	JAMES HUNTER JR	00000000-00-2677-0000	569 MARTIN LUTHER KING DR	Closed
Demolition			Lisa Cohee	Demo	DEESE LISA RENE AKA COHEE	00000000-00-2168-0000	1325 COGGIN AVE	Closed
Demolition			Jamor LLC	Demo Building	JAMOR LLC	00000000-00-1033-0004	1167 JACKSON AVE	Closed
Group Total: 3								

Group: Development Order

Development Order	Certificate of Appropriateness	Land Use Compliance	Summit Locations LLC	Billboard	Brandon and Jennifer Tompkins	00000000-00-1035-0001	1176 JACKSON AVE	Open
Development Order	Certificate of Appropriateness	Land Use Compliance	Innovations Financial Credit Union	Stormwater/Parking	INNOVATIONS FINANCIAL CU	00000000-00-1893-0000	976 MAIN ST	Closed
Group Total: 2								

Group: Land Use Compliance

Land Use Compliance			Country Gypsy LLC	Fence Installation	Country Gypsy LLC	00000000-00-2162-0012	1254 BRICKYARD RD	Closed
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Land Use Compliance			Fatiemah Zayed	Roof Replacement	FATIEMAH ZAYED	00000000-00-1307-0000	632 BENNETT DR	Closed
Land Use Compliance			GMR Spring Hill Medical Center LLC	HVAC Replacement	GMR PANAMA CITY CHIPLEY LLRYAN LLC	00000000-00-2218-0026	1400 MAIN ST	Closed
Land Use Compliance			Gerry Llenz	Electrical upgrade	Gerald Lenz	00000000-00-1433-0000	829 Main St	Closed
Land Use Compliance			M.D. Kamal Uddin	Driveway/Deck	KAMAL UDDIN	00000000-00-1597-0000	1325 WATTS AVE	Closed
Land Use Compliance			Cindy Thompson	Roof Owning	Cindy R. Thompson	00000000-00-2087-0001	808 8th St	Closed
Land Use Compliance			Charles and Sherry Mershon	2 Portable Sheds	Rhonda Custer	00000000-00-1487-0000	623 2nd St	Closed
Land Use Compliance			FPL/Crown Castle	Upgrade Tower	FLORIDA POWER & LIGHT COMPANY	00000000-00-1809-0000	1195 JACKSON AVE	Closed
Land Use Compliance			Tina Despin	Solar Installation	TINA & STEPHEN DESPIN	00000000-00-2790-0000	605 2ND ST	Closed
Land Use Compliance			Washington County BOCC	Drainage and Parking Lot Repairs	AGRICULTURE/STATE OF FLORIDA	00000000-00-2006-0000	1424 JACKSON AVE	Closed
Land Use Compliance			WBS- Chipley Commercial Properties	HVAC Replacement	CHIPLEY COMMERCIAL PROP & ETAL	00000000-00-2218-0011	1377 BRICKYARD RD	Closed
Land Use Compliance			LKC Investments/Beefy o' Brady's	Fire Alarm Installation	LKC Investments LLC	00000000-00-2218-0030	1403 Main St	Closed
Land Use Compliance			Jamor LLC	Resurfacing existing impervious surfaces	JAMOR LLC	00000000-00-1033-0004	1167 JACKSON AVE	Closed

Group Total: 13**Group: Manufactured Home**

Manufactured Home			Marcia Johnson	Manufactured Home	LISA RENE DEESE AKA COHEE	00000000-00-1569-0002	1325 COGGIN AVE	Closed

Group Total: 1**Group: Sign**

Sign			Advance America	Signage (2)	CROWN COURT LLC	00000000-00-2325-0008	1607 Main St., Unit B	Closed

Group Total: 1**Group: Solicitor**

Solicitor			Laura Martin	Solicitor's Permit	WAL-MART STORES EAST LP	00000000-00-2336-0000	1621 MAIN ST	Closed

Group Total: 1**Group: Tree Removal**

Tree Removal			Zach Barnes	Tree Removal	NEW LIFE FELLOWSHIP INC	00000000-00-1450-0000	695 5TH ST	Closed
Tree Removal	Sign		Kay Weeks	Tree Removal / Temporary Signage	Linda K Weeks	00000000-00-1703-0000	717 SINCLAIR ST	Closed
Tree Removal	Sign		Innovations Financial Credit Union	Tree Removal	INNOVATIONS FINANCIAL CU	00000000-00-1893-0000	976 MAIN ST	Closed

Group Total: 3

[illegible][illegible]



Michael Richter, Chief of Police

Chipley Police Department City of Chipley, Florida
 1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
 PHONE (850) 638-6310 • FAX (850) 638-6327

TRAFFIC TOTALS

	AUG (LAST MONTH)	SEPT (THIS MONTH)
TRAFFIC CITATIONS	16	16
TRAFFIC WARNINGS	164	322
TRAFFIC CRASHES	16	14

Traffic Crash Summary September 1- September 30, 2024

<u>DATE:</u>	<u>Time:</u>	<u>Road:</u>	<u>Closest Crossroad:</u>	<u>Intersection:</u>	<u>Form:</u>
9/1	10:00am	Main St.	Walmart-Parking Lot	Intersection Related	Short
9/2	1:40pm	Main St.	Tractor Supply- Parking Lot	Not Intersection Related	Short
9/9	5:00pm	Main St.	Blossoms- Parking Lot	Not Intersection Related	Long
9/10	12:00pm	2 nd St.	N Railroad Ave.	Intersection Related	Long
9/11	3:00pm	Main St.	Walmart-Parking Lot	Not Intersection Related	Short
9/11	3:40pm	Church Ave.	Church Ave.	Not Intersection Related	Short
9/13	7:20am	Hwy 90	Martin Luther King Dr.	Not Intersection Related	Long
9/13	1:20pm	Main St.	5 th St.	Not Intersection Related	Short
9/13	4:20pm	Main St.	CVS 1240 South Blvd.	Intersection Related	Short
9/16	10:13am	Main St.	C.R. 273	Intersection Related	Long
9/18	2:48pm	Main St.	Main St.	Not Intersection Related	Short
9/19	7:09pm	4 th Ave.	Orange St.	Intersection Related	Short
9/23	7:15pm	Main St.	Nadia Ave.	Intersection Related	Long
9/24	6:00pm	Brickyard Rd.	Main St.	Intersection Related	Long



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MONTHLY ACTIVITY REPORT September 1- September 30, 2024

<u>OFFENSE:</u>	<u>NUMBER:</u>
INFORMATION	6
WARRANT SERVICE	8
BAKER ACT	4
DISTURBANCE	3
DISTURBANCE- PHYSICAL	2
BATTERY	1
ABUSE- ADULT	2
VIOLATION OF INJUNCTION	1
CRIMINAL MISCHIEF	2
DECEASED PERSON	0
THEFT	5
SEX OFFENSE	0
DRUG CASE	7
DRUG- POSSESSION	0
FRAUD	0
HARASSMENT/THREATS	0
STOLEN VEHICLE	1
BURGLARY- BUSINESS	0
BURGLARY-RESIDENCE	1
AGGRAVATED ASSAULT	0
TRESPASSING	6
ACCIDENT- VEHICLE	0
FOUND/ABANDONED PROPERTY	0
LOST/STOLEN ARTICLE/DECAL	1
STOLEN TAG	1
LOST/STOLEN PROPERTY	0
DWSLR	0
TRAFFIC STOP	2
SUSPICIOUS INCIDENT/ACTIVITY	1
SUSPICIOUS PERSON	0
NUISANCE	0

TOTAL 54



City of Chipley

Public Works Office SEPTEMBER Activity Report From: Guy Lane



The following is a list of routine monthly duties and additions to by departments:

Bldg. Maintenance

Routine checks of all city buildings/Routine weekly checks of all flags, cleaning of all parks, removing trash, cleaning, and stocking bathrooms/Routine monthly checks of all traffic signals, crosswalks and playground equipment at parks/Escorted Cross Country Exterminators to city buildings for monthly sprayings/Removed trash from Glenwood Cemetery weekly/Removed trash downtown twice weekly/Took 2 Ford trucks to Chipola Ford for recalls/Fixed a cut wire to antique street lamps downtown/Put out flags downtown for the Labor Day Holiday/Washed and dried all flags used in the downtown flag display/Sprayed ants at Farmer's Market/Cleaned and stocked all bathrooms at Farmer's Market/Changed the code on the bathroom doors at the Farmer's Market for the month/Prepared generators for the hurricane/Put up and took down the flood panels at City Hall and the library/Took the big USA flag down twice for the month due to inclement weather conditions/Got the fuel measurements for the tanks at Public Works monthly.

Street

Mowed city right of ways/Maintained ditches/Sign maintenance/Equipment maintenance/Maintained streets, sidewalks, and driveways/Special pickups/Limb & leaf pickup/Patched potholes in various Wards/Mowed ditches with side-arm mower and mini-x in all Wards/Put sand and sandbags out for residents to use for upcoming weather event and put out "Road May Flood" signs in all Wards at various locations/Trimmed low hanging limbs over sidewalks and right of ways in all Wards/Dug outfall ditches out with mini-x in all Wards/Assisted Water Utilities Department with digging out asphalt and patching back with cold mix on Hwy. 90 at 7th Street/Checked drains, inlets and outfall ditches/Moved furniture at Chamber of Commerce Office after Hurricane Helene/Picked up any fallen limbs in all Wards/Cleaned out outfall ditches and inlets in all Wards/Cleared ditches in all Wards/Fixed washouts with mill material in all Wards.

Gas

Locate Tickets (43)/Gas calls (4)/New Service (0)/Pressure test (2)/Replaced meter sets (0)/Pulled inactive meters (1)/Replaced gas warning signs (0)/Service Availability request (1)/Abandonments (0)/Performed rectifier and field odorization test/Performed valve maintenance/Service equipment/Took C.P. readings/Changed gas charts 4 times for the month/Started leak survey on Hwy. 90 east and west/Put dirt in gas trench at Beef O' Brady's/Attended virtual seminar on pipeline safety at Public Works/Employee evaluations/Re-reads for City Hall/Installed anode on gas service at 1398 Carmichael Drive/Put up crash pole at the meter located at Florida Panhandle Tech College/Assisted with putting up and taking down the flood panels at City Hall prior to Hurricane Helene/Gas Connects (1)/Gas Disconnects (2)/**Animal Complaints** (8)/Cats Impounded (5)/Dogs Impounded (3)/Dog bite cases (0)/Dead animal pick up (3).

Water

Water Connects (19)/Water Disconnects (41)/ Re-reads (597)/Doorknockers (30)/Non-Payment Disconnects (0)/Non-Payment Reconnects (0)/Replaced meter boxes (1)/Replaced meter box lids (0)/Hydrant meter sets (1)/Locates (34)/Service leaks (7)/After-hours service leaks (0)/Availability for Services request (1)/Water taps (11)/Re-reads for City Hall/Water main breaks (1)/Assisted Building Maintenance Department with taking down big USA flag/Located water valves on Court Avenue and Falling Waters Road/Passed out notices for Court Avenue, Hwy. 77, Falling Waters and 8th Street for water line maintenance/Spotted water main on 4th Avenue/Cold patched old utility cut on Pecan Street; 7th St. & 4th Avenue/Worked on sprinklers downtown/Removed old fire hydrant and meter in the Northwest Corner of Hwy. 77 & Hwy. 90/Raised valve box up at 3rd St. & Hwy. 90/Repaired water leak in wall at the Water Department shop/Cut old irrigation lines off below grade at City Hall/Weed-eated around all fire hydrants in all Wards.

City of Chipley

RECREATION DEPT.

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6348 Fax: (850) 638-6318



Recreation Department

Report for September 2024

1. Started Soccer Registration (258 total participants)
2. Prepping for the upcoming soccer season.
3. Soccer Season starts Oct. 7th
4. Painted curb stops in main parking lot.
5. Field Maintenance.
6. Splashpad Maintenance.
7. Grounds and Janitorial Maintenance.



City of Chipley

Water Utilities Department
P. O. Box 1007
Chipley, Florida 32428
(850) 638-6347 - Fax: (850) 638-6052

October 1, 2024

Water Utilities Department Report for September 2024

To: City Council and Administrator

Wastewater Treatment Facility: The analytical results of the Wastewater Reclamation Facility for the month of August 2024 show no violations. We have not received all the results from September 2024, but what have received show no violations. Continuing to plot sewer lines and cleanouts in diamond maps (Ward 1 and 2 complete). Mowed at WWTF twice. 3rd quarter grease trap inspections complete. Smoke test ward three. Replaced section of asphalt at 7th street and Hwy 90. WWTF had high flows due to heavy rainfall.

Lift Stations: Work underway at Jon Teal and Vo-Tech lift station to place generators. Cut grass at all lift stations twice. Routine inspections. Pulled pump at Pontiac lift station cleaned and replaced.

Water Wells: The bacteriological samples for the month of September 2024 passed. Check generators weekly. Cut grass at all wells twice.

Spray Field: Routine inspections. Cut grass around holding ponds. Checked bypass pump at spray field weekly.

Locates: 40

Work orders: 11

Sewer Stoppages: 7

Abonnement Sewer Lateral: 1

Replace Clean Out Caps: 8

Sewer Taps: 3

Replace/Repair Sewer Lateral: 0

Development Order: 2

Install Clean Out Boxes: 4

Replace Clean Outs: 1

Repair Sewer Main: 0

Manhole rain guards installed: 0

Demolition Order: 1

Recorded Rainfall for the month: 10.72 inches

Jimmy Cook
 Water Utilities Director

City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

TO: Mayor and Council
City Administrator

FROM: Patrice A. Tanner, City Administrator

DATE: October 4, 2024

SUBJECT: Finance Office Report – September 2024

For the month of September, the finance staff processed the following:

	<u>August</u>	<u>September</u>
Number of utility bills for the normal billing cycle	2,034	2,042
Number of new accounts opened during the month	22	21
Number of accounts closed during the month	20	16
Number of accounts transferred during the month	0	1
Credit Card Payments at Counter/By Phone	329	311
Credit Card/E-check Payments Online	406	466
Issued Work Orders	107	96
Issued Availability of Service Forms	5	4
Issued Business Tax Licenses	9	5
Purchase Orders Issued	105(\$130,312.94)	83(\$90,597.13)
Accounts Payable Checks Issued	163(\$399,247.86)	195(\$641,080.96)

The following information pertains to disconnection of customer services for non-payment:

Number of customers with delinquent accounts	402(08/19/24)	247(09/23/24)
Door knockers and telephone calls made to customers	46	45
Number of customers with delinquent accounts	198(08/26/24)	148(09/30/24)
Actual disconnection of services for the month	72	44

Disconnects began on October 1, 2024.

Please let me know if you have any questions or if you need additional information.

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
2024 PHMSA Infrastructure Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Natural Gas Distribution Infrastructure Safety and Modernization Grant Project: This funding was applied for again in June 2024. It will include gas main and service line replacement, retiring existing gas mains and service lines, and replacing inoperable valves. We are awaiting approval of this project.	Project Consultant: Florida Gas Utility	Construction	20.708	\$ 700,071.00		
Chipley Stormwater Drainage Study Florida Department of Commerce, Rural Infrastructure Fund Project: This funding was used to do a city-wide drainage study and develop a Preliminary Engineering Report (PER) to include recommended mitigation actions, preliminary plans and proposed mitigation activity project costs. The engineers are currently 100% complete with the PER and will have it to the City Council for approval at the November 2024 Council meeting.	D0190 Project Consultant: Melvin Engineering	Planning	40.042	\$ 291,785	11/12/21	11/12/24
Reconnecting Communities U.S. Department of Transportation, Reconnecting Communities Pilot Discretionary Grant Program Project:: If approved, This funding will support the development of preliminary engineering drawings for a comprehensive planning initiative aimed at enhancing three distinct segments in Chipley. The proposed improvements of these segments include the installation of ADA-compliant sidewalks and crossings, upgraded lighting, landscaping enhancements, and more. A similar project was applied for in 2023 under the Neighborhood Access and Equity Grant Program, which is no longer offered. We are awaiting approval of this project.		Design	20.940	\$ 250,000 Match \$ 50,000		
2024 PHMSA Technical Assistance Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Technical Assistance Grants Project: This funding has been applied for and if approved will purchase GIS Mapping software and contracting and combustible gas detection equipment. We are awaiting approval of this project.		Equipment Purchase	20.710	\$ 60,863		

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Speed Reduction Efforts						
Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program, Florida JAG Direct	2023-JAGD	Purchase Traffic Radar Data Collector	16.738	\$ 1,579		
Project:: This grant will purchase a traffic radar data collector will be paired with previously purchased speed signs to provide data on when and where to focus traffic efforts.						
Bennett Drive Improvements						
Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57	09/10/24	12/31/25
Project: This funding will be used for drainage and resurfacing improvements to Bennett Drive from East Church Avenue to Glenwood Avenue (approx. 0.52 miles). The agreement was approved by the City Council in August 2024, and we will begin the RFQ process in the next 30 days.						
First Responder Emergency Equipment						
State of Florida Department of Commerce, Local Economic Development Initiatives	HL175	Fire Tanker and Equipment	40.038	\$ 500,000	07/01/23	06/30/24
Project Consultant: Liberty Partners of Tallahassee						
Project: This funding was used to purchase a Freightliner 1,250 gallon Tanker Truck, along with nine (9) SCBA Packs, twenty (20) SCBA Cylinders, nine (9) SCBA Facepieces, one (1) Charging Station, and six (6) Battery Packs. The tanker truck has been ordered and has an estimated arrival date of mid 2025 and all of the equipment has been ordered and received. We submitted a request for funds for the entire project amount and the funds have been received and have been placed in deferred revenue until such time that the truck is received.						
Chipley Downtown Parking Project						
Florida Department of Commerce, Rural Infrastructure Fund		Planning		\$ -		
Project: This funding will be used to construct and rehabilitate city-owned properties to alleviate the parking insufficiency in the downtown area. We are awaiting approval of this project.						

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Chipley Lead Service Line Replacement Florida Department of Environmental Protection, Drinking Water State Revolving Fund		Planning Engineering Construction Technical Services		\$ 275,000 \$540,000 \$8,800,000 \$640,000 \$ 10,255,000.00		
Project: This grant/loan funding will allow us to replace any lead service lines that are found during the inventory that is currently being completed. The inventory will be done by October 15, 2024.						
Shivers Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000		
Project Consultant: Fred Fox Enterprises						
Project: The City has now received our official notification of approval and we should receive an agreement in the next 30 days. This funding will be used to construct pickleball courts, an ADA playground and sidewalks to the new courts and playground, along with renovations to the existing parking lot, playground. We are currently waiting for a grant agreement.						
Gilmore Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 50,000		
Project Consultant: Fred Fox Enterprises						
Project: The City has now received our official notification of approval and we should receive an agreement in the next 30 days. This funding will be used to construct a new playground, picnic pavilion and security lighting, along with renovations to the existing playground, restrooms and parking lot. We are currently waiting on a grant agreement.						
Old Chipley City Hall - Phase II Florida Department of State, Division of Historical Resources		Planning	45.031	\$ 50,000		
Project: This funding will be used to procure a consultant to do additional assessments to the building to include mold, electrical, mechanical and ADA recommendations. The architectural and structural assessments were completed in Phase I of this project. The agreement has been approved and we are waiting to receive the signed agreement back from FDOS.						
Website Redesign						
Project: The redesign of the City website has been completed. We are now working to update some of the content on our website. We will be adding information about "How To" handle different types of services, such as P&Z documents, business license documents and more. We will have information a citizen can follow to make an easier and more seamless process when working with the City.						

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
2023 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2023 BVP	Bulletproof Vests	16.607	\$ 1,275 Match \$ 1,275	04/01/23	08/31/25
Project: This funding will be used to purchase three (3) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						
Chipley Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Management and Florida Department of Commerce, Comm. Development Block Grant	H0767 M0143 Project Consultant: Wheeler EMC	Generators	97.039 14.228	\$ 117,520 Match \$ 38,561	10/12/21 07/25/22	07/31/24 12/31/24
Project: This funding will be used to purchase one (1) generator for John Teal Lift Station and one (1) generator for Vo-Tech Lift Station. These generators will help during power outages related to hurricanes and prevent sewage spills. The estimated arrival date for the generators is now October 2024. The contractor has had the elevation certificate completed for the flood zone so the generators can be installed.						
NW Stormwater System Restoration U.S. Department of Housing & Urban Development Florida Department of Commerce, Community Development Block Grant	M0014 Project Consultant: Melvin Engineering	Administration Engineering Construction CEI	14.228	\$ 2,916,119	04/25/22	04/24/25
Project: This funding will be used to clean, reshape and stabilize ditches, construct new lateral outfall ditches, and expand existing crossdrains in the Northeast section of the City. This will include new culverts and a major box culvert at Griffin Road. Project locations will be on or near the following: west of Griffin Road, Griffin Road, North and South Railroad Avenue, Old Bonifay Road, the corner of North Railroad Avenue and Rustin Drive, 1st Street, Watts Avenue, 2nd Street and Glenwood Avenue. The design is currently at 62% complete .						
Washington County Industrial Park Project				\$ 7,714,100.00		
Project: This is a joint effort between the County and the City to develop water, sewer and gas infrastructure, along with a roadway in the Washington County Industrial Park.						

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
City Hall Generator Federal Emergency Management Association, Florida Division of Emergency Management Project Consultant: Wheeler EMC		Generator	97.039	\$ 126,000		
Project: The City applied for this funding in August 2023. If approved, it will provide a generator at City Hall for hurricane related power outages. We have finalized all RFI's and we are awaiting approval on this project.						
Chipley Fire Truck and Equipment United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program Project Consultant: SERCAP	Resolution No. 22-31	Fire Pumper and Equipment	10.766	\$ 338,000 Loan/Grant \$ 330,000 ARPA Funds		
Project: This funding will be used to purchase a new fire pumper apparatus and equipment to ready it for use. The truck has been received. We held the Push-In Ceremony on May 14th and the bond closing took place on May 21, 2024. The truck and equipment has been paid for. We have about \$13,000 left to spend from grant funds, and we hope to have this project finalized and closed out this fiscal year.						
Chipley Mongoven Building U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant Project Consultant: Melvin Engineering	M0041	Engineering Construction CEI	14.228	\$ 852,800	04/14/22	04/14/25
Project: This funding will be used to purchase the Mongoven Building property, demolish the building, and build a nice park area. The property has been purchased and the demolition bids have been received. The construction is currently at 100% complete and we are in the design phase for the park. The design is currently at 58% complete. Once the design is finalized we will bid the project for construction.						
Chipley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant Project Consultant: Fred Fox Enterprises/Mott MacDonald	H2567	Administration Engineering Construction CEI	14.228	\$ 700,000 ARPA Funds \$ 240,825	01/01/23	07/31/25
Project: This funding will be used to replace the Peach Street Lift Station and if the funds are available also complete septic to sewer on 1st Avenue. This project environmental review phase is now complete and we are awaiting the approval to move forward with project expenditures.						

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program Project Consultant: Melvin Engineering	MT148	Administration Engineering Construction CEI	14.228	\$ 2,936,950	01/19/23	01/19/27
Project: This funding will be used to clean, reshape and stabilize existing ditches, construct new lateral outfall ditches; restore and expand existing cross drains to ensure proper conveyance to the stormwater management facility. This project surveying phase is almost complete and the design is approximately 64% complete.						
Public Works Building Solar Panel Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program Project Consultant: SERCAP	30764	Construction	81.041	\$ 200,000.00		09/30/25
Project: This funding was used to install a 40 kilowatt photovoltaic solar power system at the Public Works Building. The panels have been placed on the roof of the building. The contract with Alternative Energy Systems is 100% complete and FPL has installed the new bi-directional meter. We will continue to monitor this project to determine the savings the City is receiving from the solar panels.						
Communications Tower Federal Emergency Management Association, Florida Division of Emergency Management, and ARPA Funds. Project Consultant: Wheeler EMC	Z0890 Y5052	Construction	97.036 21.027	\$ 99,194.00 ARPA Funds \$ 264,214.00 Insurance Funds \$ 38,768.00		
Project: This funding has provided a new Communications Tower for the City. The project is now 100% complete and we will start the closeout process with FEMA.						
2024 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2024 BVP	Bulletproof Vests	16.607	\$ 1,045 Match \$ 1,045		
Project: If approved, this funding will be used to purchase two (2) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Gilbert Acres Stormwater Improvements Florida Department of Environmental Protection, Resilient Florida Program		Design Construction		\$ 2,880,000		
Project:: If approved, this funding will be used to improve the outfalls from Gilbert Acres to the west (toward Alligator Creek) and back to the east toward US 90, where the City also has the Peach Street project and lift station project.						
ADG Backflow Program Project: We have been working on a backflow program that will benefit City Hall and the Public Works Departments in tracking annual backflow certifications. We are working with CLS Technology to allow Public Works access to our City Hall server so they can login and utilize the program. Once this is complete we should be ready to move forward with using the program.						
Utility Kiosk Project: We have reached out to companies about kiosks and we are currently working with our software provider to determine the best route for us to go in order to be able to make the most efficient use of the equipment we purchase. Some kiosks are compatible and some are not so we are working through that and will know more soon. At that point a software interface will have to be completed. All ARPA funding has to be under contract by December 31, 2024 so we will be working toward completion of this project prior to that date.						
Fiscal Year 2023-2024 Annual Audit The Fiscal Year 2023-2024 Annual Audit preliminary work has started and we will continue to work on the audit over the coming months.						
Brickyard Road Wastewater Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning		\$ 295,000		
Project: This funding will be used for the design, engineering, and survey work needed to extend public sanitary sewer service approximately 5,500 linear feet along Brickyard Road. This is a critical east/west corridor, and the extent of the project includes SR-77 to Hoyt Street. We are awaiting approval of this project.						
I-10/Highway 77 Infrastructure Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning		\$ 246,500		
Project: This funding will be used for the design, engineering, and survey work needed to the surveys, design, and engineering, necessary to extend wastewater and natural gas infrastructure to the south quadrants of the I-10 and State Road 77 Interchange. We are awaiting approval of this project.						

**City of Chipley
Schedule of Projects**

Section J, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Jim Trawick Park - Phase X Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000		
Project: This funding will be used to 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, New Bleachers, Sidewalk to Batting Cages and Sidewalk to Playground Renovation.						

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-01 – Natural Gas Rate Schedule

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the new Natural Gas Rate Schedule, which includes a CPI increase of 3.2%. Attached is a copy of the prior year rates.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-01.

ATTACHMENTS

- 1. Resolution No. 25-01.

RESOLUTION NO. 25-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA APPROVING THE NATURAL GAS RATE SCHEDULE AND THE NATURAL GAS MISCELLANEOUS CHARGES AND FEES SCHEDULE, PER THE CITY OF CHIPLEY CODE OF ORDINANCES CHAPTER 42 – UTILITIES, ARTICLE V. – GAS DISTRIBUTION SYSTEM; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Chipley charges monthly rates to be paid by consumers of natural gas in relation to the respective service classifications, which are based on a base rate and a flexible rate. The flexible rate shall be the price the city has to pay the provider of natural gas to the city. The flexible rate shall be known as the purchased gas adjustment (PGA). The PGA shall be calculated monthly and added to the base rate which shall be fixed by the city council and can only be changed by resolution; and

WHEREAS, the City of Chipley has an automatic adjustment included that states rates may be automatically adjusted each year based on the Consumer Price Index (CPI); and

WHEREAS, the City of Chipley Gas System has a need to increase the base rates to include the Customer Charge and the Distribution Charge by the Consumer Price Index (CPI), in order to make sure the system is self-maintaining.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby approves the following Natural Gas Rate Schedule:

Base rate.

(a) Residential service rate. For each consumer of such gas service falling within this service classification, the following rates shall apply:

Inside City Limits:

Customer Charge	\$11.61 per bill
Distribution Charge	\$0.00583 per cubic foot
PGA	As determined
All Applicable Taxes and Fees	As determined

Outside City Limits:

Customer Charge	\$12.77 per bill
-----------------	------------------

Distribution Charge	\$0.00642 per cubic foot
PGA	Same as inside city limits
All Applicable Taxes and Fees	As determined

(b) *Commercial service rate.* For each consumer of such gas service falling within this service classification, the following rates shall apply:

Inside City Limits:

Customer Charge	\$34.83 per bill
Distribution Charge	\$0.01025 per cubic foot
PGA	As determined
All Applicable Taxes and Fees	As determined

Outside City Limits:

Customer Charge	\$38.32 per bill
Distribution Charge	\$0.01128 per cubic foot
PGA	Same as inside city limits
All Applicable Taxes and Fees	As determined

(c) *Industrial service rate.* For each consumer of such gas service falling within this service classification, the following rates shall apply:

Customer Charge	\$58.06 per bill
Distribution Charge	\$0.0073 per cubic foot
PGA	As determined
All Applicable Taxes and Fees	As determined

2. The City of Chipley hereby approves the following Miscellaneous Charges and Fees Schedule:

(a) Initial Connection Charge	\$25.00
After Hours	\$50.00
(b) Reconnection Charge	\$25.00

After Hours	\$50.00
(c) Meter Relocation Charge	\$50.00
(d) Transfer Charge	\$10.00
(e) Temporary Turn-off Charge	\$10.00
After Hours	\$30.00
(f) Tapping Fees	\$78.22

This amount shall include piping installation of up to 50 feet from the property line toward the residence or business; however, where such distance exceeds 50 feet, the cost for piping the additional distance shall be added to the initial tapping fee and shall be included as the total cost of tapping onto the gas system, the additional piping to be the property of the city.

3. These rates, charges and fees to become effective immediately upon adoption.

PASSED AND ADOPTED THIS 8TH DAY OF OCTOBER, 2024.

CITY OF CHIPLEY

Tracy L, Andrews, Mayor

ATTEST:

Sherry Snell,
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-02 – Water and Sewer Rate Schedule

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the new Water and Sewer Rate Schedule, which includes a CPI increase of 3.2%. Attached is a copy of the prior year rates.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-02.

ATTACHMENTS

1. Resolution No. 25-02.

RESOLUTION NO. 25-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA APPROVING THE WATER AND SEWER RATE SCHEDULES AND THE WATER AND SEWER MISCELLANEOUS CHARGES AND FEES SCHEDULE, PER THE CITY OF CHIPLEY CODE OF ORDINANCES CHAPTER 42 – UTILITIES, ARTICLE II. – WATER SYSTEM AND ARTICLE III. – SEWER SYSTEM; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Chipley charges monthly rates to be paid by consumers of the water system in relation to the respective service classifications, which are based on water consumption of the consumer; and

WHEREAS, the City of Chipley charges monthly rates to be paid by consumers of the sewer system in relation to the respective service classifications, which are based on water consumption of the consumer, unless the residential customer is under a fixed rate method of consumption; and

WHEREAS, the City of Chipley has an automatic adjustment included that states rates may be automatically adjusted each year based on the Consumer Price Index (CPI).

WHEREAS, the City of Chipley Water and Sewer Systems have a need to increase the base rates by the Consumer Price Index (CPI) in order to make sure the system is self-maintaining; and

WHEREAS, the City of Chipley charges Miscellaneous Charges and Fees and has a need to set these charges and fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

- 1. The City of Chipley hereby approves the following Water Rate Schedule:
 - (a) *Commercial and Residential service rate.* For each consumer of such water service falling within this service classification, the following rates shall apply:

Inside City Limits:

Gallons of Water Used

First 2,000	\$16.76 per bill
2,001 – 6,000	\$ 3.09
6,001 – 10,000	\$ 3.32
Everything over 10,000	\$ 3.69

Outside City Limits:

Gallons of Water Used

First 2,000	\$20.95 per bill
2,001 – 6,000	\$ 3.86
6,001 – 10,000	\$ 4.16
Everything over 10,000	\$ 4.62

2. The City of Chipley hereby approves the following Sewer Rate Schedule:

(a) *Residential service rate.* For each consumer of such sewer service falling within this classification, the following rates shall apply:

Inside City Limits:

Gallons of Water Used

First 6,000	\$50.98 per bill
Everything over 6,000 (per 1,000)	\$ 6.95

Outside City Limits:

Gallons of Water Used

First 6,000	\$63.73 per bill
Everything over 6,000 (per 1,000)	\$ 8.68

(b) *Commercial service rate.* For each consumer of such sewer service falling within this classification, the following rates shall apply:

Inside City Limits:

Gallons of Water Used

First 6,000	\$65.24 per bill
Everything over 6,000 (per 1,000)	\$ 6.95

Outside City Limits:

Gallons of Water Used

First 6,000	\$81.55 per bill
Everything over 6,000 (per 1,000)	\$ 8.68

3. The City of Chipley hereby approves the following Miscellaneous Charges and Fees Schedule:

(a) Initial Connection Charge	\$10.00
After Hours	\$50.00

(b) Reconnection Charge	\$25.00
After Hours	\$50.00
(c) Meter Relocation Charge	\$50.00
(d) Transfer Charge	\$10.00
(e) Temporary Turn-off Charge	\$10.00
After Hours	\$30.00

4. These rates, charges and fees to become effective immediately upon adoption.

PASSED AND ADOPTED THIS 8TH DAY OF OCTOBER, 2024.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell,
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-03 – Water & Sewer Tap and Impact Fee Schedule

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the new Water & Sewer Tap and Impact Fee Schedule, which includes a CPI increase of 3.2%. Attached is a copy of the prior year rates.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-03.

ATTACHMENTS

- 1. Resolution No. 25-03.

RESOLUTION NO. 25-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA APPROVING THE WATER AND SEWER TAPPING AND IMPACT FEE SCHEDULES, PER THE CITY OF CHIPLEY CODE OF ORDINANCES CHAPTER 42 – UTILITIES, ARTICLE II. – WATER SYSTEM AND ARTICLE III. – SEWER SYSTEM; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Chipley charges a connection fee for a tap into the city water and/or sewer system to be paid by consumers of the system; and

WHEREAS, this connection fee includes a tap fee and an impact fee and is dependent upon the category and service classification; and

WHEREAS, the City of Chipley has an automatic adjustment included that states rates may be automatically adjusted each year based on the Consumer Price Index (CPI).

WHEREAS, the City of Chipley Water and Sewer Systems have a need to increase the fees by the Consumer Price Index (CPI) in order to make sure the system is self-maintaining.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby approves the following Water Tap Fee Schedule:
 - (a) Three-quarter-inch tap - \$1,439.28
 - (b) One-inch tap - \$1,799.10
 - (c) One-and-one-half-inch tap or more, at actual costs as determined by the Public Works Director.
 - (d) For taps made “at cost”, applicants will be charged according to their requirements or the city’s minimum specifications.
 - (e) If the line to serve an original applicant is sufficient in capacity to serve other customers, future applicants will be required to pay a pro rata share of the original construction cost to the original applicant, and the full cost to provide service was born by the applicant. Only the cost to provide excess capacity shall be eligible for reimbursement. The excess cost shall be identified at the completion of the tap and shall only be subject to reimbursement for five (5) years. Also, reimbursement shall not be applied on lines of minimum size.
2. The City of Chipley hereby approves the following Water Impact Fee Schedule:

Residential

(a)	Single-family dwelling (each unit)	\$654.79
(b)	Multiple-family dwelling (each unit)	\$436.54
(c)	Apartment house dwelling (each unit)	\$327.79
(d)	Motel (each three (3) units)	\$327.79
(e)	Each additional bathroom over one (1) per unit	\$109.14
(f)	Miscellaneous:	
1.	Recreation/meeting facility (each)	\$654.79
2.	Laundry facility (each machine)	\$ 87.30
3.	Swimming pool (each 1,000 gallons)	\$ 43.65

Commercial

(a)	Office/store, etc., each lavatory (two (2) for one when separate)	\$654.79
(b)	Laundromat (each machine)	\$ 87.30
(c)	Swimming pool (each 1,000 gallons)	\$ 43.65
(d)	Restaurant:	
1.	Each seat	\$ 30.83
2.	No seating (each 8,000 gallons)	\$ 17.45
(e)	Bar/lounge (each seat)	\$ 17.45
(f)	Car wash (each stall)	\$654.79
(g)	Hospital/nursing home, etc. (per bed):	
1.	With laundry facilities	\$654.79
2.	Without laundry facilities	\$654.79
(h)	Schools (each student and staff member):	
1.	Day school/nursing school	\$ 21.83
2.	All other schools	\$ 21.83
3.	With cafeteria	\$ 43.65

- | | |
|---------------------------------------|----------|
| 4. With shower facilities (each head) | \$109.14 |
|---------------------------------------|----------|

Industrial

- | | |
|--|----------|
| (a) Each building: | |
| 1. Each lavatory (two (2) for one when separate) | \$654.79 |
| 2. Each 10,000 gallons water usage | \$654.79 |
| 3. With shower facilities (each head) | \$109.14 |

Fire Protection and Water Main Installation

- | | |
|--|----------|
| (a) Each diametric inch or fraction thereof of water main size | \$109.14 |
|--|----------|
3. The City of Chipley hereby approves the following Sewer Tap Fee Schedule:
- | | |
|---|--|
| (a) Four-inch tap - \$2,158.93 | |
| (b) Six-inch tap or more, at actual costs as determined by the Water Utilities Director. | |
| (c) For taps made “at cost”, applicants will be charged according to their requirements or the city’s minimum specifications. | |
4. The City of Chipley hereby approves the following Sewer Impact Fee Schedule:

Residential

- | | |
|--|-----------|
| (a) Single-family dwelling (each unit) | \$1604.25 |
| (b) Multiple-family dwelling (each unit) | \$1426.01 |
| (c) Apartment house dwelling (each unit) | \$1247.77 |
| (d) Motel (each three (3) units) | \$1247.77 |
| (e) Each additional bathroom over one (1) per unit | \$ 178.25 |
| (f) Miscellaneous: | |
| 1. Recreation/meeting facility (each) | \$1604.25 |
| 2. Laundry facility (each machine) | \$ 213.88 |
| 3. Swimming pool (each 1,000 gallons) | \$ 71.29 |

Commercial

- (a) Office/store, etc., each lavatory (two (2) for one when separate) \$1604.25
- (b) Laundromat (each machine) \$ 213.88
- (c) Swimming pool (each 1,000 gallons) \$ 71.29
- (d) Restaurant:
 - 1. Each seat \$ 53.49
 - 2. No seating (each 8,000 gallons) \$ 39.22
- (e) Bar/lounge (each seat) \$ 39.22
- (f) Car wash (each stall) \$1604.25
- (g) Hospital/nursing home, etc. (per bed):
 - 1. With laundry facilities \$1604.25
 - 2. Without laundry facilities \$1604.25
- (h) Schools (each student and staff member):
 - 1. Day school/nursing school \$ 53.49
 - 2. All other schools \$ 53.49
 - 3. With cafeteria \$ 89.12
 - 4. With shower facilities (each head) \$ 178.25

Industrial

- (a) Each building:
 - 1. Each lavatory (two (2) for one when separate) \$1604.25
 - 2. Each ten thousand (10,000) gallons water usage \$1604.25
 - 3. With shower facilities (each head) \$ 178.25
- 5. All users of water and/or sewer service outside of the municipal boundaries of the city shall pay, in addition to the rates, fees and charges made to the consumers inside the municipal boundaries, a surcharge of 25 percent of such rates, fees, and charges. To protect the future interest of the city, city utility services shall be provided to persons located outside the city only when the person shall voluntarily complete a municipal

services agreement and submit a petition seeking to annex the property to be served into the city along with the utility application.

6. These rates to become effective immediately upon adoption.

PASSED AND ADOPTED THIS 8TH DAY OF OCTOBER, 2024.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell,
City Clerk

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Resolution No. 25-04 – Florida City Government Week

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

This resolution will recognize October 21-27, 2024 as Florida City Government Week where the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-04.

ATTACHMENTS

1. Resolution No. 25-04.

RESOLUTION NO. 25-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY OF WASHINGTON COUNTY, FLORIDA,
RECOGNIZING FLORIDA CITY GOVERNMENT WEEK,
OCTOBER 21-27, 2024, AND ENCOURAGING ALL CITIZENS
TO SUPPORT THE CELEBRATION AND CORRESPONDING
ACTIVITIES.**

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach citizens about municipal government through a variety of activities.

NOW, THEREFORE, BE IT RESOLVED by the City of Chipley of Washington County, Florida, that:

1. That the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.
2. That the City of Chipley encourages educational partnerships between city government and schools, as well as civic groups and other organizations.
3. That the City of Chipley supports and encourages all Florida city governments to actively promote and sponsor Florida City Government Week.

**DULY ADOPTED IN THE FINAL PUBLIC HEARING THIS 8th DAY OF
OCTOBER, 2024.**

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-05 – State of Florida, Department of Financial Assistance Grant
Program - Firefighter Assistance Grant Program

MEETING DATEPREPARED BY

Tuesday, October 8, 2024Patrice Tanner, City Administrator

SUMMARY

This resolution will authorize the submission of an application to the State of Florida, Department of Financial Services for the Firefighter Assistance Grant Program for State Fiscal Year 2024-2025. These grant funds will be utilized to purchase powered spreader & cutter extrication equipment in the amount of \$23,720.00.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-05.

ATTACHMENTS

1. Resolution No. 25-05.

2. Application.

RESOLUTION NO. 25-05

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF FINANCIAL SERVICES FOR THE FIREFIGHTER ASSISTANCE GRANT PROGRAM FOR STATE FISCAL YEAR 2024-2025.

WHEREAS, the City of Chipley desires to submit an application to the State of Florida Department of Financial Services for the Firefighter Assistance Grant Program; and

WHEREAS, the objective of this program is to have an immediate impact on the safety of firefighters and to improve the emergency response capability of volunteer fire departments and combination fire departments; and

WHEREAS, utilizing these grant funds to purchase powered spreader and cutter extrication equipment that will have a great impact on the safety of the firefighters of the City of Chipley.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby authorizes the filing of an application for the Volunteer Firefighter Grant Assistance Program in the amount of \$23,720.00.
2. That the Mayor is hereby authorized to execute all documents required in connection with the filing of said application.
3. A certified copy of this Resolution be forwarded to the State of Florida, Department of Financial Services, along with the executed Agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of October, 2024.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal

Section K, Item 5.

APPLICATION FOR FIREFIGHTER ASSISTANCE GRANT PROGRAM

FIRE DEPARTMENT INFORMATION

Name of Fire Department: Chipley Fire Department

Name of Person Completing Form: Joshua Aycock

Physical Address: 1430 Jackson Ave Chipley FL 32428
(Street) (City) (Zip)

Mailing Address: 1442 Jackson Ave Chipley FL 32428
(Street) (City) (Zip)

EMAIL Address: haycock@cityofchipley.com

County: Washington

Fire Department Telephone Number: 850-638-6301

Fire Department FAX Number: 850-638-6318

Fire Department Identification Number (FDID#): 50012

Federal Tax Identification Number: 59-6000299

What Year was Fire Department Established: 1970

STAFFING INFORMATION

(A)	<u>Total Number of Certified Volunteer Firefighters:</u>	16
(B)	<u>Total Number of Firefighters with a Certificate of Compliance:</u>	4
(C)	<u>Total Number of Other Members:</u> (Not Certified as Volunteer or Career Firefighters)	
(A + B + C)	<u>Total Number of Persons in Your Fire Department:</u>	20

RESPONSE AREA INFORMATION

What are the Square Miles of Your Response Area?: 85 Sq mi
(Do Not Include Mutual Aid Response Area)

What is the Population of Your Response Area?: 10,000
(Do Not Include Mutual Aid Response Area)

FUNDING INFORMATION

Directions: List the total funding received from ANY taxing authority in your current FISCAL YEAR, or in your current CALENDAR YEAR.

Include any funds and grants received from any local governing authority, County, Town, City, Municipality, Independent Special District, Dependent Special District, Special District, Municipal Service Taxing Unit (MSTU), or Municipal Service Benefit Unit (MSBU).

DO NOT INCLUDE DONATIONS OF ANY TYPE.

Total Funds Received: \$ _____ Total Grants Received \$ _____

☐ Calendar Year _____

☒ Fiscal Year 24/25

REQUESTED ASSISTANCE

Which of the following items are you requesting? (Please select ALL that apply)

☐ **I AM REQUESTING A GRANT TO TRAIN PERSONS TO BECOME VOLUNTEER FIREFIGHTERS**

Please provide the following information in the **narrative section**:

- The NUMBER of proposed students to be trained.
- The proposed DATES that the volunteer firefighter practical skill training will be conducted.
- The NAME of each instructor(s) that will be conducting the training.
- The INSTRUCTOR ID number of each instructor(s) that will be conducting the training.
- The LOCATION where the training will occur.
- The LOCATION where the live fire training will occur.

☐ **I AM REQUESTING A GRANT TO RECEIVE PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Please provide the following information in the **narrative section**:

- The NAME of each person(s) who will be assigned the PPE.
- The FCDICE number of each person(s) who will be assigned the PPE.
- The INVENTORY of all PPE currently in use by your fire department to include:
 - Manufacturer of PPE.
 - Date each set of PPE was made, or age of each PPE set.

What percentage of your firefighters are equipped with personal protective equipment (PPE)?

☐ 0% ☐ 1-25% ☐ 26-50% ☐ 51-75% ☐ 76-99% ☐ 100%

What percentage of your firefighters personal protective equipment (PPE) is at least ten (10) years old?

☐ 0% ☐ 1-25% ☐ 26-50% ☐ 51-75% ☐ 76-99% ☐ 100%

☐**I AM REQUESTING A GRANT TO RECEIVE SELF-CONTAINED BREATHING APPARATUS (SCBA)**Please provide the following information in the narrative section:

- List each fire apparatus in your department.
- Include the type, year, and model of each fire apparatus.
- Include the number of seated riding positions for each fire apparatus.
- The INVENTORY of all SCBA currently in use by your fire department to include:
 - Manufacturer of SCBA.
 - Date each SCBA unit was made, or age of SCBA unit.

What percentage of your firefighters on an emergency response can be equipped with SCBA?☐**0%**☐**1-25%**☐**26-50%**☐**51-75%**☐**76-99%**☐**100%****What percentage of your SCBA are at least ten (10) years old?**☐**0%**☐**1-25%**☐**26-50%**☐**51-75%**☐**76-99%**☐**100%**☐**I AM REQUESTING A GRANT TO SUBSIDIZE THE COST SHARE OF AN ASSISTANCE TO FIREFIGHTERS GRANT (AFG) TO OBTAIN A NEW PUMPER FIRE APPARATUS**Please provide the following information from your FEMA AFG Summary Award Notification in the narrative section:

- Name of grantee.
- Amount awarded.
- Description of award and type of vehicle.
- Grantee share of cost.
- Period of grant performance.

☐**I AM REQUESTING A GRANT TO PURCHASE A NEW OR REFURBISHED PUMPER FIRE APPARATUS**Please attach an inventory list of ALL apparatus owned and available for use by your department. For each fire apparatus list the following information in the narrative section:

- Manufacturer and model of each apparatus.
- Year each apparatus was manufactured.
- Number of miles on each apparatus.
- Current engine hours on each apparatus if equipped with an engine hour meter.

Please attach photos (four sides) of all apparatus owned and available for use by your department.

Enter the number of each type of apparatus that is owned and available for use by your fire department?

Age (Years)	Engines / Pumpers		Ladders / Aerials		Tankers / Tenders	
	In Service	Reserve	Inservice	Reserve	Inservice	Reserve
0 - 14						
15 - 19						
20 - 29						
30 or more						

☐**I AM REQUESTING A GRANT TO RECEIVE AN ENVIRONMENTAL MONITOR**☐

Stand-alone Thermal Imager; or

☐

Gas Monitor

Please provide the following information in the **narrative section**:

- List each fire apparatus in your department.
- Include the type, year, and model of each fire apparatus.
- Include the number of seated riding positions for each fire apparatus.

Does your department currently have a thermal imager or gas monitor? ☐ YES ☐ NOIf yes, please provide the following information in **narrative section**:

- List of each environmental monitor in inventory.
- Include manufacturer, model, and year of each environmental monitor.

☒**I AM REQUESTING A GRANT TO RECEIVE A POWERED RESCUE TOOL**Please provide the following information in the **narrative section**:

- List each fire apparatus in your department.
- Include the type, year, and model, of each fire apparatus.
- Include the number of seated riding positions for each fire apparatus.

Does your department currently have a powered rescue tool? ☒ YES ☐ NOIf yes, please provide the following information in the **narrative section**:

- List of each type of powered rescue tool in inventory.
- Include manufacturer, model, and year of each type of powered rescue tool.

☐**I AM REQUESTING A GRANT TO RECEIVE WILDLAND FIRE FIGHTING AND URBAN INTERFACE FIRE FIGHTING (WFUIF) PROTECTIVE CLOTHING AND EQUIPMENT**Please provide the following information in the **narrative section**:

- The NAME of each person(s) who will be assigned the WFUIF Protective Clothing and Equipment.
- The FCDICE number of each person(s) who will be assigned WFUIF Protective Clothing and Equipment.
- The INVENTORY of all WFUIF Protective Clothing and Equipment currently in use by your fire department to include:
 - Manufacturer of WFUIF Protective Clothing and Equipment.
 - Date each set of WFUIF Protective Clothing and Equipment was made, or age of each WFUIF Protective Clothing and Equipment set.

What percentage of your firefighters are equipped with WFUIF Protective Clothing and Equipment?☐

0%

☐

1–25%

☐

26–50%

☐

51–75%

☐

76–99%

☐

100%

What percentage of your firefighters WFUIF Protective Clothing and Equipment is at least ten (10) years old?☐

0%

☐

1–25%

☐

26–50%

☐

51–75%

☐

76–99%

☐

100%

GRANT NARRATIVE (Use additional sheets if necessary)

Project Description:

This request is aimed to fund the purchase of powered extrication equipment (spreader & cutter) for Chipley Volunteer Fire Department. The total funding request for this project is \$23,720.00. Quote is included.

The City of Chipley is fortunate and proud to be protected by a fire department with a dedicated team of 20 volunteer firefighters. At any given call, Chipley Fire Department is blessed to say that we can count on 80% of our volunteer force to be on-scene and actively working. Chipley Volunteer Fire Department is tasked with providing fire protection for the City Limits of Chipley that consists of 4.5 square miles with 3,667 citizens. Chipley Fire Department also provides fire protection to 85 square miles of Washington County as automatic aid via standard written agreement between the city and the county, this area is home to approximately 6,300 citizens. Along with this Chipley Fire also handles all heavy extrication for the entire county as requested.

The infrastructure within the City of Chipley has drastically increased over the past several years with the addition of new businesses, more places of worship, and new school buildings leading to more automotive traffic. Traffic counts have soared within the city due to the new multi-lane highways of State Roads 77 and 79 which are direct routes to the beaches and are heavily traveled day and night by motorists from all over the southeast and its no surprise that everyone is in a hurry to arrive at their destination.

With these changes, we are still proud to say that Chipley is home to so many deserving families that continue to raise their children in our happy community. The focused mission for Chipley Volunteer Fire Department is to provide the best possible service to our citizens and provide the most safe work habits to the volunteers, all while trying to operate as cost effective as possible.

1. Financial Need

I know that we can all agree that the cost of doing business is increasing everyday, and managing a fire department is managing a business. We can also agree that volunteer fire departments all across the country are struggling with costs increases on tight budgets, it seems we are facing an up-hill battle all the way. Our situation is no different, we are a volunteer department and all though we are supported by a city that believes in fire protection and provides as much fiscal support as they can, its still not sufficient enough to move the department forward. This day in time, our annual budget is enough to operate and “get by” year to year however, it is not sufficient enough to provide investment into new equipment with the most up to date technology. We are also facing hits to our budget due to maintaining and aging fleet of apparatus and equipment along with a continues increase in call volume.

2. Grant Intent: Understanding the Intent of the Grant Requested

Florida Firefighter Assistance Grant Program

Intent: The Firefighter Assistance Grant Program was established by Florida Statute 633.135 and F.A.C. 69A-37.502 to improve the emergency response capability of volunteer fire departments and combination fire departments and provide financial assistance to improve firefighter safety and enable such fire departments to provide firefighting, emergency medical, and rescue services to their communities. Grant funding is available for PPE, SCBA's, cost share subsidy for AFG apparatus awards, purchase Fire Apparatus, specific Safety Related Tools and Equipment, and Wildland Firefighting Protective Equipment.

We have reviewed the documentation and requirements associated with the Florida Firefighter Assistance Grant Program and have a firm understanding of the intent, budget, and overall goal of the program. We also share the same goal to assure our volunteers have the necessary equipment that is needed to safely execute all firefighting operations.

The City of Chipley understands that the program has an established budget of \$1,000,000.00 and we are requesting a total of \$23,720.00 to meet our goal of providing safe, NFPA compliant, and the most up to date extrication equipment. As we all know as vehicle evolve, older out of date equipment will not cut modern metals utilized now. This is an evolving issue in the world of motor vehicle accidents and an issue that Chipley Fire Department wants to avoid for the safety of our citizens and visitors.

3. Cost Benefit / Risk Analysis

Chipley Fire Department has a reputation in the panhandle area for being an aggressive and well-trained fire department. Having our current 2006 Hurst extrication equipment hinders our operations with modern day vehicles utilizing modern metals. Our current Hurst set has served our community and department well performing countless extrications in our county. While we strive to be up to date, current budget restraints have produced a significant impact on our ability to keep up with the evolving standards.

Receiving this grant will allow us to not only resolve these issues but ensure our firefighters can continue to safely protect and serve our community without the concern of obsolete equipment. When presented with a nearly impossible task such as reports of entrapment, the last thing any firefighter should half to worry about is the safety and quality of their equipment.

4. Statement of Effect

Chipley Fire Department has always strived to be the absolute best it can be and provide our citizens with the best service. The award of this funding would have a substantial impact that will provide immediate benefit to not only our team of volunteers but multiple agencies around us. Receiving this grant would outfit our rescue truck with up to date equipment to be more proficiant during extrications. While we already have one new set of extrication equipment, it is becoming more and more common for our department to respond to multiple calls at one time. Another huge factor for our department is the interstate. Chipley Fire Department covers primarily twelve miles of interstate 10 and many more for mutuial aid. This high speed roadway leads to many terrible accidents, a lot of time requiring multiple sets of equipment to perform sucessful extrications. This issue can lead to not having the correct equipment accesible when needed in critical situations.

We sincerely appreciate your consideration in providing this funding as well as any additional funding that may be available. I would also like to add that Chipley Fire Department will always be willing to aid other departments statewide with manpower and/or resources.

Equipment / Truck inentory

Rescue 1	1997 Ford F-350	2 seats
Brush 1	2012 Ford F-250	4 seats
Engine 1	2001 Pierce Saber	6 seats
Engine 2	2024 Pierce Saber	6 seats
Tanker 1	1996 Ford F-800	2 seats
Tanker 2	2006 Freightliner	2 seats
Tanker 3	1985 GMC Brigadier	2 seats

Extrication equipment

- Set 1 2023 TNT
- Cutter – ESL-C30
- Spreader – ES100-28
- Ram – ER-40
- Set 2 (old set) 2006 Hurst
- Spreader
- Cutter Model is unknown due to age and shape of equipment.
- Ram

Provide an itemized list and costs of requested items:

AUTHORIZATION TO SUBMIT GRANT REQUEST
--

<p>To be completed by the Fire Chief or Fire Service Agency Head of the municipality or county, the state, or any political subdivision of the state, including authorities and special districts, employing firefighters or utilizing volunteer firefighters to provide fire extinguishment or fire prevention services for the protection of life and property. The term “fire service provider” includes any organization under contract or other agreement with such entity to provide such services.</p> <p>Note: Administration of resources awarded by the Department to the recipient may be subject to audits and/or monitoring by the Department.</p>		
Person Submitting Request:	Aycock	Joshua
	(Last Name)	(First Name)
Mailing Address:	1442 Jackson Ave	Chipley FL 32428
	(Street)	(City) (Zip)
EMAIL Address: haycock@cityofchipley.com		
Telephone Number: 850-726-0415		
FAX Number: 850-638-6318		
<p>I attest that the information contained in this application is accurate, and that I am authorized to submit this grant request on behalf of the local governing authority, County, Town, City, Municipality, Independent Special District, Independent Special District, Special District, Municipal Service Taxing Unit (MSTU), or Municipal Service Benefit Unit (MSBU)</p>		
Aycock	Joshua	Chief
Printed Name	(Last)	(First)
<i>Joshua Aycock</i>		10/01/2024
Signature		(Date)

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for Development Order and Certificate of Appropriateness – 1176 E Jackson Avenue – Summit Locations LLC

MEETING DATEPREPARED BY

Tuesday October 8, 2024,Tamara Donjuan, Planning & Zoning Officer

SUMMARY

This will approve a Development Order and Certificate of Appropriateness for property located at 1176 E Jackson Avenue, Parcel ID:00000000-00-1035-0001, .777 acreage for new construction of a billboard. This property is zoned Commercial with an overlay of the Corridor Development District which requires Planning and Zoning and City Council approval.

The proposed development meets all standards for uses allowed, density and intensity, and design standards for Chapter 44 – Zoning, ARTICLE VI – District Regulations, Section 44-163- Corridor development district. The purpose of and intent of the corridor development district is to provide higher standards for redevelopment of deterioration and/or unattractive structures and signs.

The proposed billboard signage meets all requirements to Chapter 30 – Signs- Section 30-7. – Permitted permanent outdoor advertising signs (billboards)

Development of the billboard would have a minimal effect on the surrounding area. According to Northwest Florida Water Management District data maps approximately 100% of the property is in Flood Zone "X" which is an area of minimal flood hazard. The construction of the billboard will not create impervious surfaces and is exempt for additional stormwater management.

The Planning and Zoning Commission met on September 19, 2024. **Approved 4-0.**

RECOMMENDATION

City Staff recommends approval of the Development Order and Certificate of Appropriateness.

ATTACHMENTS

1. Development Order Packet

2. Lease Agreement

3. Proposed Site Plan

4. Signage Drawings

5. NFWMD Report

Sec. 30-7. Permitted permanent outdoor advertising signs (billboards).

- (a) *Where allowed.* Permanent outdoor advertising signs are only allowed in within commercial (C) and industrial (I) land use districts. Such signs may not be located closer than 100 feet to any residential dwelling unit.
- (b) *Content.* Outdoor advertising signs may not display any message that is harmful to minors.
- (c) *Permissible number, area, spacing and height of permanent outdoor advertising signs.*
 - (1) *Maximum size.* No permanent outdoor advertising sign may exceed a total of 600 square feet in size. No single side face may exceed 300 square feet in size.
 - (2) *Maximum height.* No permanent outdoor advertising sign, or combination of signs, may exceed 38 feet in height.
 - (3) *Maximum width.* No permanent outdoor advertising sign, or combination of signs, may exceed 30 feet in width.
 - (4) *Spacing.* No permanent outdoor advertising sign may be closer than 20 feet from any property line, nor closer than 1,000 feet from any other permanent outdoor advertising sign on either side of the thoroughfare to which the permanent advertising sign is directed. Spacing shall be determined based on signs that have received the necessary city permit pursuant to this chapter, and signs having received prior authorization shall have priority over a later applicant in determining compliance with the spacing restrictions.
- (d) *Nonconforming permanent outdoor advertising signs.* Nonconforming outdoor advertising signs are subject to this chapter, except that, if the only reason for the nonconformance is a failure to meet the spacing requirement between signs, the sign may remain subject only to the prohibition listed below:
 - (1) Any sign within the city which is prohibited by or does not conform to the requirements of this chapter; except that signs that are within ten percent of the height and size limitations of this chapter, and that in all other respects conform to the requirements of this chapter, shall be deemed to be in conformity.
 - (2) If, because of the removal of other signs, a sign comes into compliance with the spacing requirements, the owner of that sign may apply for a permit to maintain the sign as a conforming sign.

(Code 1987, § 15-8; Ord. No. 808, § 3, 6-13-2000; Ord. No. 849, § 2, 6-8-2004)

Sec. 44-163. Corridor development district.

Corridor development land uses will be classified as follows:

- (1) *Purpose and intent.* A corridor development district (CDD) is established along the US Highway 90 and portions of the SR 77 corridor as an overlay zone to certain land uses shown on the city's future land use map. The CDD shall consist of where the majority of commercial development has occurred in the past, and where such uses are planned to occur in the future. The purpose of the CDD is to provide higher standards for redevelopment of deteriorating and/or unattractive structures and signs. The purpose also includes providing more stringent standards for new development so that such development aesthetically blends with the small city character of Chipley. The negative effects of existing strip commercialization shall be reduced as redevelopment occurs and such effects shall not be permitted as new development occurs. Negative strip commercialization effects include such areas as individual driveway connections, unsightly/large/outdated/abandoned signs, inappropriate landscaping, and building designs, materials, and colors that do not contribute to the aesthetic qualities of the city.

- (2) *Location.* The CDD shall be defined as shown on the corridor development district map which is an element of the future land use map series of the city comprehensive plan. The CDD shall follow the SR 77 corridor from the Interstate 10 interchange node north to include the downtown area central business district and terminate at Watts Avenue. The CDD shall also follow the US 90 corridor within the city. The CDD is intended as an overlay zone of higher standards to the land uses shown on the future land use map.
- (3) *Development standards.*
- a. *Uses allowed.* All uses allowed within the individual land use districts which are overlaid by the CDD shall be allowed in any one land use district. However, that section of the CDD which overlays Highway 77 from South Boulevard, north to Watts Avenue shall be prohibited from any commercial development. Further, within the CDD, neighborhood commercial development shall be restricted to the following uses:
 1. Beauty salons and barber shops.
 2. Florists.
 3. Art, antiques, crafts, and gift shops.
 4. Professional offices, such as that of a physician, surgeon, dentist, lawyer, music or art teacher, engineer, architect, or any consistent with this section.
 5. Bed and breakfast and residential guest houses.
 6. Day care centers (children and adult).
 - b. *Density and intensity.* The density and intensity of development within the CDD shall be determined by the individual land use districts within the CDD.
 - c. *Design standards.* The following design standards shall guide development within the CDD:
 1. *Access management.* The number and location of driveways shall be governed by DOT standards and the access management provisions of this Code. Where possible, shared access points and service roads shall be encouraged.
 2. *Signs.* The number and location of signs shall be governed by the sign provisions of this Code.
 3. *Off-street parking.* Off-street parking shall be governed by the off-street parking provisions of this Code. However, off-street parking associated with neighborhood commercial developments within the CDD shall be limited to side and rear yards. All off-street parking areas adjacent to the street right-of-way shall be landscaped in accordance with this Code.
 4. *Landscaping and screening.* Landscaping shall be provided pursuant to the landscape provisions of this Code. All service areas (e.g., trash dumpsters, loading docks, compactors) shall be screened from the street and adjacent building by landscaping or fencing (chain link fences are prohibited for this purpose) or a combination thereof. Screening shall be a minimum of six feet in height.
 5. *Architectural standards.* Buildings or structures which are part of a present or future group or complex shall have a unit of character and design. The relationship of forms and the use, texture and materials shall be such as to create a harmonious whole. Buildings or structures located along strips of land or on single sites and not part of a unified multibuilding complex shall strive to achieve visual harmony with the surroundings. Materials which are compatible with the appearance of the surrounding neighborhood should be encouraged. It is not inferred that buildings must look alike to be of the same

style to be compatible with the intent of the district. Compatibility of character can be achieved through the proper consideration of scale, proportions, site planning, landscaping materials, and use of color. Bright colors and obviously contrasting color schemes are prohibited. Proposed development adjacent to or within the historic district shall give special consideration to visual compatibility in scale and architectural design in order to reinforce the character of the historic area and to provide a buffer and transition.

6. *Sidewalks.*

- (i) All development within the area, as defined as and in subsection (2) of this section will be required to install an approved pedestrian sidewalk. Sidewalks shall be constructed in the right-of-way immediately adjacent to the owner's property with a minimum separation between the sidewalk and the edge of the nearest roadway travel lane of four feet. In such cases where the sidewalk cannot be installed immediately adjacent to the property within the right-of-way and maintain the four-foot separation, the sidewalk may be closer if the roadway has a minimum six-inch raised curb. The owner or developer may voluntarily place the sidewalk on the owner's or developer's property and dedicate an easement to the city for public use; the city will maintain established right-of-way. Any owner or developer aggrieved by this section may appeal by filing a written appeal to the planning and zoning officer to be heard by the planning and zoning board.
- (ii) All sidewalks constructed pursuant to this section shall conform to the following:
 - A. Sidewalks shall have a minimum width of five feet;
 - B. Concrete shall be at least Type I or 3000 psi strength;
 - C. Minimum thickness of sidewalks shall be four inches, except for driveways and other traffic bearing areas, the minimum thickness shall be six inches;
 - D. For sidewalks, expansion joints shall be placed every 20 feet with construction joints at all other five-foot intervals. A construction joint shall mean a sawed or tooled joint at least three-fourths-inch deep from the top of the sidewalk and extending across the width of the sidewalk;
 - E. All street and curb cuts shall meet any applicable laws or regulations for access by disabled persons; and
 - F. All property site preparation, clearing and leveling shall be completed before installation of any sidewalks.
- (4) *Development review process.* All development within the CDD shall be reviewed through the public hearing process by the planning and zoning commission and a recommendation made to the city council prior to the issuance of a development order. The planning and zoning commission shall consider and adhere to the goals and objectives of the adopted comprehensive plan pertaining to historical preservation when such reviews involve development or redevelopment within any identified historical areas or sites in the city. The city council shall consider and approve/disapprove all recommendations for development within the CDD. All effort shall be made to protect the historic character of such areas in conformance with all standards established within this Code.

(Code 1987, § 20-145; Ord. No. 695, § 2, 1-6-1992; Ord. No. 771, § 15, 4-8-1997; Ord. No. 801, § 2, 1-11-2000; Ord. No. 897, § 2, 2-11-2010)

City of Chipley
Development Order

File No. _____ Fees Paid \$ _____

Name of Owner: BRANDON TOMPKINS & JENNIFER TOMPKINS (landowners) Phone #: _____

Address: 1176 E Jackson Ave Chipley, FL, 32428

Name of Developer/Contractor: Summit Locations LLC

Address: 311 East St. Gordon, OH, 45304 Phone #: 937-287-4204

Type of Development: Off-Premise Outdoor Advertising Sign Parcel Size: 0.78 acres

Location of Development: 1176 E Jackson Ave Chipley, FL 32428

Land Use Designation: Commercial Sq. Ft. of Building _____

Site Plan Required? Yes ☒ No _____ Stormwater Permit Required? Yes _____ No ☒

City Utilities Needed? Potable Water _____ Waste Water _____ Natural Gas _____ Garbage _____

Attachments to Order: 1. _____ 2. _____
3. _____ 4. _____

Date of Planning & Zoning Commission Approval: Sept. 19 2024

Date of City Council Approval: October 8, 2024

Contingencies/Conditions of Approval: _____

The City Council hereby authorizes the development of land within the City of Chipley, Florida, as specified herein. Any development undertaken pursuant to this order shall be in strict conformance with the application for development approval and site plan(s) as approved by the City.

Signature – City Administrator _____ Date _____ Attest _____ Date _____

SEAL

Owner/Developer/Contractor: Summit Locations LLC



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ 40.00

Verification provided for (Owner's Name): Brandon and Jennifer Tompkins

Project Site Address: 1176 E Jackson Ave Chipley, FL 32428

Phone Number: _____

Contractor Name/Address Summit Locations LLC 311 East St. Gordon, OH, 45304

Contractor Phone #: 937-287-4204 Parcel I.D. Number: 000000000010350001

City of Chipley Future Land Use Designation

Low Density Residential		Neighborhood Commercial	
Medium Density Residential		Historic Commercial	
High Density Residential		Industrial	
Historic		Recreational	
Commercial	X	Public/Semi Public/Educational	

Flood Zone: Yes X No Zone Type X
Asbestos: Yes No

Scope of work (Please provide details of all work): Install an 8x18x4 off-premise outdoor advertising sign.

A site inspection has been performed on the above development site within the City of Chipley, Florida. It is hereby verified that all site development standards meet the City's land use, zoning and comprehensive planning requirements.

Lauran Bunting
Applicant

8/27/2024
Date

City Official Verifying Compliance

Date

Notice to Applicant: This certificate must be presented to the Washington County Building Official and is requisite to issuance of a "Certificate of Occupancy" for your construction project.

City of Chipley
Sign Application
Application Fee: \$ _____

Date: 8/6/2024

Application #: _____

Applicant's Name: Lauran Bunting

Business Name: Summit Locations LLC

Phone #: 937-287-4204

Address of Sign: 1176 E Jackson Ave Chipley, FL 32428

Name & Address of Sign Contractor: Summit Locations LLC

311 East St. Gordon, OH, 45304

Please provide the following information:

1. Type of Sign(s):

a. ☐ Ground Sign ☐ Building Sign ☒ Outdoor Advertising Sign
 (Billboards)

2. Scale drawing and dimensions of sign.

- a. **Ground Signs & Outdoor Advertising Signs:** provide site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. (Outdoor advertising signs require D.O.T. permit application).
- b. **Building Signs:** provide drawing of building showing elevation and location of sign.

3. Type of illumination: N/A


4. Land use designation: Commercial

5. Number of existing signs on property: 0

The City of Chipley hereby authorizes placement of the above referenced signage. Any deviation to construction or location which are not reflected in this document will result in revocation of application.

 City Administrator or Code Officer

 Date



 Owner/Contractor

STANDARD GROUND LEASE AGREEMENT

Section K, Item6.

THIS LEASE AGREEMENT made this 31st day of July, 2024 by and between Brandon & Jennifer Tompkins (hereinafter "Lessor," whether one or more), and SUMMIT LOCATIONS, LLC (hereinafter "Lessee"), a limited liability company organized under the laws of the State of Ohio. **WITNESSETH:**

WHEREAS, the Lessor is the owner of a parcel of real property located on the West side of Jackson Ave., commonly known as 1176 E Jackson Ave Chipley, FL 32428 and also known by the Parcel Number: 00000000010350001; and

WHEREAS, said Lessor and Lessee desire to execute a Lease Agreement pertaining to a portion of said real property as further described in Exhibit A, attached hereto; and

WHEREAS, this instrument embodies the entire agreement between the Lessor and the Lessee concerning this transaction.

1) **DESCRIPTION OF LEASED PREMISES.** In consideration of the rent provided for in Paragraph 3 of this Lease Agreement, Lessor leases to Lessee a portion of the real property described above belonging to Lessor ("Lessor's Property"). The portion of the Lessor's Property subject to this lease is more fully set forth in Exhibit "A" to this agreement, which is attached hereto, and is incorporated by reference as if fully set forth herein (the "Leased Premises").

4) **USE OF PROPERTY.** Lessee shall use the Leased Premises for the erection, operation and maintenance of outdoor advertising structures and for no other purposes. Lessee shall have the right to erect, place, maintain, convert to digital and/or replace advertising sign structures and equipment thereon on the Leased Premises and to post, paint, illuminate and maintain advertisements on such structures. Lessee shall further have the right to utilize an existing electrical connection or install electrical lines across Lessor's Property to the Leased Premises, for the purpose of lighting or otherwise operating the outdoor advertising structures. All costs incurred in obtaining electrical service on the Leased Premises for Lessee's use, including electrical bills and any construction or installation that is necessary, shall be paid solely by Lessee. All construction shall be performed by Lessee or by others at Lessee's request and shall be performed at Lessee's sole cost and expense. If Lessee is unable to obtain all necessary licenses, permits, and other necessary authority for the erection or maintenance of such sign, Lessee shall have the unconditional right to terminate this Lease Agreement upon thirty (30) days written notice as set forth in this agreement.

5) **OWNERSHIP OF IMPROVEMENTS.** All improvements placed upon the Leased Premises by Lessee shall remain the Lessee's property and may be removed at Lessee's discretion during the term of the Lease or within a reasonable time after expiration of the Lease. Any permits obtained by Lessee relating to the erection and/or operation of advertising structures on the Leased Premises shall also remain the property of Lessee.

6) **ACCESS TO LEASED PREMISES.** Lessor grants Lessee a non-exclusive easement over and across Lessor's Property at all times during the term of this Lease Agreement and any renewal thereof for the purpose of accessing, maintaining, replacing, repairing or performing work in connection with Lessee's advertising sign structures or for the purpose of providing utilities thereto. Lessor also grants Lessee the right to reasonably trim vegetation on Lessor's Property that threatens to obscure all or part of the view of Lessee's advertising sign structures.

7) **LESSOR'S COVENANTS.** A) **AUTHORITY TO ENTER INTO LEASE.** Lessor covenants that Lessor is the lawful owner of the Leased Property and has full and proper authority to enter into this Lease Agreement as such. B) **QUIET POSSESSION.** Lessor covenants that Lessee shall have quiet possession of the Leased Premises during the term of this Lease, subject, however, to the right of forfeiture and re-entry hereinafter provided for in the event of the Lessee's failure to perform its covenants and conditions hereunder. C) **NO OBSTRUCTIONS.** Lessor shall not maintain, place or permit to be placed on Lessor's Property any signs, structures, vegetation or other projection that would block or impair, in any way at all, the view of Lessee's sign structures from Jackson Ave.

8) **LESSEE'S COVENANTS.** A) **REPAIRS AND MAINTENANCE.** Lessee shall, at all times during the term of this Lease Agreement, keep the Leased Premises and all improvements placed thereon by Lessee in good repair, and shall maintain them at all times in a clean and attractive condition. B) **UTILITIES AND SERVICES.** Lessee shall, throughout the term of this Lease, pay all bills for electricity, other utilities, or other articles which may be caused by Lessee to be furnished or supplied to the Leased Premises, immediately upon becoming due and payable and shall hold the Lessor harmless from any liability therefor. C) **INSURANCE.** Lessee shall obtain and keep in full force and effect at all times during the term of this Lease Agreement, a policy of public liability insurance with policy limits in the amount of \$1,000,000 for the protection of Lessor and Lessee against liability arising out of Lessee's use of the Leased Premises and the improvements erected thereon. D) **BILLBOARD ADVERTISING CONTENT.** Lessee shall not display or permit to be displayed on the billboard any images or messages advertising, promoting, or condoning the usage of drugs, alcohol, tobacco, pornography, strip clubs, or any other such immoral or offensive behavior, whether such image or message should be expressed directly or by innuendo. E) **SURRENDER.** Within a reasonable time after the last day of the term of this Lease Agreement, Lessee shall surrender to the Lessor all of the Leased Premises in the same condition as when received, reasonable use and wear thereof and damage by fire, acts of God or war excepted, and remove the above ground portion of its structure.

9) **TERMINATION BY LESSOR.** If Lessee defaults in the payment of rent, or breaches any other covenant or condition of this Lease Agreement, upon the provision of written notice of the breach to Lessee and Lessee's failure to cure such breach within sixty (60) days thereafter, Lessor may, at Lessor's option, terminate this Lease Agreement for the default, reenter the Leased Premises, and require Lessee's removal of improvements placed on the Leased Premises by Lessee.

10) **TERMINATION BY LESSEE.** A) **BREACH BY LESSOR.** If Lessor breaches any covenant or condition of this Lease Agreement, upon the provision of written notice of the breach to Lessor and Lessor's failure to cure such breach within sixty (60) days thereafter, Lessee may, at Lessee's option, terminate this Lease Agreement for the default, and Lessor shall thereafter pay to Lessee any funds as are due to Lessee in addition to and not in lieu of other remedies available to Lessee for breach of contract. B) **OTHER CIRCUMSTANCES.** Lessee shall have the right to cancel this Lease Agreement upon thirty (30) days prior written notice to Lessor if any of the following occur: 1) Lessee's signs or structures on the Leased Premises are or become entirely or substantially obscured or destroyed through no fault of Lessee and Lessee chooses not to repair said signs, Lessee to make such determination within forty-five (45) days after the event causing the destruction or obscuration; failure to make such determination shall be deemed a waiver by Lessee of such right to cancel; 2) the Leased Premises is or becomes unsafe for maintenance of Lessee's signs or structures, through no fault, act or omission of Lessee; 3) a permanent diversion of change of traffic occurs along the street or streets adjacent to, or leading past the Leased Premises; 4) Lessee is prevented by a present or future law, regulation or ordinance from constructing or maintaining such signs on the Leased Premises. 5) The sign is no longer economically advantageous to the Lessee to operate.

11) **TRANSFER OF LEASED PREMISES.** A) **LESSOR'S SUCCESSOR.** If Lessor should sell or transfer the Leased Premises, the parties agree that any transferee shall be subject to the covenants and conditions herein contained, and binds the heirs, successors and assigns of the Lessor. B) **SPECIFIC PERFORMANCE.** Lessor and Lessee agree that the Leased Premises is unique and has particular value to Lessee for Lessee's business purposes. As a result, Lessor and Lessee agree that in the event of a transfer of the Leased Premises, the only appropriate outcome and the only adequate remedy is specific performance of this Lease Agreement. Lessor agrees to give any such transferee a copy of this Lease Agreement prior to transfer.

12) **EXTENSION.** This Lease Agreement shall extend for an additional term of 25 year(s) after expiration of the term of this Lease Agreement under the terms and provisions set forth herein, unless the Lessee gives Lessor written notice of intent not to extend at least thirty (30) days prior the expiration of the initial term. After the expiration of the initial term and automatic extension, this Lease Agreement shall further extend, year to year, until terminated by either party by providing written notice of intent not to extend at least thirty (30) days before expiration of this Lease Agreement.

13) **EFFECT OF CONDEMNATION.** In the event of condemnation of all or any part of the Leased Premises, Lessor grants Lessee the right to relocate Lessee's advertising structure on Lessor's Property in a location adjacent to the condemned property and/or adjacent to the street(s) or highway(s) from which the original sign structure was originally visible, if possible. This right is in addition to and not in lieu of Lessee's right to receive just compensation for the loss of its interest in the condemned property.

14) **ASSIGNABILITY.** Lessee shall have the right to assign all of Lessee's rights and obligations under this Lease Agreement without Lessor's prior approval. Upon such assignment, provided Lessee is not presently in default, Lessor, Lessee, and Lessee's assignee may execute a novation by which Lessee

assignee assumes, and Lessee is absolved of, any further duties, obligations, or liabilities pursuant to this Lease Agreement.

15) **NOTICES.** All notices to be given hereunder by either party shall be in writing and given by personal delivery or certified mail to Lessor or to the office of Lessee, and the date of any notice by certified mail shall be deemed to be the date of receipt thereof. All notices given under this Lease Agreement shall be sent to Lessee or Lessor at the address below.

16) **ACTUAL GROSS ADVERTISING RENT REVENUE.** This is defined as all rents collected from the advertisers, in the quarter for which rent is due under this Lease Agreement.

17) **MODIFICATION.** This Lease Agreement may only be modified or amended by a writing containing the valid signatures of Lessor and Lessee.

18) **CHOICE OF LAW.** The law of the state in which the Property is located shall govern. This Lease (and any addendum) represents the entire agreement of Lessee and Lessor with respect to the Structures and the Property.

19) **HEADINGS.** The heading notes as to contents of particular paragraphs herein are inserted only for convenience and are in no way to be construed as a part of this Lease Agreement or as a limitation on the scope of the particular paragraphs to which they refer.

20) **SINGULAR/PLURAL; GENDER.** Words of any gender used in this Lease Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

21) **SEVERABILITY.** Should any provision or portion of this Lease Agreement be deemed invalid or unenforceable by a court of law, then such portion shall not affect the enforceability of the rest of the Lease Agreement and shall be omitted from consideration with minimal effect on the enforcement of the remainder of the Lease Agreement.

22) **FIRST RIGHT OF REFUSAL.** During the term of this Lease Agreement and any renewals, Lessor shall (1) allow Summit Locations a First Right of Refusal to place billboard structures on any Lessor owned property. (2) Should Lessor enter into a contract or verbally agree to sell the Property, then Lessor shall grant Summit Locations a First Right of Refusal to purchase the property at a purchase price equal to the offer made by a bona fide non related third party. Lessor shall provide notice to Summit Locations within five (5) days of receiving an offer verbally or by contract. Summit Locations shall respond to the notice within fifteen (15) days from the date of receipt.

23) **RECORDATION.** Lessee shall have the right to record this Lease Agreement, or memorandum thereof, at its own expense. Lessor shall cooperate with Lessee's requests for assistance.

24) **INTEGRATION.** This Agreement constitutes the entire agreement between the parties. Any modifications must be made in writing per Paragraph (17) above.

25) **ATTORNEY FEES.** Lessee is entitled to recover from Lessor any and all legal expenses, including all attorney's fees and/or expert fees, incurred to enforce its rights under this Lease Agreement.

LESSOR: Brandon Tompkins

LESSEE: Summit Locations, LLC

Address: 1176 JACKSON AVE
CHIPLEY FL 32428

Address: 311 East Street
Gordon, OH 45304

By: *Joe Cala*

Phone: 850-260-8650

By: _____
Joe Cala, its General Manager

Date: 8/1/2024

Brandon Tompkins

By: _____
Signature

Jennifer Tompkins

By: _____
Signature

July 31, 2024

Date: _____

SITE PLAN: FL-32 BRANDON TOMPKINS & JENNIFER TOMPKINS

ADDRESS: 1176 E Jackson Ave Chipley, FL 32428

30.7803336251, -85.531988732



Existing Powerlines
Existing ROW



NWFWMD Report

Geographical Information

Latitude/Longitude: 30.78045,-85.53221
Address: BJ's Grill Burgers and More, 1176 Jackson Ave, Chipley, FL, 32428, US
Parcel ID: 000000000-00-1035-0001
Firm Panel (Preliminary): N/A
Firm Panel (Effective): 12133C0070D

Flood Information

Flood Zone Information

Preliminary Flood Zone
Location of Interest: N/A
Parcel: N/A
Base Flood Information*: N/A
Effective Flood Zone
Location of Interest: X
Parcel: X:100%;
Base Flood Information*: N/A

*The computed elevation to which floodwater is anticipated to rise during the base flood (100 Year Flood). Base Flood Elevations (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles. The BFE is the regulatory requirement for the elevation or floodproofing of structures. The relationship between the BFE and a structure's elevation determines the flood insurance premium. Datum of measurement is NAVD1988.

Effective SFHA Flood Map (Effective Issue Date: 7/4/2011)



Zone VE: A coastal area inundated by 100-year flooding and subject to a velocity hazard (wave action) where BFEs have been determined. Zone AE: An area inundated by 100-year flooding, for which BFEs have been determined. Zone AO/AH: An area inundated by 100-year flooding where BFEs have been determined. Zone AH: Shallow flooding base floodplain where BFEs have been determined. Zone A: An area inundated by 100-year flooding, for which no BFEs have been determined. Zone 0.2PCT (0.2 PCT ANNUAL CHANCE FLOOD HAZARD/500): An area inundated by 500-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile or an area protected by levees from 100-year flooding. Zone X: An area of minimal flood hazard.

Disclaimer:
Although derived directly from a variety of sources, including the Federal Emergency Management Agency's (FEMA's) Flood Insurance Rate Maps (FIRMs), the District's digital elevation model, the counties' digital parcel maps and data from other governmental sources, the information presented in this portal is for informational purposes only. The user is advised to be aware that for flood insurance or regulatory determinations, or for supporting an application for a Letter of Map Change (LOMC), only the official and latest FEMA FIRM and Insurance Study (FIS) report should be consulted. Also, all elevation data submitted in support of a LOMC application must be certified by a licensed land surveyor, engineer, or architect. The NWFWMD, FEMA, its agents, and partners shall not be held responsible for any misuse or misinterpretation of the information presented in this portal.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-06 – FDOT Utility Work by Highway Contractor Agreement

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the Utility Work by Highway Contractor Agreement FPID No. 220762-2-52-02. This work is identified as SR 77 from south of SR 273 to Jackson County Line, State Road No. 77.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-06.

ATTACHMENTS

- 1. Resolution No. 25-06.
- 2. Agreement.

RESOLUTION NO. 25-06

A RESOLUTION APPROVING A UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT IDENTIFIED AS FDOT FPID NO. 220762-2-52-02, BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the State of Florida Department of Transportation, hereinafter referred to as the FDOT, proposes to construct, reconstruct a transportation facility identified as SR 77 from south of SR 273 to Jackson County Line, State Road No. 77, hereinafter referred to as the "Project"; and

WHEREAS, in order for the FDOT to proceed with the Project, it is necessary for the City of Chipley, hereinafter referred to as the UAO, to execute and deliver to the FDOT the agreement identified as Utility Work by Highway Contractor Agreement (At FDOT Expense), hereinafter referred to as the Agreement.

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

1. That the Mayor of the City of Chipley is hereby authorized and directed to execute and deliver the Agreement to the FDOT.
2. That a certified copy of this Resolution be forwarded to the FDOT along with the executed Agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of October 2024.

Chipley City of

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

RESOLUTION

UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT (AT FDOT EXPENSE)

Financial Project ID: 220762-2-52-02	Federal Project ID: N/A
State Road No.: 77	County: Washington
State Job No.:	District Document No.:

WHEREAS, the **State of Florida Department of Transportation**, hereinafter referred to as the **FDOT**, proposes to construct or reconstruct a transportation facility identified above, hereinafter referred to as the **Project**; and

WHEREAS, in order for the **FDOT** to proceed with the Project, it is necessary for the City of Chipley, hereinafter referred to as the **UAO**, to execute and deliver to the **FDOT** the agreement identified as Utility Work by Highway Contractor Agreement (At FDOT Expense), hereinafter referred to as the **Agreement**;

NOW, THEREFORE, BE IT RESOLVED BY THE UAO:

That **(Name) Ms. Tracy Andrews (Title) Mayor** be hereby authorized and directed to execute and deliver the Agreement to the FDOT.

A certified copy of this Resolution be forwarded to the **FDOT** along with the executed Agreement.

ON MOTION of _____ seconded by _____, the above Resolution was introduced and passed by the UAO on the ____ day of _____, year of 2024.

NAME: _____

Title: Mayor_____

ATTEST: _____

Title: _____

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UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT
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Financial Project ID: 220762-2-52-02	Federal Project ID: N/A
County: Washington	State Road No.: 77
District Document No:	
Utility Agency/Owner (UAO): City of Chipley	

THIS AGREEMENT, entered into this _____ day of _____, year of _____, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as the "**FDOT**", and **City of Chipley**, hereinafter referred to as the "**UAO**";

WITNESSETH:

WHEREAS, the **FDOT**, is constructing, reconstructing, or otherwise changing a portion of a public road or publicly owned rail corridor, said project being identified as SR 77 from south of SR 273 to Jackson County Line, State Road No.: 77, hereinafter referred to as the "Project"; and

WHEREAS, the **UAO** owns or desires to install certain utility facilities which are located within the limits of the Project hereinafter referred to as the "Facilities" (said term shall be deemed to include utility facilities as the same may be relocated, adjusted, installed, or placed out of service pursuant to this Agreement); and

WHEREAS, the Project requires the location (vertically and/or horizontally), protection, relocation, adjustment or removal of the Facilities, or some combination thereof, hereinafter referred to as "Utility Work"; and

WHEREAS, the **FDOT** and the **UAO** desire to enter into a joint agreement pursuant to Section 337.403(1)(b), Florida Statutes for the Utility Work to be accomplished by the **FDOT's** contractor as part of the construction of the Project; and

WHEREAS, the **FDOT**, pursuant to the terms and conditions hereof, will bear certain costs associated with the Utility Work;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, the **FDOT** and the **UAO** hereby agree as follows:

1. Design of Utility Work

- a. **UAO** shall prepare a final engineering design, plans, technical special provisions, and a cost estimate for the Utility Work (hereinafter referred to as the Plans Package) on or before November 1, year of 2024.
- b. The Plans Package shall be in the same format as the **FDOT's** contract documents for the Project and shall be suitable for reproduction.
- c. Unless otherwise specifically directed in writing, the Plans Package shall include any and all activities and work effort required to perform the Utility Work, including, but not limited to, all clearing and grubbing, survey work, and shall include a traffic control plan.
- d. The Plans Package shall be prepared in compliance with the **FDOT's** Utility Accommodation Manual and the **FDOT's** Design Manual in effect at the time the Plans Package is prepared, and the **FDOT's** contract documents for the Project. If the **FDOT's** Design Manual is updated and conflicts with the **FDOT's** Utility Accommodation Manual, the Utility Accommodation Manual shall apply where such conflicts exist.
- e. The technical special provisions which are a part of the Plans Package shall be prepared in accordance with the **FDOT's** guidelines on preparation of technical special provisions and shall not duplicate or change the general contracting provisions of the **FDOT's** Standard Specifications for

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Road and Bridge Construction and any Supplemental Specifications, Special Provisions, or Developmental Specifications of the **FDOT** for the Project.

- f. **UAO** shall provide a copy of the proposed Plans Package to the **FDOT**, and to such other right of way users as designated by the **FDOT**, for review at the following stages: 100%/ Finals. Prior to submission of the proposed Plans Package for review at these stages, the **UAO** shall send the **FDOT** a work progress schedule explaining how the **UAO** will meet the **FDOT's** production schedule. The work progress schedule shall include the review stages, as well as other milestones necessary to complete the Plans Package within the time specified in Subparagraph a. above.
- g. In the event that the **FDOT** finds any deficiencies in the Plans Package during the reviews performed pursuant to Subparagraph f. above, the **FDOT** will notify the **UAO** in writing of the deficiencies and the **UAO** will correct the deficiencies and return corrected documents within the time stated in the notice. The **FDOT's** review and approval of the documents shall not relieve the **UAO** from responsibility for subsequently discovered errors or omissions.
- h. The **FDOT** shall furnish the **UAO** such information from the **FDOT's** files as requested by the **UAO**; however, the **UAO** shall at all time be and remain solely responsible for proper preparation of the Plans Package and for verifying all information necessary to properly prepare the Plans Package, including survey information as to the location (both vertical and horizontal) of the Facilities. The providing of information by the **FDOT** shall not relieve the **UAO** of this obligation nor transfer any of that responsibility to the **FDOT**.
- i. The Facilities and the Utility Work will include all utility facilities of the **UAO** which are located within the limits of the Project, except as generally summarized as follows: N/A. These exceptions shall be handled by separate arrangement.
- j. The **UAO** shall fully cooperate with all other right of way users in the preparation of the Plans Package. Any conflicts that cannot be resolved through cooperation shall be resolved in the manner determined by the **FDOT**.
- k. Upon completion of the Utility Work, the Facilities, shall be deemed to be located on the public road or publicly owned rail corridor under and pursuant to the Utility Permit TBD.
(Note: It is the intent of this line to allow either attachment of or separate reference to the permit).
- l. The cost of any design work performed pursuant to this paragraph 1 shall be reimbursed by a separate agreement.
- m. As part of the final submittal of the Plans Package, the **UAO** shall also submit an estimate of the amount of the cost of the Utility Work that should be paid for by the **UAO**, hereinafter referred to as the **UAO** Participating Amount. The determination of that amount shall be based on the credit required for any increase in the value of the new Facility and for any salvage derived from the old Facility. These credits shall be determined as follows:
 - (1) Increase in value credit.
 - (a) Expired Service Life. If an entirely new Facility is constructed and the old Facility retired, credit for the normally-expected service life of the old Facility applies.
 - (b) Upgrading. A percentage of the total cost of the Relocation Work, based on the extent of the betterment obtained from the new Facilities will be applied.
 - (2) Salvage Value. The **FDOT** shall receive fair salvage value credit for any salvage which will become available to the **UAO** as a result of the Utility Work.

The submittal shall show the calculation of the **UAO** Participating Amount in detail for each

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of the credits required above. The **FDOT** shall review the calculations and advise the **UAO** of any objections. In the event that the parties cannot come to an agreement as to the **UAO** Participating Amount, the **FDOT's** determination of the amount shall prevail.

2. Performance of Utility Work

- a. The **FDOT** shall incorporate the Plans Package into its contract for construction of the Project.
- b. The **FDOT** shall procure a contract for construction of the Project in accordance with the **FDOT's** requirements.
- c. The **UAO** shall perform all engineering inspection, testing, and monitoring of the Utility Work to insure that it is properly performed in accordance with the Plans Package except for the following activities: N/A and will furnish the **FDOT** with daily diary records showing approved quantities and amounts for weekly, monthly, and final estimates in accordance with the format required by the **FDOT**.
- d. Except for the inspection, testing, monitoring and reporting to be performed by the **UAO** in accordance with Subparagraph 2. c., the **FDOT** will perform all contract administration for its construction contract.
- e. The **UAO** shall fully cooperate with the **FDOT** and the **FDOT's** contractor in all matters relating to the performance of the Utility Work.
- f. The **FDOT's** engineer has full authority over the Project and the **UAO** shall be responsible for coordinating and cooperating with the **FDOT's** engineer. In so doing, the **UAO** shall make such adjustments and changes in the Plans Package as the **FDOT's** engineer shall determine are necessary for the prosecution of the Project.
- g. The **UAO** shall not make any changes to the Plans Package after the date on which the **FDOT's** contract documents are mailed to Tallahassee for advertisement of the Project unless those changes fall within the categories of changes which are allowed by supplemental agreement to the **FDOT's** contract pursuant to Section 337.11, Florida Statutes. All changes, regardless of the nature of the change or the timing of the change, shall be subject to the prior approval of the **FDOT**.

3. Cost of Utility Work

- a. Except as otherwise provided herein, the **FDOT** shall be responsible for all costs of the Utility Work and all costs associated with any adjustments or changes to the Utility Work determined by the **FDOT's** engineer to be necessary, including, but not limited to the cost of changing the Plans Package and the increase in the cost of performing the Utility Work, unless the adjustments or changes are necessitated by an error or omission of the **UAO**. The **FDOT** shall not be responsible for the cost of delays caused by such adjustments or changes to the extent they are attributable to the **UAO** pursuant to Subparagraph 4.a.
- b. At such time as the **FDOT** prepares its official estimate, the **FDOT** shall notify the **UAO** of the **UAO** Participating Amount, determined in accordance with Subparagraph 1.m. hereof.
- c. At least N/A (N/A) days prior to the date on which the **FDOT** advertises the Project for bids, the **UAO** will pay to the **FDOT** the **UAO** Participating Amount.
- d. If the **UAO's** percentage contribution to the portion of the bid of the contractor selected by the **FDOT** which is for performance of the Utility Work (calculated by dividing the **UAO's** Participating Amount by the amount of the **FDOT's** official estimate) exceeds the amount of the deposit made pursuant to Subparagraph c. above, then the **UAO** shall, within fourteen (14) calendar days from notification from the **FDOT**, or prior to posting of the accepted bid, whichever is earlier, pay an additional amount to

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the **FDOT** to bring the total amount paid to the total percentage contribution of the **UAO**. If said portion of the bid is less than the amount on deposit, the excess deposit shall be returned to the **UAO** in accordance with Section 215.422, Florida Statutes.

- e. The **FDOT** may use the funds paid by the **UAO** for payment of the cost of the Utility Work.
- f. Payment of the funds pursuant to this paragraph will be made (choose one):
 - ☐ directly to the **FDOT** for deposit into the State Transportation Trust Fund.
 - ☐ as provided in the attached Three Party Escrow Agreement between the **UAO**, the **FDOT**, and the State of Florida, Department of Financial Services, Division of Treasury. Deposits of less than \$100,000.00 must be pre-approved by the Department of Financial Services and **FDOT** Comptroller's Office prior to execution of this agreement.
- g. Upon final payment to the contractor, the **FDOT** intends to have its final and complete billing of all costs incurred in connection with the Utility Work within three hundred sixty (360) days. All cost records and accounts shall be subject to audit by a representative of the **UAO** within three (3) years after final close out of the Project.

4. Claims Against UAO

- a. The **UAO** shall be responsible for all costs incurred as a result of any delay to the **FDOT** or its contractors caused by errors or omissions in the Plans Package (including inaccurate location of the Facilities) or by failure of the **UAO** to properly perform its obligations under this Agreement in a timely manner.
- b. In the event the **FDOT's** contractor provides a notice of intent to make a claim against the **FDOT** relating to the Utility Work, the **FDOT** will notify the **UAO** of the notice of intent and the **UAO** will thereafter keep and maintain daily field reports and all other records relating to the intended claim.
- c. In the event the **FDOT's** contractor makes any claim against the **FDOT** relating to the Utility Work, the **FDOT** will notify the **UAO** of the claim and the **UAO** will cooperate with the **FDOT** in analyzing and resolving the claim within a reasonable time. Any resolution of any portion of the claim directly between the **UAO** and the **FDOT's** contractor shall be in writing, shall be subject to written **FDOT** concurrence and shall specify the extent to which it resolves the claim against the **FDOT**.

5. Out of Service Facilities

No Facilities shall be placed out of service unless specifically identified as such in the Plans Package. The following terms and conditions shall apply to Facilities placed Out-of-Service:

- a. The **UAO** acknowledges its present and continuing ownership of and responsibility for out of service Facilities.
- b. The **FDOT** agrees to allow the **UAO** to leave the Facilities within the right of way subject to the continuing satisfactory performance of the conditions of this Agreement by **UAO**. In the event of a breach of this Agreement by **UAO**, the Facilities shall be removed upon demand from the **FDOT** in accordance with the provisions of Subparagraph e. below.
- c. The **UAO** shall take such steps to secure the Facilities and otherwise make the Facilities safe in accordance with any and all applicable local, state or federal laws and regulations and in accordance with the legal duty of the **UAO** to use due care in its dealings with others. The **UAO** shall be solely responsible for gathering all information necessary to meet these obligations.
- d. The **UAO** shall keep and preserve all records relating to the Facilities, including, but not limited to,

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records of the location, nature of, and steps taken to safely secure the Facilities and shall promptly respond to information requests of the **FDOT** or other permittees using or seeking use of the right of way.

- e. The **UAO** shall remove the Facilities at the request of the **FDOT** in the event that the **FDOT** determines that removal is necessary for **FDOT** use of the right of way or in the event that the **FDOT** determines that use of the right of way is needed for other active utilities that cannot be otherwise accommodated in the right of way. In the event that the out of service Facilities would have qualified for reimbursement only under Section 337.403(1)(a), Florida Statutes, removal shall be at the sole cost and expense of the **UAO** and without any right of the **UAO** to object or make any claim of any nature whatsoever with regard thereto. In the event that the out of service Facilities would have qualified for reimbursement for other reasons, removal of the out of service Facilities shall be reimbursed by the **FDOT** as though it had not been placed out of service. Removal shall be completed within the time specified in the **FDOT's** notice to remove. In the event that the **UAO** fails to perform the removal properly within the specified time, the **FDOT** may proceed to perform the removal at the **UAO's** expense pursuant to the provisions of Sections 337.403 and 337.404, Florida Statutes.
- f. Except as otherwise provided in Subparagraph e. above, the **UAO** agrees that the Facilities shall forever remain the legal and financial responsibility of the **UAO**. The **UAO** shall reimburse the **FDOT** for any and all costs of any nature whatsoever resulting from the presence of the Facilities within the right of way. Said costs shall include, but shall not be limited to, charges or expenses which may result from the future need to remove the Facilities or from the presence of any hazardous substance or material in or discharging from the Facilities. Nothing in this paragraph shall be interpreted to require the **UAO** to indemnify the **FDOT** for the **FDOT's** own negligence; however, it is the intent that all other costs and expenses of any nature be the responsibility of the **UAO**.

6. Default

- a. In the event that the **UAO** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in this Agreement, the **FDOT** may exercise one or more of the following options, provided that at no time shall the **FDOT** be entitled to receive double recovery of damages:
 - (1) Terminate this Agreement if the breach is material and has not been cured within sixty (60) days from written notice thereof from **FDOT**.
 - (2) Pursue a claim for damages suffered by the **FDOT**.
 - (3) If the Utility Work is reimbursable under this Agreement, withhold reimbursement payments until the breach is cured. The right to withhold shall be limited to actual claim payments made by **FDOT** to third parties.
 - (4) If the Utility Work is reimbursable under this Agreement, offset any damages suffered by the **FDOT** or the public against payments due under this Agreement for the same Project. The right to offset shall be limited to actual claim payments made by **FDOT** to third parties.
 - (5) Suspend the issuance of further permits to the **UAO** for the placement of Facilities on **FDOT** property if the breach is material and has not been cured within sixty (60) days from written notice thereof from **FDOT** until such time as the breach is cured.
 - (6) Pursue any other remedies legally available.

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- (7) Perform any work with its own forces or through contractors and seek repayment for the cost thereof under Section 337.403(3), Florida Statutes.
- b. In the event that the **FDOT** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in the Agreement, the **UAO** may exercise one or more of the following options:
 - (1) Terminate this Agreement if the breach is material and has not been cured within sixty (60) days from written notice thereof from the **UAO**.
 - (2) If the breach is a failure to pay an invoice for Utility Work which is reimbursable under this Agreement, pursue any statutory remedies that the **UAO** may have for failure to pay invoices.
 - (3) Pursue any other remedies legally available.
- c. Termination of this Agreement shall not relieve either party from any obligations it has pursuant to other agreements between the parties nor from any statutory obligations that either party may have with regard to the subject matter hereof.

7. Force Majeure

Neither the **UAO** nor the **FDOT** shall be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by an act of God, war, riots, natural catastrophe, or other event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence; provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

8. Indemnification

FOR GOVERNMENT-OWNED UTILITIES,

To the extent provided by law, the **UAO** shall indemnify, defend, and hold harmless the **FDOT** and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, action, error, neglect, or omission by the **UAO**, its agents, employees, or contractors during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which **FDOT** or said parties may be subject, except that neither the **UAO**, its agents, employees, or contractors will be liable under this section for damages arising out of the injury or damage to persons or property directly caused by or resulting from the negligence of the **FDOT** or any of its officers, agents, or employees during the performance of this Agreement.

When the **FDOT** receives a notice of claim for damages that may have been caused by the **UAO** in the performance of services required under this Agreement, the **FDOT** will immediately forward the claim to the **UAO**. The **UAO** and the **FDOT** will evaluate the claim and report their findings to each other within fourteen (14) working days and will jointly discuss options in defending the claim. After reviewing the claim, the **FDOT** will determine whether to require the participation of the **UAO** in the defense of the claim or to require the **UAO** to defend the **FDOT** in such claim as described in this section. The **FDOT's** failure to notify the **UAO** of a claim shall not release the **UAO** from any of the requirements of this section. The **FDOT** and the **UAO** will pay their own costs for the evaluation, settlement negotiations, and trial, if any. However, if only one party participates in the defense of the claim at trial, that party is responsible for all costs.

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 03/20

FOR NON-GOVERNMENT-OWNED UTILITIES,

The **UAO** shall indemnify, defend, and hold harmless the **FDOT** and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any acts, action, error, neglect, or omission by the **UAO**, its agents, employees, or contractors during the performance of the Agreement, whether direct or indirect, and whether to any person or property to which **FDOT** or said parties may be subject, except that neither the **UAO**, its agents, employees, or contractors will be liable under this section for damages arising out of the injury or damage to persons or property directly caused by or resulting from the negligence of the **FDOT** or any of its officers, agents, or employees during the performance of this Agreement.

The **UAO's** obligation to indemnify, defend, and pay for the defense or at the **FDOT's** option, to participate and associate with the **FDOT** in the defense and trial of any damage claim or suit and any related settlement negotiations, shall arise within fourteen (14) days of receipt by the **UAO** of the **FDOT's** notice of claim for indemnification to the **UAO**. The notice of claim for indemnification shall be served by certified mail. The **UAO's** obligation to defend and indemnify within fourteen (14) days of such notice shall not be excused because of the **UAO's** inability to evaluate liability or because the **UAO** evaluates liability and determines the **UAO** is not liable or determines the **FDOT** is solely negligent. Only a final adjudication or judgment finding the **FDOT** solely negligent shall excuse performance of this provision by the **UAO**. The **UAO** shall pay all costs and fees related to this obligation and its enforcement by the **FDOT**. The **FDOT's** delay in notifying the **UAO** of a claim shall not release **UAO** of the above duty to defend.

9. Miscellaneous

- a. Time is of essence in the performance of all obligations under this Agreement.
- b. The Facilities shall at all times remain the property of and be properly protected and maintained by the **UAO** in accordance with the current Utility Accommodation Manual in effect at the time the Plans Package is prepared and the current utility permit for the Facilities; provided, however, that the **UAO** shall not be obligated to protect or maintain any of the Facilities to the extent the **FDOT's** contractor has that obligation as part of the Utility Work pursuant to the **FDOT's** specifications.
- c. The **FDOT** may unilaterally cancel this Agreement for refusal by the **UAO** to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the **UAO** in conjunction with this Agreement.
- d. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations with respect thereto, except that the parties understand and agree that the **FDOT** has manuals and written policies and procedures which may be applicable at the time of the Project and the relocation of the Facilities.
- e. This Agreement shall be governed by the laws of the State of Florida. Any provision hereof found to be unlawful or unenforceable shall be severable and shall not affect the validity of the remaining portions hereof.
- f. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, or express mail and shall be deemed to have been received by the end of five business days from the proper sending thereof unless proof of prior actual receipt is provided. The **UAO** shall have a continuing obligation to notify each District of the **FDOT** of the appropriate persons for notices to be sent pursuant to this Agreement. Unless otherwise notified in writing, notices shall be sent to the following addresses:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT
(AT FDOT EXPENSE)

Form No. 710-010-21
UTILITIES
03/20

If to the **UAO**:
Mr. Guy Lane, Public Works Director
P.O. Box 1007
Chipley, FL 32428

If to the **FDOT**:
Mr. Matt King, Utility Project Manager
P.O. Box 607
Chipley, FL 32428

10. Certification

This document is a printout of an **FDOT** form maintained in an electronic format and all revisions thereto by the **UAO** in the form of additions, deletions, or substitutions are reflected only in an Appendix entitled Changes To Form Document and no change is made in the text of the document itself. Hand notations on affected portions of this document may refer to changes reflected in the above-named Appendix but are for reference purposes only and do not change the terms of the document. By signing this document, the **UAO** hereby represents that no change has been made to the text of this document except through the terms of the appendix entitled Changes To Form Document."

You MUST signify by selecting or checking which of the following applies:

- ☒ No changes have been made to this Form Document and no Appendix entitled "Changes to Form Document" is attached.
- ☐ No changes have been made to this Form Document, but changes are included on the attached Appendix entitled "Changes to Form Document."

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first written.

UTILITY: City of Chipley

BY: (Signature)

DATE: _____

(Typed Name: Tracy L. Andrews)

(Typed Title: Mayor)

Recommend Approval by the District Utility Office

BY: (Signature)

DATE: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT
(AT FDOT EXPENSE)

Form No. 710-010-21
UTILITIES
03/20

FDOT Legal review

BY: (Signature) _____ DATE: _____
District Counsel

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: (Signature) _____ DATE: _____
(Typed Name: Tim Smith, P.E.)
(Typed Title: Director of Transportation Development)

FEDERAL HIGHWAY ADMINISTRATION (if applicable)

BY: _____ DATE: _____
(Typed Name: _____)
(Typed Title: _____)

FLORIDA DEPARTMENT OF TRANSPORTATION
UTILITY WORK ESTIMATE

December 11, 2018
Section K, Item 7.

FDOT PROJECT INFORMATION

Financial Project ID: 220762-2-52-02	Federal Project ID: N/A
State Road Number: 77	County: Washington
FDOT Plans Dated:	District Document No.:

UTILITY AGENCY/OWNER (UAO)

Utility Company: City of Chipley	Job No. or Work Order No.:
UAO Project Rep: Tracy Andrews	Phone: 850-326-9359 E-mail: tandrews@cityofchipley.com
UAO Field Rep: Guy Lane	Phone: 850-638-6346 E-mail: glane@cityofchipley.com

SECTION A: ITEMIZED COST ESTIMATE

Item	Item Cost (\$)	Overhead (%) (Must use "%" or "." i.e. 10% or .10)	Item Cost + Overhead (\$)
Preliminary Engineering			0
Right of Way Acquisition			0
Construction Engineering			0
Construction Labor	\$58,500.00		\$58,500.00
Materials and Supplies			0
Transportation & Equipment			0
Contract Construction			0
Miscellaneous Expenses			0
Total Cost Estimate =>			\$58,500.00

SECTION B: DEDUCTIONS

Item	Item Value (\$)
Salvage Value	
Betterment	
Extended Service Life	
Total Deductions =>	0

SECTION C: REIMBURSEMENT

Total Cost Estimate from SECTION A =>	\$58,500.00
Total Deductions from SECTION B =>	0
Total Reimbursement* =>	\$58,500.00

*Update the estimated Total Reimbursement for changes in excess of 10%

UTILITY SIGNATURE

UAO Rep. _____ Name <u>Tracy Andrews</u> Title <u>Mayor</u>	Date ____ / ____ / ____
---	-------------------------

Exhibit A

220762-2-52-02

10 Valves x \$3,250.00 per manhole = \$32,500.00

8 Manholes x \$3250.00 per valve box = \$26,000.00

Grand Total = \$58,500.00

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Fall Block Party – Project Downtown Chipley LLC

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

Project Downtown Chipley LLC is requesting to hold a Fall Block Party on October 24, 2024 from 6:00 p.m. to 9:00 p.m. in the downtown area. This includes road closures on North Railroad (2nd Street to 8th Street), South Railroad (2nd Street to 7th Street), 5th Street (Hwy 90 to Church Avenue) and 7th Street (Hwy 90 to Church Avenue). Last year the City Police Department also chose other alleyways and connecting streets for safety and traffic flow.

RECOMMENDATION

City Staff recommend approval of the Special Event Application for the Fall Block Party.

ATTACHMENTS

- 1. Special Event Application



City of Chipley

CITY HALL
 1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Project Downtown Chipley LLC

Address: 1367 S Railroad Ave Suite C

Contact person: Kristin Martin Phone: 8503266506 Fax: _____

E-mail: kmartin@southpointcontracting.com

Type of Event: Fall Block Party

Purpose of Event: Fall festival type event downtown to foster community engagement and support downtown traffic and businesses.

Location of Event: Downtown Chipley Indoors/Outdoors

Date(s) & Time(s) of Event: October 24th 6-9pm

Amount of Liability Insurance: 1,000,000 (attach copy of policy)

Concert Yes/No If yes, What type of music? _____

Will food and nonalcoholic beverages be sold? Food truck/tent vendors

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? _____

Number of participants anticipated per day: 500

Are security and/or medical services provided? Yes

Applicant Signature:  Date: 10.03.24

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Fall Block Party upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this _____ day of _____, 20 ____.

FIRM OR ORGANIZATION: Project Downtown Chipley, LLC


Signature

Kristin Martin
Print Name

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by _____, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20 ____.

Notary Public



City of Chipley

CITY HALL

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6350 Fax: (850) 638-6353



Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Project Downtown Chipley LLC		Person in Charge: Kristin Martin		Date: 10.03.24
Address of Organization 1367 S Railroad Ave Suite C Chipley, FL			Telephone Number: 850.326.6506	
Title of Event: Downtown Chipley Fall Block Party				
Date of Event: 10.24.24	Starting Time of Event: 6pm	Duration of Event: 3hours	Actual Closing Time (Set up of barriers, Etc.) 4pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): N Railroad (2nd Street to 8th Street), S Railroad (2nd Street to 7th Street) , 5th Street (HWY 90 to Church St) and 7th Street (Hwy 90 to Church St) Last year PD and City also chose other alley ways and connecting streets for safety and traffic flow.				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier: _____ Policy Effective Date: _____ Coverage Amount: _____ (\$1,000,000 Minimum) Length of Coverage: _____ Days				
Licenses Pyrotechnics Operator: _____ License Number: _____ Approval of Local Fire Department: _____				
Federal Aviation Administration Approval for Low Flying Filming: _____ Additional Liability Insurance Amount: _____				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route):				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter		Signature of Police Chief:		Date Signed:
Name and Title of City Official: Patrice Tanner, City Administrator		Signature of City Official:		Date Signed:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Movie Night – Project Downtown Chipley LLC

MEETING DATE	PREPARED BY
Tuesday, October 8, 2024	Patrice Tanner, City Administrator

SUMMARY

Project Downtown Chipley LLC is requesting to hold Movie Night on Thursday, December 21, 2024 from 5:00 p.m. to 9:00 p.m. at the Train Depot. Street closures include 7th Street – Museum alleyway to North Railroad Avenue, South Railroad Avenue – State Road 77 to 7th Street. It also includes the city parking lot at the corner of South Railroad Avenue and 7th Street, and North Railroad Avenue – 7th Street to 8th Street.

RECOMMENDATION

City Staff recommend approval of the Special Event Application for Movie Night.

ATTACHMENTS

1. Special Event Application



City of Chipley

CITY HALL
 1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Project Downtown Chipley LLC

Address: 1367 S Railroad Ave Suite C

Contact person: Kristin Martin Phone: 8503266506 Fax: _____

E-mail: kmartin@southpointcontracting.com

Type of Event: Movie Night

Purpose of Event: Community event (in lieu of monthly Thursday Night Lights)

Location of Event: Downtown Chipley / Train Depot Indoors/Outdoors

Date(s) & Time(s) of Event: December 21st - 5pm to 9pm (estimated)

Amount of Liability Insurance: 1,000,000 (attach copy of policy)

Concert Yes/No If yes, What type of music? _____

Will food and nonalcoholic beverages be sold? TBD

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? _____

Number of participants anticipated per day: 150

Are security and/or medical services provided? Yes

Applicant Signature:  Date: 10.03.24

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a MOVIE NIGHT upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this _____ day of _____, 20 ____.

FIRM OR ORGANIZATION: Project Downtown Chipley, LLC


Signature

Kristin Martin
Print Name

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by _____, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20 ____.

Notary Public



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Section K, Item9.

Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Project Downtown Chipley		Person in Charge: Kristin Martin		Date: 10.04.24
Address of Organization 1367 S Railroad Ave Chipley FL 32428			Telephone Number: 850.326.6506	
Title of Event: Downtown Movie Night				
Date of Event: Dec 21, 2024	Starting Time of Event: approx 5pm	Duration of Event: approx. 4-5 hrs	Actual Closing Time (Set up of barriers, Etc.) 4:45pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): 7th Street - Museum Alleyway to N side of N. Railroad Ave, S. Railroad - State Road 77 to 7th Street Includes city parking lot at corner of S RR and 7th St, and N RR Ave - 7th St to 8th St				
This section is to be completed when closure is for special event filming. Liability Insurance Carrier: _____ Policy Effective Date: _____ Coverage Amount: _____ (\$1,000,000 Minimum) Length of Coverage: _____ Days Licenses Pyrotechnics Operator: _____ License Number: _____ Approval of Local Fire Department: _____ Federal Aviation Administration Approval for Low Flying Filming: _____ Additional Liability Insurance Amount: _____ PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter		Signature of Police Chief:		Date Signed:
Name and Title of City Official: Patrice Tanner, City Administrator		Signature of City Official:		Date Signed:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Thursday Night Lights – Project Downtown Chipley LLC

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

Project Downtown Chipley LLC is requesting to hold Thursday Night Lights on the 3rd Thursday of November, January, February and March from 6:00 p.m. to 8:00 p.m. in the downtown area. Street closures include North Railroad Avenue from 2nd Street to 8th Street, South Railroad Avenue from 2nd Street to 7th Street, 7th Street from Museum Alleyway to North side of North Railroad Avenue. These roads will only be closed as necessary for that month's event.

RECOMMENDATION

City Staff recommend approval of the Special Event Application for Thursday Night Lights.

ATTACHMENTS

1. Special Event Application



City of Chipley

CITY HALL
 1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Project Downtown Chipley LLC

Address: 1367 S Railroad Ave Suite C

Contact person: Kristin Martin Phone: 8503266506 Fax: _____

E-mail: kmartin@southpointcontracting.com

Type of Event: Thursday Night Lights

Purpose of Event: Foster downtown traffic, community engagement, and support downtown businesses.

Location of Event: Downtown Chipley Indoors/Outdoors

Date(s) & Time(s) of Event: 3rd Thursday of month November, January, February, March

Amount of Liability Insurance: 1,000,000 (attach copy of policy)

Concert Yes/No If yes, What type of music? _____

Will food and nonalcoholic beverages be sold? Food Trucks/tents

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? _____

Number of participants anticipated per day: 200

Are security and/or medical services provided? Yes

Applicant Signature:  Date: 10.03.24

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

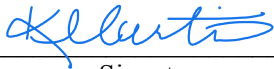
RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Thursday Night Lights upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this _____ day of _____, 20 ____.

FIRM OR ORGANIZATION: Project Downtown Chipley, LLC



Signature

Kristin Martin

Print Name

Witness

Witness

Print Name

Print Name

**STATE OF FLORIDA
COUNTY OF WASHINGTON**

The foregoing instrument was acknowledged before me by _____, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20 ____.

Notary Public



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Section K, Item 10.

Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Project Downtown Chipley		Person in Charge: Kristin Martin		Date: 10.04.24
Address of Organization 1367 S Railroad Ave Chipley FL 32428			Telephone Number: 850.326.6506	
Title of Event: Thursday Night Lights				
Date of Event: 11.21.24, 01.16.25, 02.20.25, 03.20.25	Starting Time of Event: 6pm	Duration of Event: 2 hours	Actual Closing Time (Set up of barriers, Etc.) 4:45pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): N Railroad from 2nd to 8th, S Railroad from 2nd to 7th, 7th Street from Museum Alleyway to N side of N. Railroad Ave These roads will only be closed as necessary for that month's event.				
This section is to be completed when closure is for special event filming. Liability Insurance Carrier: _____ Policy Effective Date: _____ Coverage Amount: _____ (\$1,000,000 Minimum) Length of Coverage: _____ Days Licenses Pyrotechnics Operator: _____ License Number: _____ Approval of Local Fire Department: _____ Federal Aviation Administration Approval for Low Flying Filming: _____ Additional Liability Insurance Amount: _____ PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter		Signature of Police Chief:		Date Signed:
Name and Title of City Official: Patrice Tanner, City Administrator		Signature of City Official:		Date Signed:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 986 (Public Hearing) - Property Rights Element

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 986 – adding a Property Rights Element to the Comprehensive Plan.

RECOMMENDATION

City Staff recommend approval of Final Reading of Ordinance No. 986.

ATTACHMENTS

1. Ordinance No. 986
2. Exhibit “A”

ORDINANCE NO. 986**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY ADDING A NEW PROPERTY RIGHTS ELEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 163.3167, Florida Statutes, requires the City of Chipley to maintain a comprehensive plan to guide its future development and growth; and

WHEREAS, Section 163.3177(6)(i)1, Florida Statutes, requires the City of Chipley comprehensive plan to include a property rights element; and

WHEREAS, the City of Chipley respects judicially acknowledged and constitutionally protected private property rights; and

WHEREAS, the City of Chipley respects the rights of all people to participate in land use planning processes; and

WHEREAS, this ordinance will amend the comprehensive plan by adding a property rights element.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA:

Section 1. Purpose and Intent.

This ordinance is enacted to amend the City of Chipley comprehensive plan by adding the property rights element attached as EXHIBIT A and made part of this ordinance as set forth (additions are shown by underline and deletions are shown by strikethrough).

Section 2. Title of Comprehensive Plan Amendment.

This Comprehensive Plan Amendment for the City of Chipley shall be entitled “City of Chipley Comprehensive Plan Amendment 2022/2023 Property Rights Element”.

Section 3. Comprehensive Plan Amendment Adopted.

The City of Chipley Comprehensive Plan Amendment 2022/2023 Property Rights Element attached hereto as Exhibit A is hereby adopted.

Section 4. Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Chipley’s Comprehensive Plan shall remain in full force and effect.

Section 5. Copy on File.

An official, true, and correct copy of all elements of the City of Chipley Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or his/her designee.

Section 6. Effective Date.

The effective date of this plan amendment shall be upon adoption of this ordinance.

INTRODUCED on first reading at a regular meeting of the City Council on August 13, 2024.

PASSED after second reading at a special meeting of the City Council on October 8, 2024.

CITY OF CHIPLEY, FLORIDA

By its Mayor, Tracy L. Andrews

ATTEST:

By the City Clerk, Patrice A. Tanner

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

EXHIBIT A

PROPERTY RIGHTS ELEMENT

I. INTRODUCTION

A. Purpose

The purpose of the Property Rights Element is to implement requirements of House Bill 59, signed by the Governor on June 28, 2021. The bill modified Chapter 163.3177, Florida Statutes (F.S.), to require local government comprehensive plans to contain a Property Rights Element. The purpose of the Element, per Chapter 163.3177(i), is to identify property rights that shall be considered in local decision-making.

B. Assessment and Conclusions

As stated in Section A, Purpose, this Element meets the statutory requirements of Chapter 163.3177, F.S.

II. GOAL, OBJECTIVES AND POLICIES

It is the **GOAL** of the City of Chipley to respect judicially acknowledged and constitutionally protected private property rights.

OBJECTIVE 1.1 Property Rights

The City shall consider property rights during local decision-making processes.

Policy 1.1.a: The right of a property owner to physically possess and control his or her interest in the property, including easements, leases, or mineral rights.

Policy 1.1.b: The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

Policy 1.1.c: The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

Policy 1.1.d: The right of a property owner to dispose of his or her property through sale or gift.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 987 (Public Hearing) – Land Use Amendment

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 987 – amending the Future Land Use Map changing the land use designation of Parcel No. 00-1941-0001 from Public/Semi Public/Educational to Low Density Residential.

RECOMMENDATION

City Staff recommend approval of the Final Reading of Ordinance No. 987.

ATTACHMENTS

1. Ordinance No. 987
2. Exhibit A
3. Exhibit B

ORDINANCE NO. 987

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. 00000000-00-1941-0001 LOCATED ON 5TH STREET, FROM PUBLIC/SEMI-PUBLIC/EDUCATIONAL TO LOW 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 ECONOMIC OPPORTUNITY; AND DECLARING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Code, Sections 163.3187 F.S., 166.021 F.S. and the Comprehensive Plan.

SECTION 2. FINDING OF FACT. The City Council of Chipley, Florida finds:

- A. A public hearing has been held by the City Council after “due public notice”; and
- B. This amendment involves changing the Future Land Use designation imposed on a parcel of property with Parcel No. 00000000-00-1941-0001 located on 5th Street from Public/Semi-Public/Educational to Low Density Residential; and
- C. This amendment is consistent with the City Land Use Regulations and the adopted Comprehensive Plan and is in the best interest of the City and its citizens.

SECTION 3. PURPOSE. The purpose of this Ordinance is to adopt a small-scale comprehensive plan amendment to the City of Chipley Comprehensive Plan also known as Ordinance 987. The amendment is identified as 24S1 and is described in Section 4 herein.

SECTION 4. FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map of the City of Chipley, Florida, is hereby amended by changing the Future Land Use category imposed on a certain parcel of property with Parcel No. 00000000-00-1941-0001 located on 5th Street, containing a .183 acre parcel more or less, from Public/Semi-Public/Educational to Low Density Residential, and as more specifically described as follows:

SUBJECT PARCEL – Parcel I.D. # 00000000-00-1941-0001.

THAT PART OF LOT 7, BLOCK 24, IN THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 13 WEST, ACCORDING TO THE L. W.

MORDT, PLAT OF THE CITY OF CHIPLEY IN WASHINGTON COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

BEGIN AT A 5/8" IRON AND CAP (STAMPED PLS 5308) MARKING THE SOUTHEAST CORNER OF SAID LOT 7; THENCE RUN NORTH 89° 13' 42" WEST ALONG THE SOUTH UNE OF SAID LOT 7, A DISTANCE OF 100.00 FEET TO AN 5/8" IRON ROD AND CAP; THENCE DEPARTING SAID SOUTH LOT LINE, RUN NORTH 05° 18' 03" WEST A DISTANCE OF 80.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTH UNE OF SAID LOT 7; THENCE RUN SOUTH 89° 13' 42" EAST ALONG SAID NORTH UNE A DISTANCE OF 100.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTHEAST CORNER OF SAID LOT 7 (ALSO BEING THE WESTERLY RIGHT OF WAY UNE OF 5TH STREET)(75 FOOT RIGHT OF WAY); THENCE RUN SOUTH 05° 18' 03" EAST 80.00 FEET TO THE POINT OF BEGINNING.

And also;

The land use change imposed on the subject parcel and map change is shown as Exhibit A and Exhibit B, which are attached and made a part hereof by reference.

SECTION 5. EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on the second reading by the City Council, unless the amendment is challenged pursuant to Section 163.3187 of the Florida Statutes. If challenged, the effective date shall be a date a final order is issued by the Department of Economic Opportunity or other appropriate authority, finding the amendment in compliance in accordance with Section 163.3184 F.S.

INTRODUCED at a Regular meeting of the City Council of the City of Chipley, Florida, held at City Hall on the 13th day of August, 2024, and **PASSED** at a Regular meeting of the City Council of the City of Chipley, Florida, held at City Hall on the 8th day of October, 2024.

CITY OF CHIPLEY

By its Mayor, Tracy L. Andrews

ATTEST:

By its Clerk, Sherry Snell

The form and legal sufficiency of the foregoing
has been reviewed and approved by the City Attorney.

Michelle Blankenship Jordan, City Attorney

Exhibit B



5th Street

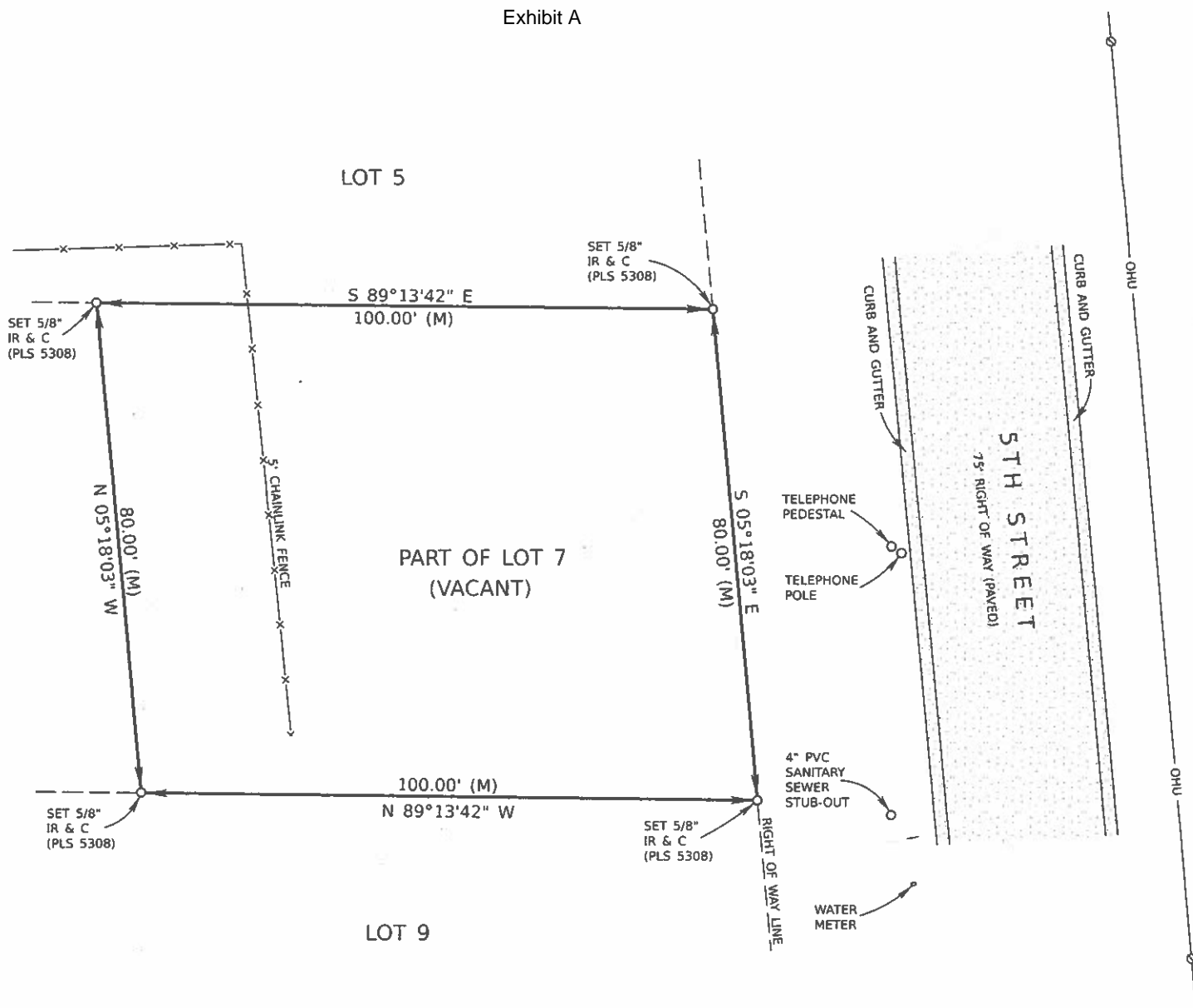
Parcel No. 00000000-00-1941-0001

.183 acres more or less

CELL: 850-326-6774

4669 HAMBONE TRAIL
VERNON, FLORIDA 32462

Exhibit A



DESCRIPTION (NEWLY CREATED):

THAT PART OF LOT 7, BLOCK 24, IN THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 13 WEST, ACCORDING TO THE L. W. MORDT, PLAT OF THE CITY OF CHIPLEY IN WASHINGTON COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

BEGIN AT A 5/8" IRON AND CAP (STAMPED PLS 5308) MARKING THE SOUTHEAST CORNER OF SAID LOT 7; THENCE RUN NORTH 89° 13' 42" WEST ALONG THE SOUTH LINE OF SAID LOT 7, A DISTANCE OF 100.00 FEET TO AN 5/8" IRON ROD AND CAP; THENCE DEPARTING SAID SOUTH LOT LINE, RUN NORTH 05° 18' 03" WEST A DISTANCE OF 80.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTH LINE OF SAID LOT 7; THENCE RUN SOUTH 89° 13' 42" EAST ALONG SAID NORTH LINE A DISTANCE OF 100.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTHEAST CORNER OF SAID LOT 7 (ALSO BEING THE WESTERLY RIGHT OF WAY LINE OF 5TH STREET)(75 FOOT RIGHT OF WAY); THENCE RUN SOUTH 05° 18' 03" EAST 80.00 FEET TO THE POINT OF BEGINNING.

LEGEND

P.O.B. = POINT OF BEGINNING
 P.O.C. = POINT OF COMMENCEMENT
 ID = IDENTIFICATION
 PLS = PROFESSIONAL LAND SURVEYOR
 CONC. = CONCRETE
 IP = IRON PIPE
 LB = LICENSED BUSINESS
 (D) = DEED
 IR & C = IRON ROD AND CAP
 R/W = RIGHT OF WAY
 (M) = MEASURED
 IR = IRON ROD
 CM = CONCRETE MONUMENT
 FND. = FOUND
 N & D = NAIL & DISK
 OHU = OVERHEAD UTILITIES
 ORB = OFFICIAL RECORDS BOOK
 L.W. = LITE WOOD
 LS = LICENSED SURVEYOR
 PSM = PROFESSIONAL SURVEYOR AND
 YDS = YARDS
 Ⓢ = POWER POLE
 ↓ = GUY ANCHOR

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 988 (Public Hearing) – Future Land Use Map – Annexation

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 988 – amending the Future Land Use Map annexing Parcels # 00-2245-0000 located at 1240 Panhandle Lane & # 00-2245-0003 located at 1237 Panhandle Lane, a total of approximately 8.96 acres, to the Medium Density Land Use Category.

RECOMMENDATION

City Staff recommend approval of the Final Reading of Ordinance No. 988.

ATTACHMENTS

1. Ordinance No. 988
2. Exhibit A
3. Exhibit B
4. Exhibit C

ORDINANCE NO. 988

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Chapter 163 Florida Statutes empowers the City Council of Chipley, Florida to prepare, amend, and enforce a comprehensive plan for the development of the city; and

WHEREAS, the City Council of Chipley, Florida will hold a public hearing on October 8, 2024, to adopt the Comprehensive Plan Amendment pursuant to Section 163.3187, Florida Statutes, having provided for due public notice, having reviewed, and considered public comments received at the public hearing, and having provided for necessary revisions; and

WHEREAS, in exercise of its authority, the City Council of the City of Chipley, Florida finds it necessary and desirable to adopt and does hereby adopt this Comprehensive Plan Amendment, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and to deal effectively with future problems that may result from the use and development of land within the City of Chipley, Florida as follows:

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Chapter 163 and 171.044, Florida Statutes, Chapter 2 of the City Code, and the adopted Comprehensive Plan.

SECTION 2. ANNEXATION AND LAND DESCRIPTION. The **attached** described unincorporated, contiguous land area is hereby annexed into the City of Chipley, Florida: **EXHIBIT A** contains the Survey of the property **approximately 8.96 acres**. **EXHIBIT B** contains the Deed and Legal Description.

SECTION 3. BOUNDARY. The existing boundary line of the City of Chipley, Florida is modified to include the herein referenced tract of land as **EXHIBIT A** and **EXHIBIT B** containing the Survey, Deed, and Legal Description. **EXHIBIT C** contains the Future Land Use Map shall be updated to reflect the change concurrent with the passage of this Ordinance.

SECTION 4. LAND USE DESIGNATION. The property hereby annexed shall be assigned a City future land use designation as **Medium Density Residential**. The property was subject to the Washington County Comprehensive Plan and Land Development Regulations which shall

remain in full force and effect until the annexation process and large-scale comprehensive plan amendment are complete pursuant to the City Code, City Comprehensive Plan, and other general laws.

SECTION 5. FUTURE LAND USE MAP AMENDED. The adopted Future Land Use Map of the City of Chipley, which is a part of the adopted COMPREHENSIVE PLAN, and which map is attached hereof by reference, is hereby amended to impose upon approximately 8.96 acres annexed land with the City's requirements pursuant to the **Medium Density Land Use Category**. The amendment is identified as **Ordinance No. 988**.

SECTION 6. EFFECTIVE DATE. The effective date of this small scale plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to Section 163.3187 of the Florida Statutes. If challenged, the effective date shall be a date a Final Order is issued by the Department of Community Affairs or other appropriate authority, finding the amendment in compliance in accordance with Section 163.3184, F.S.

INTRODUCED on first reading at a regular meeting of the City Council on August 13, 2024.

PASSED after second reading at a regular meeting of the City Council on October 8, 2024.

CITY OF CHIPLEY, FLORIDA

ATTEST:

By its Mayor, Tracy Andrews

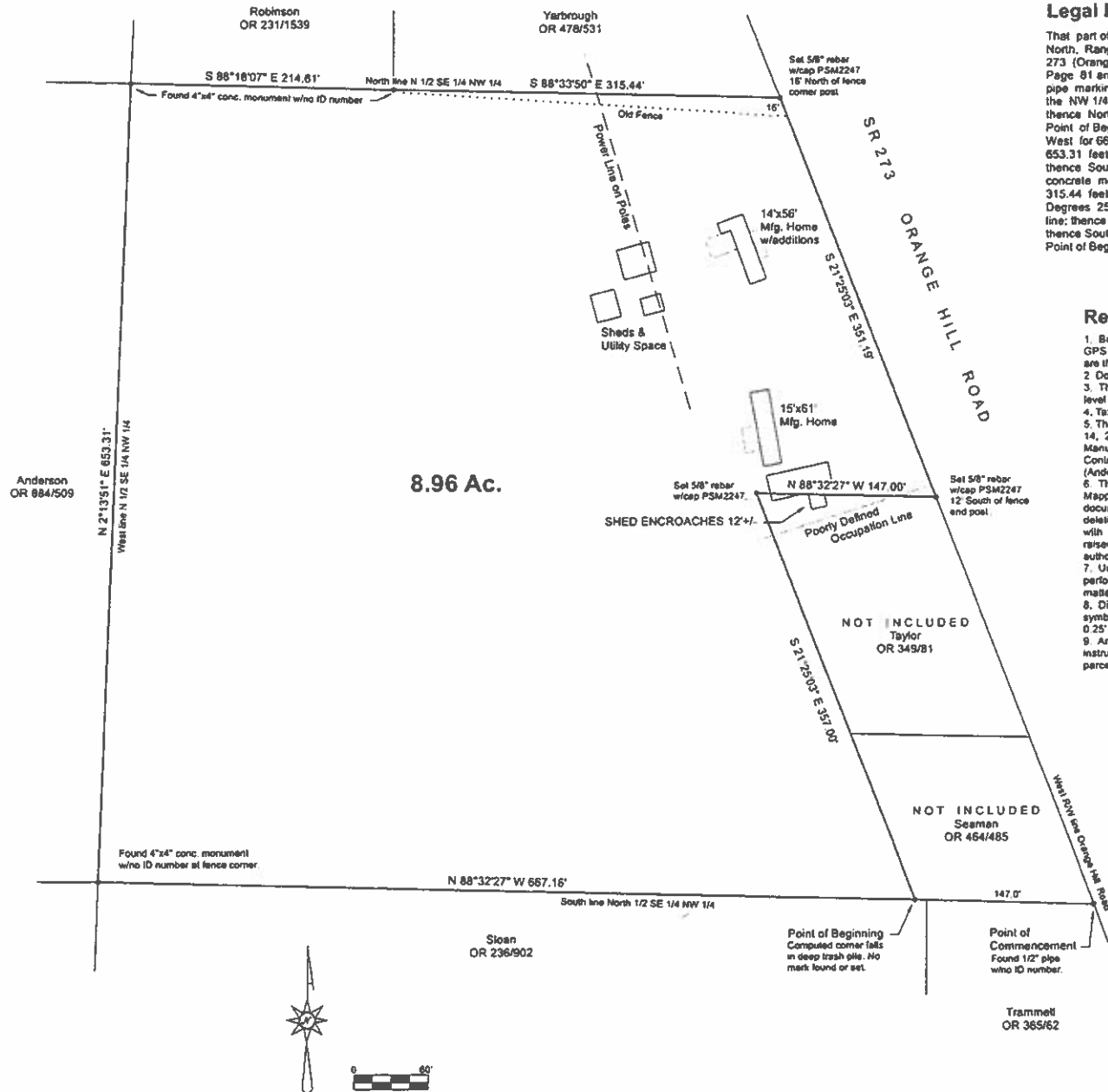
By the City Clerk, Sherry Snell

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

ANNEXATION EXHIBIT A

BOUNDARY SURVEY MAP



Legal Description

That part of the North 1/2 of the SE 1/4 of the NW 1/4 of Section 10, Township 4 North, Range 13 West, in Washington County, Florida, lying West of State Road 273 (Orange Hill Road), LESS parcels described in Official Records Book 342 Page 81 and Book 454 Page 485, bounded as follows: Commencing at an iron pipe marking the intersection of the South line of said North 1/2 of the SE 1/4 of the NW 1/4 with the West right of way line of said Orange Hill Road, and run thence North 88 Degrees 32 Minutes 27 Seconds West for 147.00 feet to the Point of Beginning; thence continue North 88 Degrees 32 Minutes 27 Seconds West for 667.16 feet; thence North 02 Degrees 13 Minutes 51 Seconds East for 653.31 feet along the West line of said North 1/2 of the SE 1/4 of the NW 1/4; thence South 88 Degrees 18 Minutes 07 Seconds East for 214.61 feet to a concrete monument; thence South 88 Degrees 33 Minutes 50 Seconds East for 315.44 feet to the West right of way line of Orange Hill Road; thence South 21 Degrees 25 Minutes 03 Seconds East for 351.19 feet along the right of way line; thence North 88 Degrees 32 Minutes 27 Seconds West for 147.00 feet; thence South 21 Degrees 25 Minutes 03 Seconds East for 357.00 feet to the Point of Beginning.

Report and F.A.C. 5J-17 Compliance

1. Bearings are Florida State Plane Coordinate System grid derived from GPS observations. They differ from deed description bearings but the lines are the same and there are no gaps or overlaps.
2. Does not apply.
3. The purpose of this BOUNDARY SURVEY is to mark the corners, and the level of survey accuracy is premised upon that expected use.
4. Tax Parcel Number is 00000000-00-2245-0000.
5. The field data collection to perform this survey was completed on November 14, 2018, and the methods applied conform to those found in the BLM Manual of Survey Instructions (US Dept. of Interior, Brown's Boundary Control and Legal Principles (Robillard), and Surveying Theory and Practice (Anderson).
6. This survey was performed by Roger Lonsway, Licensed Surveyor and Mapper #2247, 2252 Gilbert Mill Road, Gt. Bend, FL 32431, and the original documents and maps produced are his property. Reproduction, additions, or deletions without permission are prohibited, and except for electronic copies with electronic signature and seal are not valid without the signature and raised seal of the surveyor or the electronic seal and signature image authorized January 24, 2015.
7. Unless specifically indicated, no exhaustive record title search has been performed by the surveyor, so there may be easements or other important matters of title that are not disclosed by this survey.
8. Dimensional accuracy of measurements is indicated by the dimension label symbol employed as follows: XXX.XX' = +/- 0.15' +/- 1/20000, XX.X' = +/- 0.25' +/- 1/10000, XX' = +/- 0.50'.
9. Amalgamation of parcels in the style OR XXX/XXX indicate the recorded instrument book and page numbers found in the public record for the adjoining parcels.

Certificate

This survey is for the exclusive use of and is certified to: Panhandle Investments, LLC, Florida Land Title and Trust Company, First American Title Insurance Company, and to no other parties, and only for the specific purpose indicated hereon, and is certified to meet the FLORIDA STANDARDS OF PRACTICE FOR SURVEYORS AND MAPPERS as set forth in CH. 5J-17 F.A.C.

Roger Lonsway, P.S.M.

Survey Project Number 45488
Drawn November 15, 2018

[Signature]

Prepared by:
Jennifer A. Mercer, an employee of
Florida Land Title & Trust Co.
P.O. Box 726, 2870 Madison Street
Marianna, Florida 32447
In Connection With Title Insurance
File Number: FLT96-36071

Warranty Deed

This Indenture, made , September 20, 2021 A.D.

Between
Panhandle Investment Group, LLC, a Florida limited liability company, whose
post office address is: 1224 Clayton Road, Chipley, Florida 32428, Grantor and
No Doubt Holdings, LLC a Georgia limited liability company, whose post office
address is: 3980 St. Elisabeth Square, Duluth, Georgia 30096, Grantee,

Witnesseth, that the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand
paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the
following described land, situate, lying and being in the County of Washington, State of Florida, to wit:

SEE ATTACHED EXHIBIT A
Subject to taxes for the current year, covenants, restrictions and easements of record, if any.

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all
persons whomsoever.

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name by its duly authorized officer
and caused its corporate seal to be affixed the day and year first above written.

Panhandle Investment Group, LLC

By: [Signature]
Seamus O'Neill
Its Managing Member

By: [Signature]
Brandon Lovering
Its Managing Member

Signed and Sealed in Our Presence:

[Signature]
Jennifer A Mercer
Printed Name as to First Witness

[Signature]
Printed Name as to Second Witness

State of Florida
County of Washington

The foregoing instrument was acknowledged before me by means of (☒) physical presence or () online notarization on this
September 21, 2021, by Seamus O'Neill and Brandon Lovering, the Managing Members of Panhandle Investment Group, LLC
He/She ☒ is/are personally known to me or () has produced a driver's license as identification.

JENNIFER A. MERCER
Notary Public
State of Florida
Comm# HH161213
Expires 8/9/2025

[Signature] (Seal)
Notary Public
Notary Printed Name _____
My Commission Expires: _____

FLT96-36071

Exhibit "A"

That part of the North 1/2 of the Southeast 1/4 of the Northwest 1/4 of Section 10, Township 4 North, Range 13 West, Washington County, Florida, lying West of State Road 273 (Orange Hill Road).

LESS parcels described in Official Records Book 342 Page 81 and Book 464 Page 485, bounded as follows:

COMMENCING at an iron pipe marking the intersection of the South line of said North 1/2 of the Southeast 1/4 of the Northwest 1/4 with the West right of way line of said Orange Hill Road; thence run North 88 degrees 32 minutes 27 seconds West for a distance of 147.00 feet to the POINT OF BEGINNING; thence continue North 88 degrees 32 minutes 27 seconds West for a distance of 667.16 feet; thence run North 02 degrees 13 minutes 51 seconds East for a distance of 653.31 feet along the West line of said North 1/2 of the Southeast 1/4 of the Northwest 1/4; thence run South 88 degrees 18 minutes 07 seconds East for a distance of 214.61 feet to a concrete monument; thence run South 88 degrees 33 minutes 50 seconds East for a distance of 315.44 feet to the West right of way line of Orange Hill Road; thence run South 21 degrees 25 minutes 03 seconds East for a distance of 351.19 feet along the right of way line; thence run North 88 degrees 32 minutes 27 seconds West for a distance of 147.00 feet; thence run South 21 degrees 25 minutes 03 seconds East for a distance of 357.00 feet to the POINT OF BEGINNING.

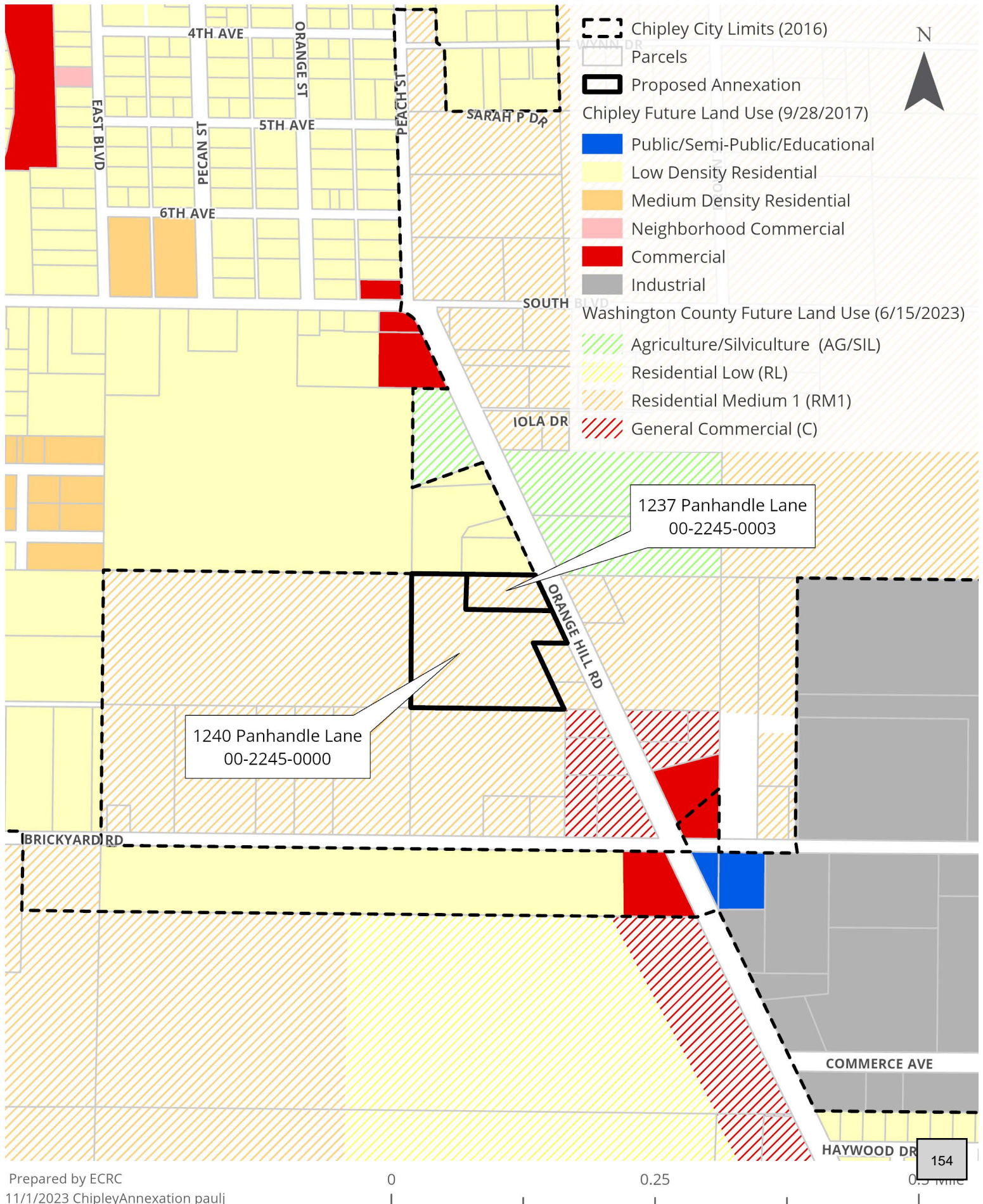
Together with:

2019 TRU Single Wide Mobile Home Serial Number: SRB032101AL
2019 TRU Single Wide Mobile Home Serial Number: SRB032102AL
2019 TRU Single Wide Mobile Home Serial Number: SRB032103AL
2019 TRU Single Wide Mobile Home Serial Number: SRB032104AL
2003 RDMN Single Wide Mobile Home Serial Number: 114-39641
2019 TRU Single Wide Mobile Home Serial Number: SRB076802AL

Chipley Proposed Annexation: 1237 & 1240 Panhandle

Section L, Item3.

00-2245-0003 & 00-2245-0000



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 989 (Public Hearing) – Future Land Use Map - Annexation

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 989 – amending the Future Land Use Map annexing Parcels # 00-2222-0001 located at 1447 Main Street, a total of approximately 3.52 acres, to the Commercial Land Use Category.

RECOMMENDATION

City Staff recommend approval of the Final Reading of Ordinance No. 989.

ATTACHMENTS

1. Ordinance No. 989
2. Exhibit A
3. Exhibit B
4. Exhibit C

ORDINANCE NO. 989

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Chapter 163 Florida Statutes empowers the City Council of Chipley, Florida to prepare, amend, and enforce a comprehensive plan for the development of the city; and

WHEREAS, the City Council of Chipley, Florida will hold a public hearing on October 8, 2024, to adopt the Comprehensive Plan Amendment pursuant to Section 163.3187, Florida Statutes, having provided for due public notice, having reviewed and considered public comments received at the public hearing, and having provided for necessary revisions; and

WHEREAS, in exercise of its authority, the City Council of the City of Chipley, Florida finds it necessary and desirable to adopt and does hereby adopt this Comprehensive Plan Amendment, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and to deal effectively with future problems that may result from the use and development of land within the City of Chipley, Florida as follows:

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Chapter 163 and 171.044, Florida Statutes, Chapter 2 of the City Code, and the adopted Comprehensive Plan.

SECTION 2. ANNEXATION AND LAND DESCRIPTION. The **attached** described unincorporated, contiguous land area is hereby annexed into the City of Chipley, Florida: **EXHIBIT A** contains the Survey of the property **approximately 3.52 acres**. **EXHIBIT B** contains the Deed and Legal Description.

SECTION 3. BOUNDARY. The existing boundary line of the City of Chipley, Florida is modified to include the herein referenced tract of land **EXHIBIT A** and **EXHIBIT B** containing the Survey, Deed, and Legal Description. **EXHIBIT C** the Future Land Use Map shall be updated to reflect the change concurrent with the passage of this Ordinance.

SECTION 4. LAND USE DESIGNATION. The property hereby annexed shall be assigned a City future land use designation as **Commercial**. The property was subject to the Washington

County Comprehensive Plan and Land Development Regulations which shall remain in full force and effect until the annexation process and small-scale comprehensive plan amendment are complete pursuant to the City Code, City Comprehensive Plan, and other general laws.

SECTION 5. FUTURE LAND USE MAP AMENDED. The adopted Future Land Use Map of the City of Chipley, which is a part of the adopted COMPREHENSIVE PLAN, and which map is attached hereof by reference, is hereby amended to impose upon approximately 3.52 acres of annexed land with the City's requirements pursuant to the Commercial Land Use Category. The amendment is identified as **Ordinance No. 989**.

SECTION 6. EFFECTIVE DATE. The effective date of this small-scale plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to Section 163.3187 of the Florida Statutes. If challenged, the effective date shall be a date a Final Order is issued by the Department of Community Affairs or other appropriate authority, finding the amendment in compliance in accordance with Section 163.3184, F.S.

INTRODUCED on first reading at a regular meeting of the City Council on August 13, 2024.

PASSED after second reading at a regular meeting of the City Council on October 8, 2024.

CITY OF CHIPLEY, FLORIDA

ATTEST:

By its Mayor, Tracy Andrews

By the City Clerk, Sherry Snell

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

ANNEXATION EXHIBIT A

1/4" RBF

MAIN STREET/STATE ROAD #77 - 100' PUBLIC R/W

REBAR FOUND W/
METAL CAP (FDOT)
BENCHMARK

UNDERGROUND FIBER
OPTIC BOX

TRACT 1

PARCEL ID #00000000-00-2222-0001
NOW OR FORMERLY
COMMUNITY SOUTH CREDIT UNION
O.R.B. 1025, PAGE 546

PARCEL ID #00000000-00-2223-0002
NOW OR FORMERLY
COGGIN PROPERTIES, INC.
O.R.B. 282, PAGE 469

OVERALL BOUNDARY
3.527 AC.
153,657 SQ. FT.

TEMPORARY EASEMENT FOR INGRESS AND
EGRESS AND USE OF POLE BARN SHOWN ON
SURVEY FOR TUPELO HOLDINGS, LLC, DATED:
MARCH 16, 2015 FOR A PERIOD OF 5 YEARS
OR UNTIL GRANTOR SELLS ADJOINING
PROPERTY.

TRACT 2
PARCEL ID #00000000-00-2222-0001
NOW OR FORMERLY
COMMUNITY SOUTH CREDIT UNION
O.R.B. 1237, PAGE 434

PARCEL ID #00000000-00-2222-0000
NOW OR FORMERLY
RONNIE HARRELL
O.R.B. 900, PAGE 234

SURVEYED LEGAL DESCRIPTION OVERALL BOUNDARY

ALL OF THAT TRACT OR PARCEL OF LAND LYING AND BEING 1 SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA AND BEING MORE PARTICULARLY DEDICATED AS FOLLOWS:

COMMENCE AT A 5/8" REBAR FOUND CAPPED (GIBSON) AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 9 AND GO NORTH 00 DEGREES 28 MINUTES 49 SECONDS EAST FOR A DISTANCE OF 345.71 FEET TO A 1/2" REBAR FOUND CAPPED, SAID POINT BEING THE POINT OF BEGINNING.

FROM SAID POINT OF BEGINNING GO NORTH 51 DEGREES 12 MINUTES 12 SECONDS WEST ALONG A COMMON PROPERTY LINE WITH RONNIE HARRELL PROPERTY FOR A DISTANCE OF 499.51 FEET TO A 1/2" REBAR FOUND CAPPED ON THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 (100' PUBLIC R/W); THENCE GO NORTH 39 DEGREES 58 MINUTES 25 SECONDS EAST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 FOR A DISTANCE OF 615.36 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308; THENCE LEAVING THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 GO SOUTH 00 DEGREES 26 MINUTES 23 SECONDS WEST FOR A DISTANCE OF 784.57 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308, AND THE POINT OF BEGINNING.

SAID TRACT CONTAINS 3.527 ACRES (153,657 SQ.FT.)

SURVEYED LEGAL DESCRIPTION TRACT 1

ALL OF THAT TRACT OR PARCEL OF LAND LYING AND BEING 1 SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA AND BEING MORE PARTICULARLY DEDICATED AS FOLLOWS:

COMMENCE AT A 5/8" REBAR FOUND CAPPED (GIBSON) AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 9 AND GO NORTH 00 DEGREES 28 MINUTES 49 SECONDS EAST FOR A DISTANCE OF 460.42 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308, SAID POINT BEING THE POINT OF BEGINNING.

FROM SAID POINT OF BEGINNING GO NORTH 51 DEGREES 12 MINUTES 12 SECONDS WEST ALONG A COMMON PROPERTY LINE WITH RONNIE HARRELL PROPERTY FOR A DISTANCE OF 426.44 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308 ON THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 (100' PUBLIC R/W); THENCE GO NORTH 39 DEGREES 58 MINUTES 25 SECONDS EAST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 FOR A DISTANCE OF 525.34 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308; THENCE LEAVING THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 GO SOUTH 00 DEGREES 26 MINUTES 23 SECONDS WEST ALONG A COMMON PROPERTY LINE WITH COGGIN PROPERTIES, LLC PROPERTY FOR A DISTANCE OF 669.80 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308 AND THE POINT OF BEGINNING.

SAID TRACT CONTAINS 2.571 ACRES (111,989 SQ.FT.)

UTILITY NOTE

THE LOCATIONS OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE-GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED BY THE SURVEYOR. LOCATIONS OF UNDERGROUND UTILITIES / STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON.

ADDITIONAL BURIED UTILITIES / STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES / STRUCTURES.

BEFORE EXCAVATIONS ARE BEGUN, GIVE THREE WORKING DAYS NOTICE TO THE UTILITIES PROTECTION CENTER AT 1-800-434-4770 PRIOR TO ANY EXCAVATION IN ORDER THAT UNDERGROUND UTILITIES MAY BE LOCATED AND PROTECTED.



SURVEYED LEGAL DESCRIPTION TRACT 2

ALL OF THAT TRACT OR PARCEL OF LAND LYING AND BEING 1 SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA AND BEING MORE PARTICULARLY DEDICATED AS FOLLOWS:

COMMENCE AT A 5/8" REBAR FOUND CAPPED (GIBSON) AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 9 AND GO NORTH 00 DEGREES 28 MINUTES 49 SECONDS EAST FOR A DISTANCE OF 345.71 FEET TO A 1/2" REBAR FOUND CAPPED, SAID POINT BEING THE POINT OF BEGINNING.

FROM SAID POINT OF BEGINNING GO NORTH 51 DEGREES 12 MINUTES 12 SECONDS WEST ALONG A COMMON PROPERTY LINE WITH RONNIE HARRELL PROPERTY FOR A DISTANCE OF 499.51 FEET TO A 1/2" REBAR FOUND CAPPED ON THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 (100' PUBLIC R/W); THENCE GO NORTH 39 DEGREES 58 MINUTES 25 SECONDS EAST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 FOR A DISTANCE OF 90.02 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308; THENCE LEAVING THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 GO SOUTH 51 DEGREES 12 MINUTES 12 SECONDS EAST FOR A DISTANCE OF 426.44 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308; THENCE GO SOUTH 00 DEGREES 26 MINUTES 23 SECONDS WEST FOR A DISTANCE OF 114.77 FEET TO A 1/2" REBAR FOUND CAPPED AND THE POINT OF BEGINNING.

SAID TRACT CONTAINS 0.957 ACRES (41,668 SQ.FT.)

LEGEND

SYMBOLS

REBAR FOUND CAPPED
REBAR SET WITH PLASTIC CAP
STAMPED LB#8367
OPEN TOP PIPE FOUND
CONCRETE MARKER FOUND
W/MAIL AND WASHER STAMPED
CONCRETE MONUMENT FOUND
SIGN
GUY WIRE ANCHOR
POWER POLE
CONCRETE TELEPHONE MARKER

5/8" RBF/SC
GIBSON 5803
5/8" RBS CAP
2" OIFF
4"x4" CMF NF/
NW/RLS#1715
4"x4" CMF
STOP
GWA
PP
TLM

ABBREVIATIONS

ACRES
SQUARE FEET
OFFICIAL RECORD BOOK
UNDERGROUND FIBER OPTIC LINE

AC.
SQ.FT.
O.R.B.
UGFO

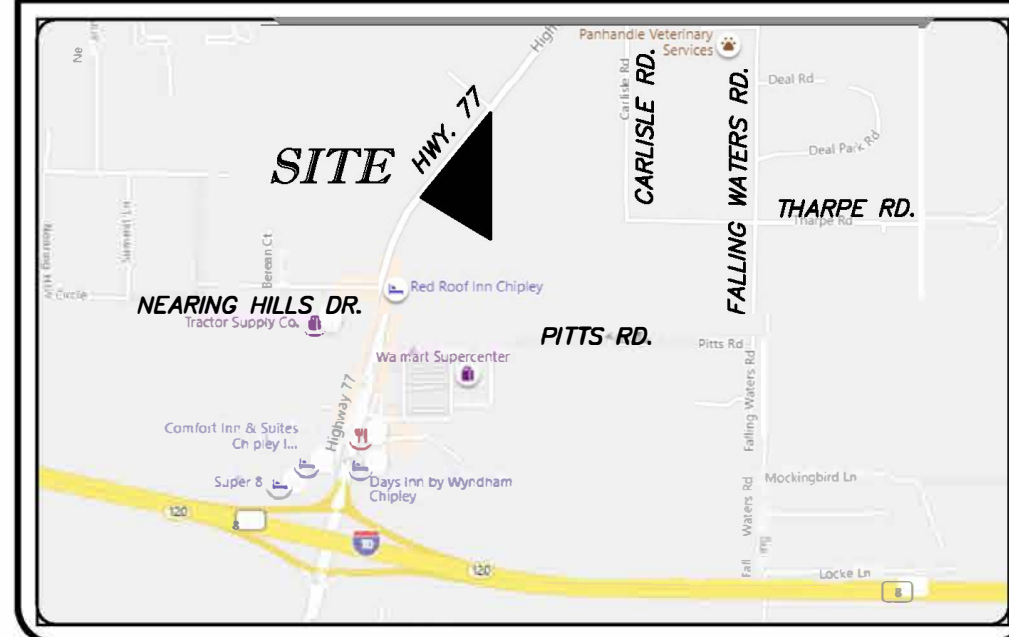
LINE TYPES

PROPERTY LINE
ADJOINING PROPERTY LINE
RIGHT-OF-WAY LINE
SECTION LINE
OVERHEAD CABLE TV
OVERHEAD ELECTRICAL
OVERHEAD TELEPHONE
WOVEN WIRE FENCE
FIELD MEASURED BEARING
AND DISTANCE FIELD
RECORDED BEARING AND DISTANCE

HATCHING

CONCRETE HATCHING
GARVEL HATCHING
ASPHALT HATCHING

LOCATION MAP



NOT TO SCALE

REFERENCES

- DEED RECORDED IN OFFICIAL RECORD BOOK 1025, PAGE 546-547, WASHINGTON COUNTY, FLORIDA CLERK OF COURTS OFFICE.

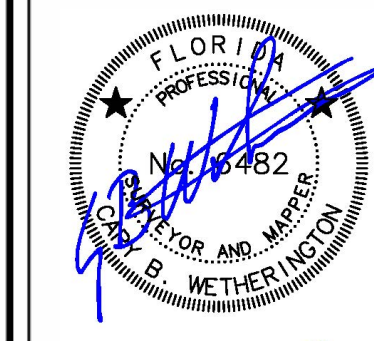
PROJECT NOTES

- TOTAL AREA OVERALL TRACT = 3.527 ACRES (153,657 SQ.FT.)
- THIS PROPERTY IS ZONED: GENERAL COMMERCIAL PROPERTY ADDRESS: 1447 MAIN STREET CHIPLEY, FLORIDA 32428
- SETBACKS ARE AS FOLLOWS:
FRONT ARTERIAL = 50'
FRONT COLLECTOR = 35'
SIDE = 15'
REAR = 15'
- THIS SURVEY WAS MADE USING A GEOMAX ZOOM 90 ROBOTIC TOTAL STATION TO OBTAIN LINEAR AND ANGULAR MEASUREMENTS.
- THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 18,636 FEET AND AN ANGULAR ERROR OF 0 DEGREES 00 MINUTES AND 11 SECONDS PER ANGLE POINT, AND WAS ADJUSTED USING COMPASS RULE.
- THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 337,814 FEET.
- THERE IS NO KNOWN NATIONAL GEODETIC SURVEY MONUMENT WITHIN 500 FEET OF ANY POINT ON THE PROPERTY PLATTED, OR ANY POINT OF REFERENCE THEREON.
- CERTAIN DATA SHOWN ON THIS PLAT WAS OBTAINED UTILIZING GPS (GLOBAL POSITIONING SYSTEMS). IT INCLUDES: BASIS OF BEARINGS, HORIZONTAL CONTROL, AND VERTICAL CONTROL. THE EQUIPMENT USED TO OBTAIN THIS DATA WAS A CHAMPION PRO GPS RECEIVER WITH A CARLSON RT3 DATA COLLECTOR RECEIVING RTK CORRECTIONS VIA A MOBILE DATA CONNECTION FROM THE FLORIDA PERMANENT REAL TIME NETWORK. THE TECHNIQUE USED WAS A RTK CORRECTED MEASUREMENTS FROM A TRIMBLE VRS REAL TIME NETWORK.
- THE HORIZONTAL DATUM AS REFERENCED HEREIN IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NAD83). THE VERTICAL DATUM (ELEVATIONS) SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88). BOTH DATUMS REFERENCED ABOVE WERE ESTABLISHED ON-SITE USING SAID THE eGPS REAL TIME GPS NETWORK USING GE10012b.
- THIS PROPERTY IS IN FLOOD ZONE "X" AS PER FLOOD INSURANCE RATE MAP FOR WASHINGTON COUNTY, FLORIDA, AND INCORPORATED AREAS, PANEL 70 OF 475, AS SHOWN ON MAP NUMBER 1213300070D, WITH AN EFFECTIVE DATE OF JULY 4, 2011.
ZONE "X" DENOTES AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

SURVEYOR'S CERTIFICATION

THIS PLAT WAS SURVEYED UNDER THE SUPERVISION OF CARY B. "BRITT" WETHERINGTON, FLORIDA LS# 6482. THIS SURVEY AND PLAT WAS CONDUCTED IN CONFORMANCE WITH THE MINIMUM TECHNICAL STANDARDS OF THE STATE OF FLORIDA, AND IS COVERED BY PROFESSIONAL LIABILITY INSURANCE.

THE FIELD WORK WAS COMPLETED ON MARCH 17, 2022.



CARY B. "BRITT" WETHERINGTON
FLORIDA SURVEYOR AND MAPPER No. LS 6482

8/15/2022
DATE

PREPARED FOR:
ECLIPSE BRAND BUILDERS

JOB No.: 21-0042
DRAWN BY: MDR
DESIGNED BY: -
SURVEYED BY: JCR
SURVEY DATE: 03/17/2022
CHECKED BY: CFR
SCALE: 1" = 40'
DATE: 08/15/2022

SHEET

1

OF 1



EMC ENGINEERING
SERVICES, INC.

1344 US Hwy 19S, Suite A
Leesburg, GA 31763
Ph: (229) 436-6133
Fax: (229) 439-7979
albany@emc-eng.com
www.emc-eng.com

ALBANY • ATLANTA • AUGUSTA • BRUNSWICK • COLUMBUS
SAVANNAH • STATESBORO • THOMASTON • VALDOSTA • WARNER ROBINS

JOB NUMBER:	21-0042
DRAWN/CHECKED:	MDR/CFR
SCALE:	1"=40'
FIELD BOOK	FILE

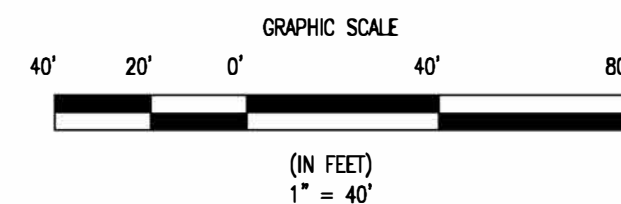
SURVEY DATE:	MARCH 29, 2021
PLAT DATE:	AUGUST 15, 2022
REVISION DATE:	N/A
FILE:	XXXXX

RE-PLAT

COMMUNITY SOUTH CREDIT UNION PROPERTY
SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST
WASHINGTON COUNTY, FLORIDA



106 NORTH MAIN STREET
BOSTON, GEORGIA 31626
229-393-5834
wxtonservices@gmail.com
FLORIDA PSM No. - LS 6482
FLORIDA LB No. - LB 8367



UNLESS IT BEARS THE ORIGINAL SIGNATURE AND THE ORIGINAL RAISED SEAL OF THE FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL USE ONLY AND IS NOT VALID.

ANNEXATION

EXHIBIT B

SURVEYED LEGAL DESCRIPTION OVERALL BOUNDARY

ALL OF THAT TRACT OR PARCEL OF LAND LYING AND BEING I SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT A 5/8" REBAR FOUND CAPPED (GIBSON) AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 9 AND GO NORTH 00 DEGREES 28 MINUTES 49 SECONDS EAST FOR A DISTANCE OF 345.71 FEET TO A 1/2" REBAR FOUND CAPPED, SAID POINT BEING THE POINT OF THE BEGINNING.

FROM SAID POINT OF BEGINNING GO NORTH 51 DEGREES 12 MINUTES 12 SECONDS WEST ALONG A COMMON PROPERTY LINE WITH RONNIE HARRELL PROPERTY FOR A DISTANCE OF 499.51 FEET TO A 1/2" REBAR FOUND CAPPED ON THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 (100' PUBLIC R/W); THENCE GO NORTH 39 DEGREES 58 MINUTES 25 SECONDS EAST ALONG THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 FOR A DISTANCE OF 615.36 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308; THENCE LEAVING THE EASTERLY RIGHT-OF-WAY LINE OF MAIN STREET/STATE ROAD #77 GO SOUTH 00 DEGREES 26 MINUTES 23 SECONDS WEST FOR A DISTANCE OF 784.57 FEET TO A 5/8" REBAR FOUND CAPPED GIBSON 5308, AND THE POINT OF BEGINNING.

SAID TRACT CONTAINS 3.527 ACRES (153,657 SQ. FT.)

ANNEXATION EXHIBIT B

Section L, Item 4.

Prepared by and return to:
Panhandle Land Title, LLC.
124 East Virginia Avenue
Bonifay, FL 32425
(850) 547-2025
File No 22-068

Parcel Identification No Property 1:
00000000-00-2222-000

[Space Above This Line For Recording Data]

WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

This indenture made the 31st day of March, 2022 between R. Ronnie Harrell, a married man, conveying separately owned non-homestead property whose post office address is **109 Girard Ave, Dothan, AL 36303**, Grantor, to **Community South Credit Union**, whose post office address is **1447 Main Street, Chipley, FL 32428**, Grantee:

Witnesseth, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in Washington County, Florida, to-wit:

Property 1:

THAT PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE N 00°27'00" E ALONG THE EAST LINE OF SAD SOUTHWEST 1/4 OF SOUTHWEST 1/4, A DISTANCE OF 345.57 FEET TO THE POINT OF BEGINNING; THENCE DEPARTING SAID EAST LINE, N 51°11'11" W, 499.40 FEET TO THE EASTERLY RIGHT OF WAY LINE OF MAIN STREET (STATE ROAD 77) (100' RIGHT OF WAY); THENCE N 39°58'25" E ALONG SAID EASTERLY RIGHT OF WAY LINE, 90.02 FEET TO THE SOUTHWEST CORNER OF THAT CERTAIN PARCEL AS DESCRIBED IN OFFICIAL RECORD BOOK 1025, PAGE 546 OF THE PUBLIC RECORDS FOR WASHINGTON COUNTY, FLORIDA; THENCE S 51°11'11" E ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL, 426.34 FEET TO THE AFORESAID EAST LINE OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4; THENCE S 00°27'00" W ALONG SAID EAST LINE, 114.78 FEET TO THE POINT OF BEGINNING, CONTAINING 0.96 OF AN ACRE, MORE OR LESS.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

Subject to taxes for 2022 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

TO HAVE AND TO HOLD the same in fee simple forever.

And Grantor hereby covenants with the Grantee that the Grantor is lawfully seized of said land in fee simple, that Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby

fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

WITNESS

Janice J. Sapp

1st Witness Printed Name

WITNESS

Joani Carol Rogers

2nd Witness Printed Name

R. Ronnie Harrell

STATE OF FLORIDA
COUNTY OF HOLMES

The foregoing instrument was acknowledged before me by means of (x) physical presence or () online notarization this 31st day of March, 2022, by R. Ronnie Harrell.

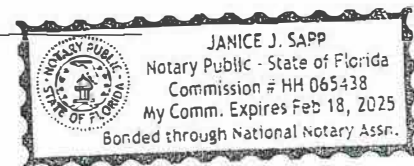
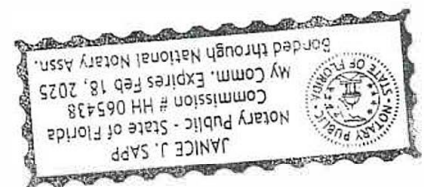
Signature of Notary Public
Print, Type/Stamp Name of Notary

Janice J. Sapp

Personally Known: _____ OR Produced Identification: ☒

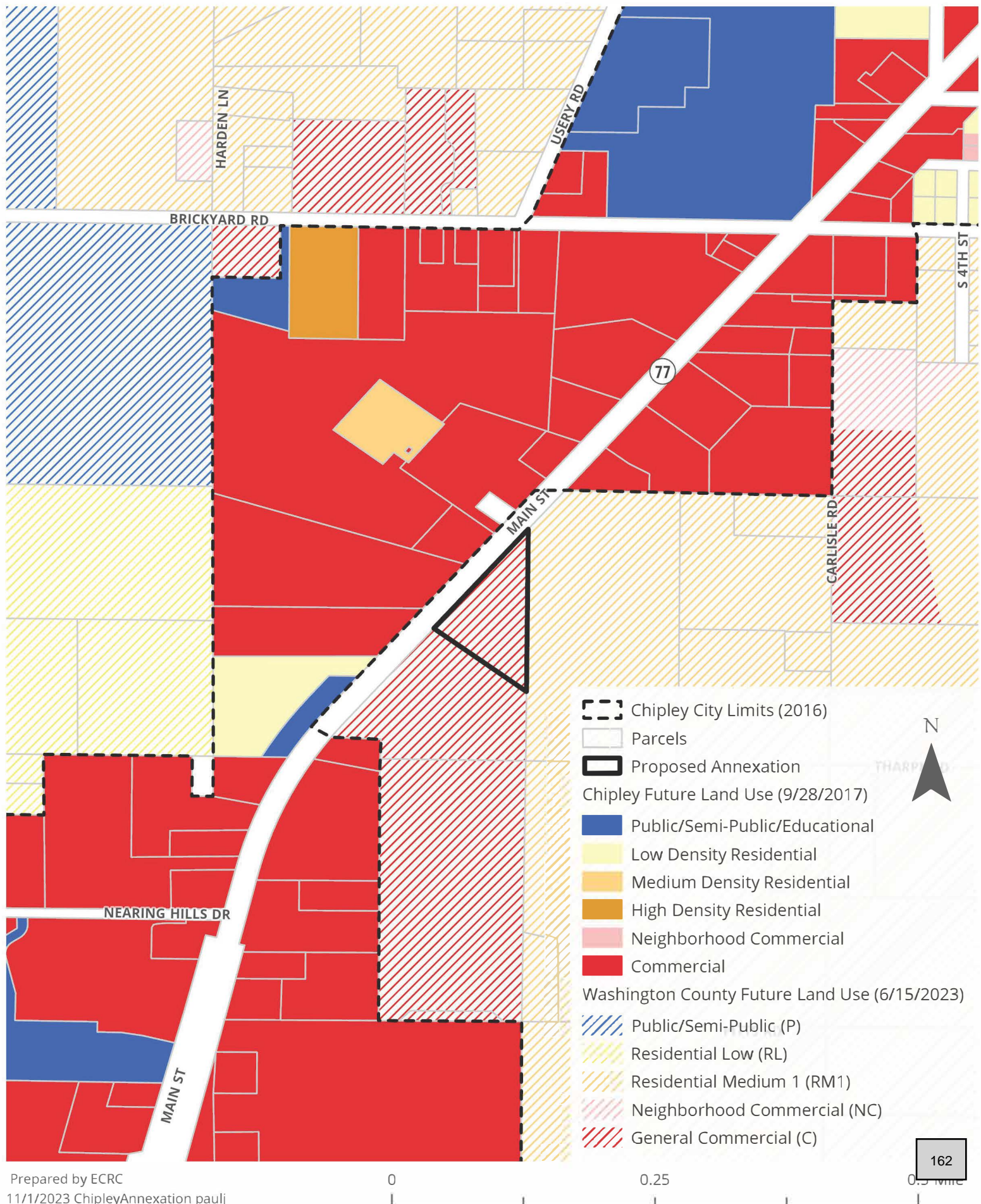
Type of Identification

Produced: VF - PL



Chipley Proposed Annexation: 1447 Main Street, 00-2221

Section L, Item 4.



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 990 (Public Hearing) – Future Land Use Amendment

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 990 – amending 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.

RECOMMENDATION

City Staff recommend approval of the Final Reading of Ordinance No. 990.

ATTACHMENTS

1. Ordinance No. 990
2. Exhibit A

ORDINANCE NO. 990

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.

BE IT ORDAINED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Code, Sections 163.3187 F.S., 166.021 F.S. and the Comprehensive Plan.

SECTION 2. FINDING OF FACT. The City Council of Chipley, Florida finds:

- A. A public hearing has been held by the City Council after “due public notice”; and
- B. This amendment involves changing the Future Land Use designation imposed on a parcel of property with Parcel No. 00000000-00-2698-0001 located at 1218 Campbellton Avenue from Low Density Residential to High Density Residential; and
- C. This amendment is consistent with the City Land Use Regulations and the adopted Comprehensive Plan and is in the best interest of the City and its citizens.

SECTION 3. PURPOSE. The purpose of this Ordinance is to adopt a small-scale comprehensive plan amendment to the City of Chipley Comprehensive Plan also known as Ordinance 989. The amendment is identified as 24S2 and is described in Section 4 herein.

SECTION 4. FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map of the City of Chipley, Florida, is hereby amended by changing the Future Land Use category imposed on a certain parcel of property with Parcel No. 00000000-00-2698-0001 located at 1218 Campbellton Avenue, containing a .417 acre parcel more or less, from Low Density Residential to High Density Residential, and as more specifically described as follows:

SUBJECT PARCEL – Parcel I.D. # 00000000-00-2698-0001.

COMMENCE AT THE SW CORNER OF LOT 10, BLOCK “A” OF HAGERMAN ADDITION TO THE TOWN OF CHIPLEY, FLORIDA IN

SECTION 33, TOWNSHIP 5 NORTH, RANGE 13 WEST; THENCE RUN EAST ALONG THE NORTH BOUNDARY LINE OF CAMPBELLTON AVENUE 529 FEET TO THE TO THE POINT OF BEGINNING; THENCE N 01 DEGREES 20' WEST FOR 200 FEET; THENCE NORTH 89 DEGREES 20' EAST FOR 91.0 FEET MORE OR LESS TO THE EAST BOUNDARY LINE OF LOT 11, BLOCK "A"; THENCE S01 DEGREES 20' EAST FOR 200 FEET TO THE SOUTHEAST CORNER OF SAID LOT 11 BLOCK "A"; THENCE S89 DEGREES 20' WEST ALONG CAMPBELLTON AVENUE FOR 91.0 FEET MORE OR LESS TO THE POINT OF BEGINNING.

And also;

The land use change imposed on the subject parcel and map change is shown as Exhibit A, which is attached and made a part hereof by reference.

SECTION 5. EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on the second reading by the City Council, unless the amendment is challenged pursuant to Section 163.3187 of the Florida Statutes. If challenged, the effective date shall be a date a final order is issued by the Department of Economic Opportunity or other appropriate authority, finding the amendment in compliance in accordance with Section 163.3184 F.S.

INTRODUCED at a Regular meeting of the City Council of the City of Chipley, Florida, held at City Hall on the 13th day of August, 2024, and **PASSED** at a Regular meeting of the City Council of the City of Chipley, Florida, held at City Hall on the 8th day of October, 2024.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

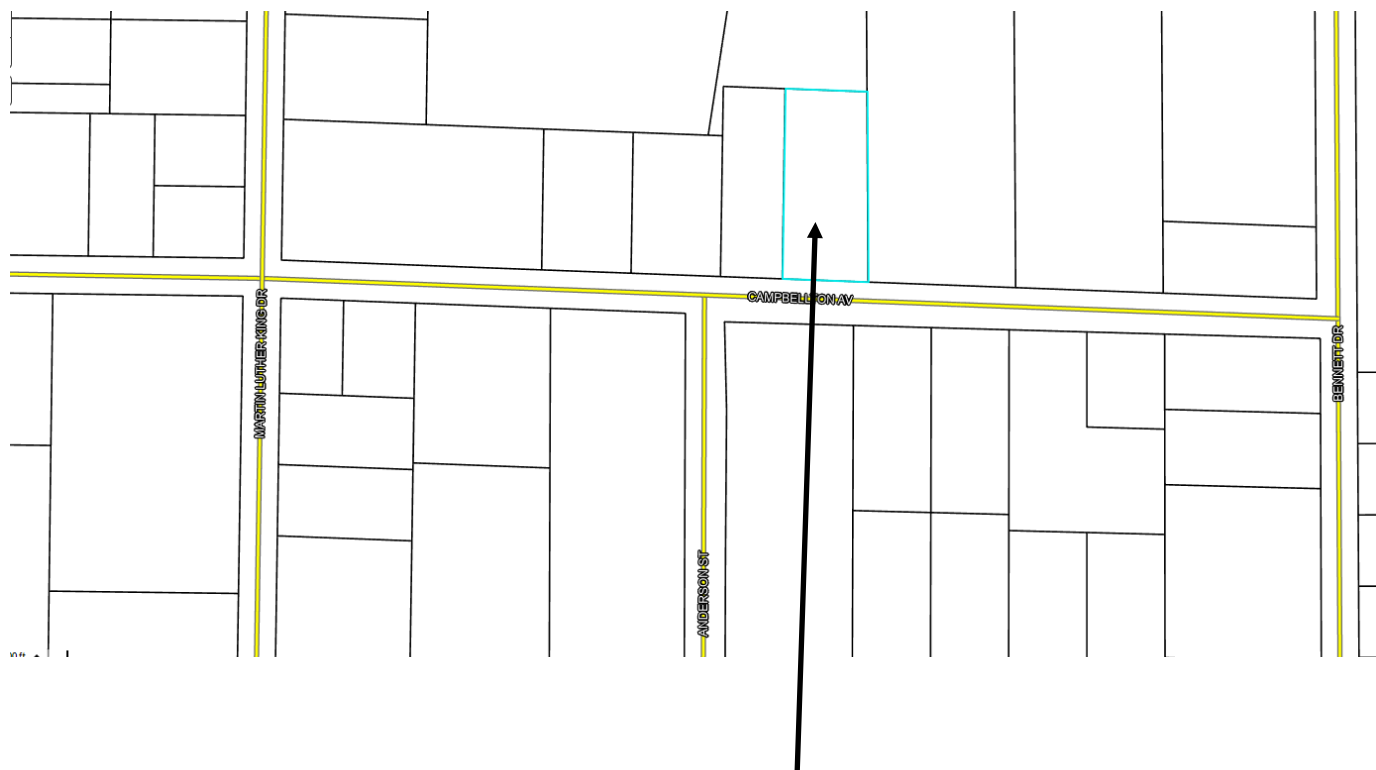
ATTEST:

Sherry Snell
City Clerk

The form and legal sufficiency of the foregoing
has been reviewed and approved by the City Attorney.

Michelle Blankenship Jordan, City Attorney

EXHIBIT A



1218 Campbellton Avenue
Parcel No. 00000000-2698-0001
.417 acres more or less

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: National Wreaths Across America Day - Discussion

MEETING DATE

Tuesday, October 8, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This is an effort to honor our nation's interred heroes while bringing attention to a yearlong mission to Remember the fallen, Honor those who served, and Teach the next generation the value of freedom. The Chipley JROTC will be doing this.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. National Wreaths Across America Day 2023 Media Guide

National Wreaths Across America Day

SATURDAY, DECEMBER 16, 2023

2023 Media Guide



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Introduction

Greetings,

This document will familiarize you with Wreaths Across America and our effort to honor our nation's interred heroes (called National **Wreaths Across America Day**) while bringing attention to our yearlong mission to **Remember the fallen, Honor those who served, and Teach the next generation the value of freedom.**

We are sending you this media package in hopes that you will find it valuable and helpful in your research as you put together your stories for Wreaths Across America Day 2023. For those of you who may be unfamiliar with Wreaths Across America, this document serves as an [introduction to the organization](#).



As part of our introduction, we offer you this free [digital media package](#) containing all the information and materials you might need for an article, interview, show-prep, or research to help you deliver content to your audience.

Including:

- WAA History
- Achievements from 2023
- Pictures, Videos, Web, and Social Links
- Donation/Sponsorship Information

For those familiar with our organization, first, thank you for all you have done. I also want to remind you that **Veterans Day is Saturday, November 11**, and **National Wreaths Across America Day will occur on Saturday, December 16, 2023.**

We sincerely hope to provide you with all the tools and resources you need as we head into Veterans Day and National Wreaths Across America Day. This content will help provide media support for our local volunteers working in your local community. Please get in touch with us **today** if you have any questions, to schedule interviews with WAA executives leading up to Veterans Day and National Wreaths Across America Day, or to connect with **local volunteers**. If you cannot find the information for your stories here, don't hesitate to contact WAA directly.

HQ Press Contact:

Amber Caron

acaron@wreathsacrossamerica.org

(207) 513-6457

We hope you find this information helpful! We also look forward to working with you!

A Letter from Karen Worcester

Wreaths Across America, Executive Director, and Organization Cofounder

Dear Media Professional,

Thank you for opening (and reading) this media guide. We hope you find this document helpful and informative as we work to fulfill our mission to **Remember, Honor, Teach** about our nation's veterans, service members, and their families in 2023.

We look forward to helping you build great media stories that inspire and unify a nation by highlighting stories of service and community.

By caring enough to read the information in this document, you are "serving and succeeding" in your community by serving our Gold Star families and passing along our message of thanks for their service and sacrifice for our freedom.

As we head into the 32nd year of placing wreaths at Arlington National Cemetery, we hope you will join us in volunteering, in support, or spirit as we endeavor to bring people together in solidarity as we place sponsored veterans' wreaths to honor our interred heroes across America.

Your media support is welcome and needed as our volunteers endeavor to place over 2.7 million sponsored veterans' wreaths at more than 4,000 participating locations this year.

It was essential to reach out to you and thank you for everything that you have done for us this past year. Thank you for reading this message and showing interest in helping us in our mission to **Remember** the fallen, **Honor** those who served, and **Teach** the next generation the value of freedom.

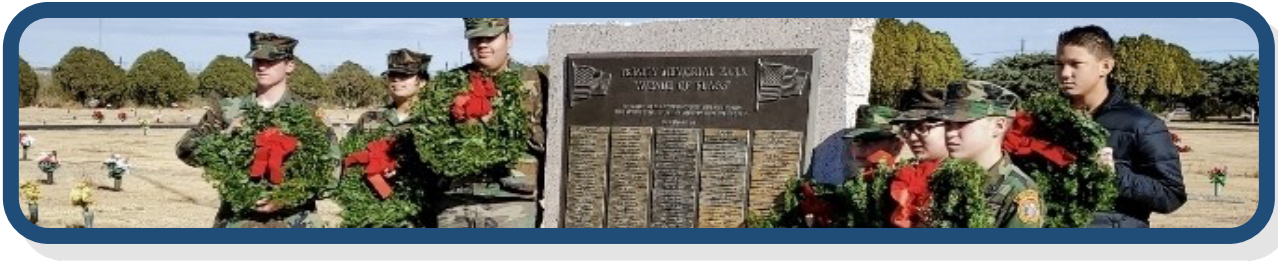
With gratitude,

Karen Worcester
WAA Executive Director



WAA Mission

Our yearlong mission to **Remember, Honor, Teach** is carried out, in part, by coordinating wreath-laying ceremonies at Arlington National Cemetery, veterans' cemeteries, and other locations in all 50 states and beyond. Although people may be most familiar with National Wreaths Across America Day, the organization's mission lasts far beyond one day in December.



★ “Remember” the fallen.

When a volunteer places a wreath on a servicemember's grave on National Wreaths Across America Day, we encourage them to speak that person's name aloud, thank them for their service and sacrifice, and reflect on their life along with our wreath-laying ceremonies. WAA also holds special memorial ceremonies at all cemeteries throughout the country.

On the tip-lands in Maine, where the tips of balsam fir trees are harvested to become veterans' wreaths, replica dog tags representing thousands of veterans create a living memorial of fallen veterans giving back to other fallen veterans.

Learn more at: <https://wreathsasscrossamerica.org/About/RemembranceTree>



★ “Honor” those who served.

The group participates in veterans' events throughout the year across the country.

Our veteran outreach efforts include partnerships with Veteran Service Organizations (VSOs) working to support living veterans and their families nationwide. [We offer resources](#) and access to support and host open discussions about important topics impacting this community via our owned channels.

Learn more at: <https://www.wreathsacrossamerica.org/Resources/ResourcesForVeterans>

Wreaths Across America Radio, a Voice for America's Veterans, is a 24/7 Internet stream on iHeart Radio, Audacy and the TuneIn apps. Its unique format provides informational and inspiring content about members of the U.S. armed forces, their families, military veterans, and volunteers throughout the country and overseas who support the mission to Remember, Honor, Teach.

Learn more at: www.wreathsacrossamerica.org/radio



★ **“Teach” the next generation the value of freedom.**

Wreaths Across America is committed to teaching younger generations about the value of their freedoms and the importance of honoring those who sacrificed to protect them.

Through our TEACH Program, WAA offers free, downloadable lesson plans and service-based learning for youth of all ages.

Learn more at: <https://www.wreathsacrossamerica.org/Resources/EducationalResources>

Visit the National Museum and Gold Star Family History & Hospitality House at the National Wreaths Across America Headquarters in Columbia Falls, Maine. These exhibits offer guests an opportunity to learn more about the mission while experiencing the many stories of service, sacrifice, and success shared with the program over the last 15 years.

Learn more at:

<https://www.wreathsacrossamerica.org/About/NationalWreathsAcrossAmericaMuseum>

Our Mobile Education Exhibit and our “Escort to Arlington” (a veterans’ parade that travels down the East Coast over the course of a week to deliver wreaths to Arlington National Cemetery) stop at many schools. We offer learning experiences, interactive media projects, and opportunities for schools, 4-H, scouts, and other youth groups to participate in our efforts.

Learn more at: <https://www.wreathsacrossamerica.org/About/MobileEducationExhibit>



WAA History

- ★ **1992:** The first wreaths (5,000) were donated, and a tradition started by Maine wreath-maker Morrill Worcester, owner of Worcester Wreath Co., as a gift of thanks.
- ★ **2005:** An iconic photo of wreaths in the snow became a viral sensation.
- ★ **2007:** Wreaths Across America formed as a 501(c)(3) nonprofit.
- ★ **Since 2008:** Congress annually proclaims a Saturday in December as National Wreaths Across America Day. *It will be held this year on Saturday, December 16, 2023.*
- ★ **2012:** Millionth wreath placed at Arlington National Cemetery.
- ★ **2014:** Every headstone at Arlington National Cemetery received a wreath for the first time.
- ★ **2016:** 25th year that veterans' wreaths are placed at Arlington National Cemetery.
- ★ **2018:** Mission advances overseas with the first placement of 9,387 veterans' wreaths at Normandy-American Cemetery in France.
- ★ **2021:** Marked the 30th year veterans' wreaths are placed at Arlington National Cemetery.
- ★ **2022:** 2.7 million wreaths are placed at over 3,700 locations nationwide and abroad.

Full Wreaths Across America History:

<https://wreathsassamerica.org/About/OurMission>

2022 Recap and 2023 Theme

2022 Recap

WAA's annual pilgrimage from Harrington, Maine, to Arlington National Cemetery has become known as the world's largest veterans' parade. Along the way, it stops at schools, monuments, veterans' homes, and communities to remind people how important it is to remember, honor and teach.

- ★ 2.7 million veterans' wreaths are placed nationwide at 3,702 locations.
- ★ More than two million volunteers participated in National Wreaths Across America Day. More than a third of the volunteers were children.
- ★ At Arlington National Cemetery specifically, the Wreaths Across America program saw sixty-six tractor trailers deliver over 250,000 sponsored veterans' wreaths that nearly 38,000 volunteers placed.
- ★ In total, 571 truckloads of wreaths were delivered nationwide by hundreds of volunteer professional truck drivers representing 390 carriers who donated their equipment and fuel to honor our veterans on National Wreaths Across America Day.



2023 Theme: Serve and Succeed

The inspiration for this year's theme came while discussing the significance of 2022's theme, "Find a Way to Serve," and the need to continue to stress the importance of service and the positive ways it can impact lives. Wreaths Across America focused 2023 on veterans and military families who have found success through their service and volunteers from across the country and the success that comes from serving their communities.

WAA Sponsorship Information

Each \$17 sponsorship supports WAA's yearlong program and places a live, balsam veteran's wreath on the headstone of an American hero as we endeavor to honor all veterans laid to rest on Saturday, December 16, 2023, as part of National Wreaths Across America Day.

"Every sponsorship is a meaningful gift from a grateful American who knows what it means to serve and sacrifice for the freedoms we all enjoy," said Karen Worcester, executive director of Wreaths Across America. "We are so grateful to the good people of this great nation for participating in our mission to Remember, Honor, Teach."

To donate online, go to www.wreathscrossamerica.org

To find a cemetery near you to support, [click here for the link](#).

National Text to Donate from AT&T Veterans: Text **WREATH22** to **20222** on your cell.



Upcoming Wreaths Across America Calendar

Please note times, dates, and routes are subject to change and may vary in some local areas.
To confirm your media participation, please get in touch with the local volunteer.

- ★ **Nov 11** Veterans Day
- ★ **Nov 23** Black Friday
- ★ **Nov 25** Small Business Saturday
- ★ **Nov 27** Cyber Monday
- ★ **Nov 28** Giving Tuesday
- ★ **Nov 29** Deadline to sponsor a veteran's wreath for guaranteed placement this year

- ★ **Week of Dec 4** Wreaths Across America Senate Resolution Announcement

- ★ **Dec 9** **Escort to Arlington begins!**
This is a weeklong truck convoy of Gold Star families, veterans and supporters that starts in Maine and travels to Arlington National Cemetery with stops along the way.

- ★ **Dec 9**
 - Columbia Fall, Maine to West Quoddy Headlight, Maine

- ★ **Dec 10**
 - Ellsworth, Maine
 - Belfast, Bank of America
 - Cheverus High School

- ★ **Dec 11**
 - York Middle School, York, ME
 - Boston Commons, Boston, MA
 - Exeter West Greenwich High School
 - New London, CT

- ★ **Dec 12**
 - New Having, CT
 - Darian High School
 - East Orange High School



★ **Dec 13**

- Sayreville Ware Memorial High School, Sayreville, NJ
- NJ Vietnam Veterans Memorial
- Allentown High School, Allentown, PA
- Bordertown Township Senior Center, Bordertown, NJ

★ **Dec 14**

- Delaware County Veterans Memorial, Newton Square, PA
- Lorewood Grove Elementary, Middletown, DE
- Harrington, DE Fire Station
- America Legion, Kent Island, Stevensville, MD

★ **Dec 15**

- Pentagon, Washington, DC
- War Memorials, Washington, DC

★ **Dec 16 NATIONAL WREATHS ACROSS AMERICA DAY**

- ★ **2024 Jan 20** Wreaths out at Arlington National Cemetery, and the unofficial beginning of wreath retirement season.



2023 WAA News Stories

WAA is committed to the mission to Remember, Honor, Teach year-round. These are just some of the stories on the national stage this past year.

★ Celebrating the Four Chaplains and Charles Walter David Jr

On February 3, 2023, Wreaths Across America honored the Four Chaplains and Charles Walter David Jr. as honorees in our Remembrance Tree Program.

Learn more at: <https://wreathsasscrossamerica.org/About/RemembranceTree>



On January 23, 1943, the **U.S.A.T. Dorchester** left New York harbor bound for Greenland, carrying over 900 officers, service members, and civilian workers. The ship was transiting the Labrador Sea when torpedoed by a German U-boat (U-233) on February 3, 1943. The ship sank, and 675 people on board lost their lives. Amidst the chaos to save 230 lives, four chaplains guided soldiers trapped below deck to escape hatches and gave away their life jackets to save others on that fateful day. When the chaplains had done all they could, they linked arms to pray and sing hymns as the **Dorchester** slipped beneath the waves.

As part of the rescue response to the sinking of the Dorchester, African American Coast Guardsman Charles Walter David Jr. jumped into icy Greenland waters from his rescue ship to save two men from drowning and continued to help rescue a total of 93 survivors from lifeboats. After his heroic acts, 54 days later, Charles Walter David Jr. succumbed to pneumonia stemming from those icy waters.

Learn more: <https://www.wreathsasscrossamerica.org/pages/19520/News/136/?relatedId=0>

★ Celebrating the Quartermaster Corp of WWII

Assigned to logistics and service units; by 1944, almost all black soldiers were assigned to these units. They were responsible for building bridges, roads, and runways. They moved beans, bullets, fuel, and the fallen – their efforts were critical to the Allied success. They embodied the modern military saying, “Amateurs study tactics, professionals study logistics. The story of black quartermasters is crucial because it not only signifies the courage and bravery of these Americans but demonstrates their ingenuity and how their service led to success on the battlefield and when they came home.



Read the article: <https://www.wreathscrossamerica.org/Home/News/912>

Learn more from the Library of Congress:

“What we can learn About World War II From Black Quartermasters?”; Douglas Bristol, Jr.; Aug. 27, 2021; World War 2 Museum.

“Army veteran Medgar Wiley Evers a Foot Soldier in Struggle for Justice”; T. Anthony Bell; Feb. 25, 2020.

“King of Calypso, Harry Belafonte Was WWII Sailor”; David Vergun, DOD News; Feb. 2, 2022.

★ **Remembering the 60th Anniversary of Flying Tiger Line Flight 739**

On March 16, 2023, Wreaths Across America honored the courageous crew of Flying Tiger Line Flight 739 at the only monument on earth dedicated in their honor on the tip lands in Maine.



Very little is known about what happened to Flying Tiger Line Flight 739, a military mission plane that went missing on March 16, 1962, with 93 U.S. Army Soldiers on board and 11 crew members. Due to the complexities surrounding the mission, the names of all those who have been lost have not yet been added to the Vietnam Veterans Memorial in Washington, D.C. WAA unveiled a memorial to these brave men and women and their families on May 15, 2021.

Learn more:

<https://wreathscrossamerica.org/pages/19520/News/399/?relatedId=0>



★ **9/12 National Flag Waving Effort**

On Tuesday, September 12, 2023, WAA urged all Americans to join in waving the American flag to remind all Americans of our feelings – the pride in the country, the unity and patriotism – expressed on the days following 9/11/01.

Learn more: <https://wreathscrossamerica.org/Home/News/1002>

★ WAA Mobile Education Exhibit National Tour

Wreaths Across America (WAA) proudly announced early in 2023 that its Mobile Education Exhibit (MEE) will travel the country. The WAA MEE mission is to bring veterans, the military, and the community together to teach patriotism while remembering the service and sacrifice of our nation’s heroes.



In 2023, the MEE visited CA, AZ, NM, TX, OK, TN, WV, PA, MD, DE, NJ, NY, MA, CT, VT and the America Gold Star Mothers Convention in KY and other notable veterans’ events. For the remainder of 2023, the MEE will be traveling to GA, MA, NH, and RI before joining the “Escort to Arlington” in December to help deliver veterans’ wreaths as part of National Wreaths Across America Day on Saturday, December 16, 2023.

Learn more: <https://www.wreathsacrossamerica.org/About/MobileEducationExhibit>

★ The Escort to Arlington

The Wreaths Across America annual “Escort to Arlington” is what many people consider the country’s longest veterans’ parade. This 12-truck convoy begins at the organization’s headquarters in Columbia Falls, Maine, the week before Wreaths Across America Day.



As the convoy travels to Arlington National Cemetery to deliver veterans wreaths to our nation’s interred veterans, it is accompanied by Chevrolet vehicles, the Wreaths Across America Mobile Education Exhibit, local first responders, and supporters as they make their way down the East Coast.

Learn more: <https://wreathsacrossamerica.org/Newsroom/EscortToArlington>

★ Wreaths Across America Radio

Wreaths Across America Radio announced a series of live Broadcasts focused on milestones and important events to the veteran community. These live broadcasts have become essential to Wreaths Across America Radio for sharing stories of resilience, purpose, and success.



In addition, Wreaths Across America Radio has announced partnerships with many other veteran-oriented radio programming and podcasts to give our audience a true veteran’s perspective.

Learn more: <https://www.wreathsacrossamerica.org/Newsroom/WreathsAcrossAmericaRadio>

★ Partnerships

WAA has been very fortunate to work with some amazing partners this past year as we all unite to support the mission to Remember, Honor, and Teach about our nation’s interred veterans. We have been incredibly fortunate to work with some enthusiastic, supportive, and generous organizations this year.

UPDATE: Besides the announcements below, look for official announcements from corporate partners MISSION BBQ, Walmart, FASTPORT, Tenstreet, Chevrolet, and more coming soon.

Learn more:

American Legion Axillary
<https://www.wreathsacrossamerica.org/home/news/1004>

The Women in Military Service for America Memorial Foundation
<https://www.wreathsacrossamerica.org/Home/News/976>

Patriot Guard Riders Inc.
<https://www.wreathsacrossamerica.org/Home/News/977>

★ Wreaths Across America Teach Curriculum

Cindy Tatum, a retired educator and Gold Star Mother from Milan, Tenn., began working with Wreaths Across America. Her mission is to produce FREE educational materials and curriculums for other professional educators to instill American pride in their students (Grades K – 12) and teach them the value of freedom. In addition, she serves as a conduit to share established curriculum materials from partner organizations like The United States of America Vietnam War Commemoration, Random Acts of Kindness Foundation, The Congressional Media of Honor Society, and IKEducation at the Eisenhower Foundation.



Learn more: <https://www.wreathsacrossamerica.org/Resources/EducationalResources>

★ WAA “Stem to Stone” Road Races

Wreaths Across America held its 10th annual 2023 Stem to Stone Race Program in July. This program includes both live and virtual races for participation. The races were very successful this year, and we want to take a moment to thank everyone who took part.



Learn more: <https://wreathsacrossamerica.org/Home/News/944>

★ **National Wreaths Across America Day**

National Wreaths Across America Day is an event held every December, in which millions of volunteers place millions of sponsored veterans' wreaths at thousands of participating locations across the U.S. and abroad. These wreaths are delivered through the generosity of hundreds of volunteer truck drivers and their companies. This year, National Wreaths Across America Day will be held on Saturday, December 16, 2023.

Learn more: <https://wreathsacrossamerica.org>



Remember



Honor



Teach

WAA Quick Reference

Wreaths Across America National Headquarters Contact

4 Point St
Columbia Falls, ME 04623
Phone: (877) 385-9504
Web: www.WREATHSACROSSAMERICA.org

Media Resources Page for Pictures and Video

<https://www.wreathsacrossamerica.org/Resources/ResourcesForTheMedia>

Wreaths Across America News Stories

<https://wreathsacrossamerica.org/Home/News>

Wreaths Across America Official Facebook Page

<https://www.facebook.com/WAAHQ>

Wreaths Across America YouTube Channel

<https://www.youtube.com/channel/UCg8qaE2Kwt4U8x5CwsyFXYA>

Sign Up for the Monthly Newsletter

<https://learn.wreathsacrossamerica.org/missionmatters>

Wreaths Across America Mobile Education Exhibit

<https://www.wreathsacrossamerica.org/About/MobileEducationExhibit>

Wreaths Across America Remembrance Tree Program

<https://wreathsacrossamerica.org/About/RemembranceTree>

Wreaths Across America Radio

<https://wreathsacrossamerica.org/Newsroom/WreathsAcrossAmericaRadio>

WAA Leadership

A board of directors governs Wreaths Across America.

(Non-voting) Volunteer Executive Director Karen Worcester manages day-to-day operations.

BOARD OF DIRECTORS

<i>Wayne Hanson — Chairman, Vietnam veteran, Maine State Society</i>	<i>Patrick Simmons — Veteran, Tyson Foods</i>
<i>Michael Edgecomb — Vice Chairman, Veteran</i>	<i>Col. Dan LeClair (ret) — Civil Air Patrol, Veteran</i>
<i>David “Mel” Russen, Jr. — Treasurer, Veteran</i>	<i>Kevin Haley — Law Enforcement</i>
<i>Renee Saunders Worcester — Secretary</i>	<i>Daniel Patrick Mead — Veteran</i>
<i>Debbie Ruane Sparks, National Motor Freight Traffic Association</i>	<i>Nathan Lewis, Tyson Foods</i>
<i>Lorna Harris —Gold Star Mother</i>	<i>Chaplain Karen Diefendorf — Veteran</i>
<i>Randy Lewer — Veteran</i>	<i>Col. Ron Sailor (ret) — Veteran</i>
<i>Pamela W. Slaven-Lee, DNP, FNP-C</i>	<i>Jenny Lovering, Walmart</i>
<i>Sarah J. Worcester</i>	<i>Graig Morin, Brown Dog Transportation</i>

ADVISORY BOARD MEMBERS

Scott DeMasi — Location Coordinator, Houston National Cemetery
Michael Calenda — Ponaganset Middle School
Duane Belanger. Knights of Columbus

WAA PRESS CONTACT

Amber Caron
[*acarone@wreathscrossamerica.org*](mailto:acarone@wreathscrossamerica.org)
(207) 513-6457

Thank you in advance for helping to bring attention to National Wreaths Across America Day on December 16, 2023, and advancing the yearlong mission to:

Remember



Honor



Teach



We also want you to know that we appreciate all you do to help us share the mission and make our great country a better community.

Please let us know if you need anything.



You are invited to a Zoom webinar.

When: **October 8, 2024 5:00 PM** Central Time (US and Canada)

Topic: **City Council Meeting**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85709577998>

Or One tap mobile :

+13052241968,,85709577998# US

+13126266799,,85709577998# US (Chicago)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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+1 646 558 8656 US (New York)

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+1 309 205 3325 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

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