



**City of Chipley
Special Council Meeting**

September 30, 2024 at 5:15 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

D. AGENDA ITEMS

1. **Resolution No. 24-44 - FDEP State Revolving Fund Wastewater Facilities Plan**
2. **FDEP State Revolving Fund Loan Agreement WW670111 & Grant Agreement SG670112 - Amendment No. 3**
3. **Special Event Application – Christmas Fest of Chipley, Inc.**
4. **Employee Classification Document Addition – Police Department.**

E. ADJOURN

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

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 24-44 - FDEP State Revolving Fund Wastewater Facilities Plan

MEETING DATE	PREPARED BY
Monday, September 30, 2024	Patrice Tanner, City Administrator

SUMMARY

This will approve Resolution No. 24-44 to submit 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.

RECOMMENDATION

City Staff recommend approval of Resolution No. 24-44.

ATTACHMENTS

- 1. Resolution No. 24-44.

RESOLUTION NO. 24-44

A RESOLUTION OF CITY OF CHIPLEY, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the Florida Statutes provide for loans to local government agencies to finance the construction and rehabilitation of wastewater collection and conveyance systems; and

WHEREAS, the Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. WW67015 as eligible for available funding; and

WHEREAS, the City of Chipley, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

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

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The City of Chipley, Florida, is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are net water and sewer system revenues after payment of debt service on the City's Series 2022 Water and Sewer System Revenue Bonds; the Series 2006 Water and Sewer System Revenue Bonds and FDEP Clean Water State Revolving Fund Loan No. WW670111.

SECTION IV. The City Administrator is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing money to construct this project is in accordance with Florida Statutes.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 30TH DAY OF SEPTEMBER, 2024.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: FDEP State Revolving Fund Loan Agreement WW670111 & Grant Agreement SG670112 – Amendment No. 3

MEETING DATEPREPARED BY

Monday, September 30, 2024Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of State Revolving Fund Amendment 3.

ATTACHMENTS

1. State Revolving Fund Amendment 3

**STATE REVOLVING FUND
AMENDMENT 3 TO LOAN AGREEMENT WW670111
& GRANT AGREEMENT SG670112
CITY OF CHIPLEY**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF CHIPLEY, FLORIDA, (Local Government) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Local Government shall be referred to as “Parties” or individually as “Party”.

The Department and the Local Government entered into a State Revolving Fund Loan Agreement, Number WW670111 as amended, authorizing a Loan amount of \$6,677,277, excluding Capitalized Interest, and Grant Agreement, Number SG670112, authorizing a Grant amount of \$3,981,821; and

The Loan Amount, Semiannual Loan Payment amount, Loan Service Fee, and Project costs need adjustment to reflect actual costs; and

Certain provisions of the Agreement need to be revised.

The Parties hereto agree as follows:

1. The total Loan amount awarded is reduced by \$15,931. The revised total Loan amount awarded is \$6,661,346 and the grant amount is \$3,981,821.
2. The Loan Service Fee is \$133,227. The fee represents two percent of the Loan amount excluding Capitalized Interest; that is, two percent of \$6,661,346.
3. The total amount of the Loan to be repaid is \$2,812,752. This consists of \$6,661,346 disbursed to the Local Government minus the Grant amount of \$3,981,821, plus accrued Capitalized Interest of \$0 and service fee charges of \$133,227.
4. The Semiannual Loan Payment amount is hereby revised and shall be in the amount of \$46,879.20. Such payments shall be received by the Department on November 15, 2024 and semiannually thereafter on May 15 and November 15 of each year until all amounts due hereunder have been fully paid.
5. Subsection 2.03(1) of the Agreement is deleted and replaced as follows:
 - (1) The financial assistance authorized pursuant to this Loan Agreement consists of the following:

State Resources Awarded to the Local Government Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:					
State Program Number	Funding Source	CSFA Number	CSFA Title or Fund Source Description	Funding Amount	State Appropriation Category
Original Agreement	Wastewater Treatment and Stormwater Management TF	37.077	Wastewater Treatment Facility Construction	\$6,661,346	140131
State Program Number	Funding Source	CSFA Number	CSFA Title or Fund Source Description	Funding Amount	State Appropriation Category
Original Agreement	Small Community Wastewater Grant	37.075	Federal Grants Trust Fund	\$3,981,821	143276

6. Project Costs are revised as follows:

The Local Government and the Department acknowledge that changes in Project costs may occur as a result of an audit. Unless this Agreement is amended subsequent to an audit, the following Project disbursements shall be final.

CATEGORY	PROJECT COSTS (\$)
Construction and Demolition	4,631,514
Technical Services During Construction	347,429
SRF Refinance of USDA Loan	1,682,403
SUBTOTAL (Total Disbursed)	6,661,346
Less Grant (SG670112) funding	(3,981,821)
Capitalized Interest	0
TOTAL (Loan Principal Amount)	2,679,525

7. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 3 to Loan Agreement WW670111 and Grant Agreement SG670112 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this Agreement to be executed on its behalf by the Secretary or Designee and the Local Government has caused this Agreement to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this Agreement shall be as set forth below by the Department.

for
CITY OF CHIPLEY

Mayor

Attest:

Approved as to form and legal sufficiency:

City Clerk

SEAL

City Attorney

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Christmas Fest of Chipley, Inc.

MEETING DATE

Monday, September 30, 2024

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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. using the new parade route. There will be additional road closures to include:

1. 5th Street from the four-way stop on Church Ave to Highway 90, including the business alley behind New Life Fellowship that leads to the City Parking Lot on the corner of Hwy 77 & Hwy 90
2. One way side street running parallel to old AT&T building and 5th Street
3. South Railroad Ave from the City Parking Lot on 5th Street behind the New Life Fellowship’s fellowship hall
4. 8th Street from Hwy 90 to Church Ave
5. North & South Railroad Ave from 8th Street to 5th Street
6. 7th Street from Hwy 90 to Church Ave AFTER PARADE DETOUR ENDS

RECOMMENDATION

City Staff recommend approval of the Special Event Application for the Christmas Festival, Parade and additional road closures..

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: Christmas Fest of Chipley, Inc.

Address: P.O. Box 732, Chipley, FL 32428

Contact person: Heather Lopez Phone: 850-703-3656 Fax: _____

E-mail: chipleychristmasfest@gmail.com

Type of Event: Holiday Festival

Purpose of Event: To bring a family friendly, free event to our community during the holiday season.

Location of Event: Chipley Farmer's Market Complex & Downtown (separate sheet) Indoors/Outdoors

Date(s) & Time(s) of Event: Thursday, December 19, 2024 - 3-9pm

Amount of Liability Insurance: Ascentria Insurance - \$1M Occ/\$2M Aggregate w/ Medical (\$5K per) (attach copy of policy)

Concert ☒ Yes/No ☐ If yes, What type of music? Holiday Music

Will food and nonalcoholic beverages be sold? Yes, food & drinks will be sold

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? Yes

Number of participants anticipated per day: 1,500-2,000

Are security and/or medical services provided? Yes, off-duty police officers hired for security

Applicant Signature: Heather Lopez Date: 9/17/24

Approved { } Denied { }
Mayor's Signature: _____ Date: _____

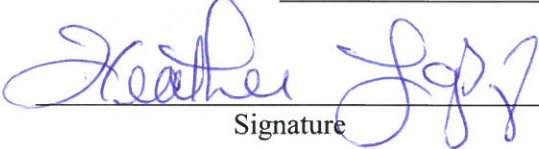
RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Christmas Fest Parade 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 17th day of September, 20 24.

FIRM OR ORGANIZATION: Christmas Fest of Chipley, Inc.


Signature

Heather Lopez
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

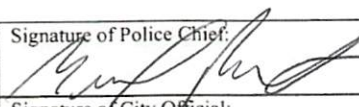
P.O. Box 1007

Chipley, Florida 32428

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



Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Christmas Fest of Chipley, Inc.		Person in Charge: Heather Lopez		Date: 9/17/24
Address of Organization P.O. Box 732, Chipley, FL 32428			Telephone Number: 850-703-3656	
Title of Event: Chipley Christmas Fest				
Date of Event: December 19, 2024	Starting Time of Event: 5:30pm	Duration of Event: 1 hour	Actual Closing Time (Set up of barriers, Etc.) 5:00pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): The new City of Chipley parade route.				
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: 9-20-24	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official: 		Date Signed: 	

Chipley Christmas Fest – Thursday, December 19, 2024 – 3-9pm
ADDITIONAL ROAD CLOSURES

1. 5th Street from the four-way stop on Church Ave to Highway 90, including the business alley behind New Life Fellowship that leads to the City Parking Lot on the corner of Hwy 77 & Hwy 90
2. One way side street running parallel to old AT&T building and 5th Street
3. South Railroad Ave from the City Parking Lot on 5th Street behind the New Life Fellowship's fellowship hall
4. 8th Street from Hwy 90 to Church Ave
5. North & South Railroad Ave from 8th Street to 5th Street
6. 7th Street from Hwy 90 to Church Ave AFTER PARADE DETOUR ENDS

Vendor Set-up will begin at **1pm** and will be occurring at the Chipley Farmer's Market Complex, North & South Railroad Ave and 5th Street.

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Employee Classification Document Addition – Police Department.

MEETING DATE	PREPARED BY
Monday, September 30, 2024	Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of the Employee Classification Document – Addition.

ATTACHMENTS

- 1. Employee Classification Document Memo.



City of Chipley

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

To: Mayor and Council Members
From: Patrice A. Tanner, City Administrator
Date: September 27, 2024
Re: Employee Classification Document – Addition

The following position, upon approval, will be added on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Corporal-Investigator	415	J	FTR	NE

Please let me know if you have any questions.