



**City of Chipley
City Council Meeting**

January 14, 2025 at 5:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

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 - November 12, 2024
- [2.](#) Special Council Meeting - November 26, 2024
- [3.](#) Special Council Workshop - December 16, 2024
- [4.](#) Special Council Meeting - December 16, 2024
- [5.](#) Special Council Meeting - December 30, 2024

F. 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

G. PRESENTATIONS

- 1. Chipley Christmas Fest Parade Contest Winners** - Heather Lopez
- [2.](#) **Christmas House Decorating Contest Winners**

H. CONSENT AGENDA

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

I. AGENDA ITEMS

- [1.](#) **Ordinance No. 991 (First Reading)** - Amendment to Chapter 30 - Signs
- [2.](#) **Code Enforcement Case** - 499 Martin Luther King Drive
- [3.](#) **Farmer's Market & Gazebo Rental** – Cornerstone New Life Fellowship
- [4.](#) **Pomeroy Foundation Historical Marker** - Old City Hall Building

J. OTHER BUSINESS

K. ADJOURN

L. ZOOM

- [1.](#) ZOOM Information

City of Chipley
Council Meeting
Minutes
November 12, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:

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

Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mrs. Michelle Jordan, City Attorney

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

C. APPROVAL OF AGENDA

Mayor Andrews added the Fire Department Truck Purchase as agenda item #4 and moved the remainder of the agenda items down.

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

D. CITIZENS REQUEST

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No citizen requests. No further discussion.

E. APPROVAL OF MINUTES

Section E, Item 1.

1. Regular Council Meeting – October 8, 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. PRESENTATIONS

Recognition of Mr. Thomas Lancaster – Planning & Zoning Commission. The Council recognized Mr. Thomas Lancaster for 10 years of dedicated service on the Planning & Zoning Commission by presenting him with a plaque.

International City/County Management Association (ICMA) 25th Anniversary Recognition. Mr. Mark Ryan, Senior Advisor, presented the City Council and City Administrator, Patrice Tanner, with a certificate from the International City/County Management Association (ICMA) recognizing 25 years of the Council-Manager form of government.

K. CONSENT AGENDA ITEMS

1. **Resolution No. 25-07** – Florida Department of Environmental Protection Grant Agreement – FRDAP – Shivers Park
2. **Resolution No. 25-08** – Florida Department of Environmental Protection Grant Agreement FRDAP – Gilmore Park
3. **Resolution No. 25-09** – Florida Department of Commerce, CDBG-DR Agreement No. M0014 – Amendment No. 3
4. **State Governmental Consulting Services Contract Renewal** – Liberty Partners of Tallahassee, LLC
5. **Special Event Application** – MLK Parade

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

L. AGENDA ITEMS

1. **Florida Commerce Rural Infrastructure Fund Grant No. D0190** – Citywide Drainage Study – Preliminary Engineering Report. Mr. Brent Melvin, Melvin Engineering, explained the City received a grant from Florida Commerce to do a citywide drainage study and the report is complete and ready to submit. He gave an overview of the report stating they identified twenty-seven specific problem areas around the city.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the submission of the Citywide Drainage Study – Preliminary Engineering Report to Florida Commerce. The motion passed unanimously.

2. **Connections Worship Center** – Blessing Box Discussion. Mr. Derick Balkcom, Youth Pastor, explained they are working with the youth group to go outside the church and be more involved in the community. Haley Forehand, Youth Group Member, stated they have been discussing getting into the community more as a group and the blessing box would be an outreach program and an ongoing mission for them. Mr. Guy Lane stated there is a grass area behind the church where it could be placed. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to

approve the placement of the Blessing Box behind Connections Worship Center. The motion passed unanimously.

Section E, Item 1.

3. **Opioid Use Disorder Recovery Management Program** – Pancare – Valorie Hall. Mrs. Hall explained Pancare offers many programs that they would like to share. Alexis Balbuena, Community Health Educator, gave an overview of a program called Startingpoint which is an opioid use disorder recovery management program; Community and provider trainings; and drug take back kiosks where anyone can safely drop off unused prescription medication, over the counter medications, and illicit substances. Mayor Andrews thanked Chief Michael Richter for having a drug take back kiosk at the Police Department. Discussion ensued.
4. **Fire Department Truck Purchase** – Chief Hunter Aycock explained they are having some mechanical issues with the rescue truck which is 28 years old. He is proposing to take his truck and turn it into a brush truck and also turn the current brush truck into the rescue truck. Mrs. Tanner stated there is a current loan for the Chief's truck that will be paid off this fiscal year. The purchase of a new truck can be funded with a loan that has a first payment in the next fiscal year, which would not require any additional payments this year. Mrs. Tanner stated the cost of the truck is \$66,473.00. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the purchase of a new F-250 truck for the Fire Department in the amount of \$66,473.00. The motion passed unanimously.

5. **Pride Committee** – Discussion. Mrs. Tanner explained the Pride Committee has not been active for some time and that Ms. McCall wanted to discuss possibly reactivating the committee. Ms. McCall stated she has people that want to help decorate in town. Mayor Andrews stated Pride encompasses the entire city for clean up or decorating. Mrs. Tanner stated there is money budgeted each year for this purpose. Mayor Andrews stated there should be a process and nominations for the committee from each Ward and one from the downtown merchants as a collaborative effort. Mrs. Tanner stated she could put something together for guidelines.
6. **Cheerleading for Basketball** – Discussion. Mrs. Tanner explained that she, Mr. Tate, Mayor Andrews and Jalisa Brown met and discussed the possibility of cheerleading during the basketball season. Mr. Tate conducted a poll on Facebook receiving 60 responses, with 59 in favor and only one against. Ms. Jalisa Brown stated there are parents interested in having their children ages 5-12 cheer at the basketball games. She feels it is important to show team spirit and to build skills for school cheerleading. Mrs. Tanner stated Mr. Tate proposes that we offer cheerleading for the upcoming basketball season on a trial basis to make sure there is adequate room for the cheerleaders and to see what type of participation there is. The charges would be the same as the other charges for sports and there would also be sponsors for individual teams to be able to purchase uniforms. If it goes well, then the program could be continued. Mr. Russell asked about age groups and size of each. Ms. Brown stated there are four (4) age groups: Pee Wee and Boomers with eight (8) members on each team and Juniors and Seniors with 12 members on each team. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the cheerleading for basketball on a trial basis for the upcoming basketball season. The motion passed unanimously.

7. **Blue Star Memorial Veterans Marker** - Discussion. Mike & Stacy Hansen, Chipley Garden Club and the Blue Star Memorial Highway Marker Committee, explained there is a Blue Star Memorial Highway Marker located on State Road 90 by the Florida Department of Transportation office, that pays tribute to the US Armed Forces. It was placed there by the Garden Club on April 26, 1961. The current location makes visibility low due to a utility pole and overgrown landscaping around it. FDOT has notified them that the sign is in violation of state guidelines due to the post it is on and it needs to be relocated. We are asking for a new location for the sign that is fading so it can be updated. We are requesting to place it in front of City Hall near the time

capsule monument. The Garden Club would provide the funds for a new post and to refurbish the sign. Mr. Guy Lane will coordinate with the Garden Club on the placement of the sign. Discussion ensued.

Section E, Item 1.

A motion was made by Council Member McCall and seconded by Council Member Blount to approve the placement of the Blue Star Memorial Highway Marker in front of City Hall. The motion passed unanimously.

I. OTHER BUSINESS

Mr. Russell asked about readdressing the garbage can ordinance. Mrs. Tanner stated she will address it on Facebook and advertise in the newspaper to explain further.

Mr. Tim Parsons, Liberty Partners of Tallahassee, LLC, gave an update on annexation after meeting with Representative Shane Abbott. Representative Abbott understands the City is committed and they will be discussing it further with the House Local Administrative Committee staff.

Mr. Parsons stated the City will be preparing their appropriation requests for the 2025 legislative session. Mayor Andrews stated we may need a workshop in December to discuss and understand our priorities and know which projects would have a higher approval rate.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:17 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Minutes
November 26, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mr. Leonard Blount, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

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 Mr. Russell and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

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

D. Agenda Items.

1. **Resolution No. 25-11** – One Florida Bank Loan – Fire Department. Mrs. Tanner explained this resolution will approve the purchase of a 2025 Ford F-250 XL Super Duty Crew Cab 4 x 4 Truck for the Fire Department. One Florida Bank has offered an interest rate of 5.21% with no loan closing costs, for five years. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 25-11. The motion passed unanimously.

2. **Resolution No. 25-12** – Fiscal Year 2023-2024 Final Budget Amendment. Mrs. Tanner explained this will approve the final budget amendment for Fiscal Year 2023-2024. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve Resolution No. 25-12. The motion passed unanimously.

3. **Public Demand for Extended Park Hours.** Mrs. Tanner explained she has had numerous requests from citizens regarding the extension of park hours, particularly for utilizing tennis and pickleball courts after standard work hours. The change in daylight saving time significantly limits access to these recreational facilities, especially in the evening. As daylight savings time ends, the availability of natural light decreases sharply in the evening restricting the time that individuals can engage in outdoor activities after work. This reduction in available daylight directly impacts community members who wish to participate in sports like tennis and pickleball, depriving them of valuable recreational opportunities that enhance community engagement and health. The request is to extend the park hours one hour past dark. We do have electricity at Jim Trawick park and could easily add lights on the pole. We will have the same issue when the pickleball courts are built next year at Shivers Park. Mr. Russell stated that the old music park area cannot be seen from the road which is a safety concern. Mrs. Cain stated Jim Trawick Park has the same safety issues. Mr. Russell stated both Shivers and Gilmore Parks have recently been approved for grant funded projects and asked if we could revisit the issue once those projects are completed. Mayor Andrews stated we need to look at all the safety measures. Mrs. Tanner said yes, we will revisit once the park projects are complete. Discussion ensued.
4. **City Hall Bathroom Renovations and Front Door Repairs for Security Purposes – ARPA Funding.** Mrs. Tanner explained this will approve doing an Invitation to Bid for City Hall Restroom Renovations and Front Door Repairs for Security Purposes and utilizing ARPA funding for this project. The City Hall Restroom Renovations and Front Door Repairs projects are significant for maintaining functionality and security within our building. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the bathroom renovations and the front door repairs with ARPA funding. The motion passed unanimously.

5. **Purchase a Caterpillar Pickup Broom Attachment – ARPA Funding – Street Department.** Mrs. Tanner explained the city's Public Works Department is seeking to enhance their street maintenance capabilities through the acquisition of a street sweeper. The request made by Mr. Lane specifically identifies the Caterpillar Pickup Broom as the preferred choice for this procurement, indicating a focus on maintaining cleanliness in both streets and parking lots. The attachment can be used on the new backhoe that we purchased recently. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to purchase the Caterpillar Pickup Broom Attachment for the Street Department in the amount of \$21,859.57. The motion passed unanimously.

Mayor Andrews adjourned the meeting at 5:20 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

Section E, Item2.

City of Chipley
Council Workshop
Minutes
December 16, 2024 at 4:00 p.m.

Attendees:

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

Mrs. Linda Cain, Council Member

Present Via ZOOM:

Ms. Cheryl McCall, Council Member

Mrs. Michelle Jordan, City Attorney

Absent:

Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:

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

Ms. Sherry Snell, City Clerk
 Mr. Michael Richter, Police Chief

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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 Mr. Blount and Mayor Andrews led the pledge to the American Flag.
- C. **Agenda Items.**
 - 1. **2025 Legislative Session Preview** – Liberty Partners of Tallahassee, LLC. Mr. Tim Parsons, Vice President of Liberty Partners of Tallahassee, LLC, gave a preview of the 2025 Legislative Session. He gave a recap on the election and the composition of the Florida Cabinet, the House and Senate, the State Budget Process, and Appropriation Requests. The Council agreed to submit three appropriations requests for Brickyard Road Sewer Construction; Police Equipment and Vehicles that were not approved for funding last year; and the Resurfacing of Pecan Street. Discussion ensued.

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

City of Chipley

 Tracy L. Andrews, Mayor

Attest:

City of Chipley
Special Council Meeting
Minutes
December 16, 2024 at 5:00 p.m.

Attendees:

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

Mrs. Linda Cain, Council Member

Present Via ZOOM:

Ms. Cheryl McCall, Council Member

Mrs. Michelle Jordan, City Attorney

Absent:

Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were

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

Ms. Sherry Snell, City Clerk
 Mr. Michael Richter, Police Chief

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A. CALL TO ORDER.

The meeting was called to order by Mayor Andrews at 5:00 p.m.

B. APPROVAL OF AGENDA

Mayor Andrews removed agenda item #1; added #5 Vehicle Allowance Discussion.

A motion was made by Council Member Blount and seconded by Council Member Cain to approve the agenda with the changes. The motion passed unanimously.

D. Agenda Items.

1. **Award of Bid No. 2025-01** – Peach Street Pumping Station – This item was removed from the agenda.
2. **Resolution No. 25-13** – Parades. Mrs. Tanner explained this will approve the parade list for 2025. The city has determined that the closure of certain state roads is necessary for the recurring special events listed on the resolution exhibit, and for other non-recurring events approved by the City Administrator. The Chief of Police is authorized to obtain prior written approval for the temporary road closures from the Department of Transportation and the City Administrator is authorized to vary the time and date of road closures. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve Resolution No. 25-13. The motion passed unanimously.

3. **Resolution No. 25-14** – Florida Commerce Agreement No. M0041 – Amendment No. 2 – Mongoven Building Project. Mrs. Tanner explained this resolution will approve the Florida Department of Commerce Agreement No. M0041 – Amendment No. 2 in order to amend the Mongoven Building Project Agreement Section 3, Period of Agreement extending the Project End Date to September 30, 2025, unless otherwise terminated as provided in this Agreement; Attachment A – Scope of Work updated information; Attachment G – Reports, Section 3 and Section 6 updated information; and Section 27 – employment Eligibility Verification. No further discussion.

A motion was made by Council Member Blount and seconded by Council Member Cain to approve Resolution No. 25-14. The motion passed unanimously.

4. **Davidson Sprayfield Appraisal & Sale** – Discussion. Mrs. Tanner explained if the council would like to sell the Davidson sprayfield property, we would need to do an appraisal. At the meeting on December 30th, Attorney Jordan can go over the process for the sale of the property. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Blount to do an appraisal for the sale of the property. The motion passed unanimously.

5. **Vehicle Allowance** – Discussion – Street Department. Mrs. Cain stated in the past the City Administrator had driven a city vehicle home and used city gas. Mrs. Tanner and Mr. Lane have been using their personal vehicles to look at projects or areas of concern in the city and they also come on days that they aren't working to take care of city business or to represent the city at community events. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to allow Mrs. Tanner to drive the city truck home and to purchase gas with the city card. Also for Mr. Lane to receive a truck allowance to use his personal truck and to put a city decal on it for identification purposes. The motion passed unanimously.

Mayor Andrews adjourned the meeting at 5:16 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,

City Clerk

City of Chipley
Special Council Meeting
Minutes
December 30, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mr. Leonard Blount, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

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 5:00 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Mr. Blount 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.

Resolution No. 25-15 – ARPA Funding. Mrs. Tanner explained this resolution will approve the allocation of funds received under the American Rescue Plan Act (ARPA) in the amount of \$1,808,070. The balance of the funding will go toward salaries from October through December 2024, which will free up additional money in the city budget for the Peach Street Lift Station Project, Utility Payment Kiosk and City Hall Restroom and Front Entryway Project. All ARPA projects are 100% complete except the broom attachment which is ordered and a purchase order has been issued for it. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 25-15. The motion passed unanimously.

- 1. Resolution No. 25-16 – Disposition of Surplus Real Property.** Mrs. Tanner explained this will approve the disposition of real property for parcel #00-2358-0003 which is the old

Davidson Sprayfield. Attorney Jordan explained there are different ways to dispose of the property. Cities do not have state rules to follow so you can auction it or sell it. She recommended getting an appraisal and to retain a real estate broker to handle the marketing and sale of the property. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve Resolution No. 25-16. The motion passed unanimously.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve getting Request for Qualifications for a real estate broker to handle the sale of the property. The motion passed unanimously.

2. **Name Streets for Traffic Study** – Discussion. Mrs. Tanner explained per the Council's request on September 10, 2024, we have reached out and were able to get an estimated cost of \$1,500.00 per street for a traffic study to be done. We are now at the point where the council will need to decide which streets and how many streets they would like to do this fiscal year since it is not a budgeted item. Then we can decide each year at budget time if there are any additional streets that you would like to have done. Mr. Russell stated the money that would be used for the study could be used in the Police Department to help fund a police officer position. Mrs. Tanner stated that all streets would not be done at the same time, possibly one or two streets this year, then do more next year. Mrs. Cain asked how it would be done. Mr. Lane stated you can buy speed humps that can be removed easier if needed. Ms. McCall stated 5th Street was one of the main streets that people speed on. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the study for 5th Street from Old Bonifay Road to Church Avenue. The motion passed with four (4) ayes and one (1) naye, with Council Member Russell opposed.

Mayor Andrews adjourned the meeting at 5:25 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	MBJ 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/St aff (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=1gbl0SeH9Nsg8LP4owU3sOw3Z8gZ3_R6l	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=1VvY_PDuZOPOQHVVxtFSkfmvTik8ab_N , https://drive.google.com/open?id=1TcJirnVDjvyiQo7xn mwQbLLMMqInTPyb	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=1tJUzZUpse4sMdFGI8LjzOrqDbEB5K35F	5/16/2024	Drafted lease	Complete
24-008	5/8/2024 13:08:48	tdonjuan@cityofchipley.com	Request for Memo to Administration/St aff (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=19yix1YmqIzI6_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		12/2/2024	Pending review	PENDING
24-011	6/7/2024 13:45:08	tdonjuan@cityofchipley.com	Request for Memo to Administration/St aff (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=1978f894Xe0QYhl2WR4PngAA9gFM6ihFe	6/13/2024	Gave cost to TD	Complete
24-012	7/30/2024 7:51:19	tdonjuan@cityofchipley.com	Request for Memo to Administration/St aff (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=1qp33HmV6xwuBJUIC3LRIDCMFjW-E1M81	8/26/2024	Sent draft to TD	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
24-014	8/19/2024 15:35:10	tdonjuan@cityofchipley.com	Request for Memo to Administration/St aff (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		11/18/2024	Pending MBJ review of draft	PENDING
24-016	11/4/2024 9:46:19	ptanner@cityofchipley.com	Draft Document	CRA Revolving Loan request - Mickey Knapp - \$20,000.00	11/4/2024	12/4/2024	Patrice Tanner	https://drive.google.com/open?id=1HLFderzMnZ3Wam0mBXQc7VX8mAnqxShS	11/5/2024	Pending MBJ review of draft	PENDING
24-017	11/13/2024 15:54:49	tdonjuan@cityofchipley.com	Document/Contract Review	Can you please give me a total amount due for code case 672, Janel Catherine Marusiak Estate, 578 7th St including attorney fees? They are in the process of cleaning the property. Attached is the Order.	11/13/2024	11/20/2024	Tamara Donjuan	https://drive.google.com/open?id=1gVfC748YRWYKuUVdMVa32yillsbuR9rU	11/14/2024	Sent memo to TD	Complete
24-018	12/16/2024 14:38:51	tdonjuan@cityofchipley.com	Request for Memo to Administration/St aff (Legal Research)	Can I get a status update on the property located at 499 Martin Luther King Dr., Martha D Deal Pippin, I believe you stated earlier this year that it has multiple tax certificates sold on the property. The neighbor behind the property has continuously called about the property seeing where we are at on it.	12/16/2024	12/20/2024	Tamara Donjuan	https://drive.google.com/open?id=1AhQlStGzgD9Nqva0r263M6Hw5NEz_u72	12/19/2024	Sent memo to TD, pending revised memo to Council	PENDING

COC: Current Litigation

as of February 27, 2023

Section F, Item 1.

Attorney	Case Name	Court Judge Docket No.	Description	Outside Counsel	Parties	Opposing Counsel	Lit Hold? (Y/N)	Person in Charge of Lit 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: N/A		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. 10/2/24 - Defendant served. Calendared answer due date (10/23). 10/21/24 - Answer received, claims violations corrected. MG provided outstanding fines & requested payment. 11/25/24 - Check w/MG re: response from D re: payment of fines.
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	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. 10/2/24 - Draft MSJ waiting for MG's review. 10/23/24 - per TD, tax deed sale scheduled for 1/21/25.
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 heris located by AAL. 12/26/24 - Draft motion for const. service & sent to MG for review.

COC: Current Litigation

as of February 27, 2023

Section F, Item1.

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. 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. 11/1/25 - Unable to serve Deckard. Process Servers seem to be getting run around. 12/26/24 - Draft Motion for Const. Service & sent to MG for review.
Goldhagen, Matt	COC v. Michael Brian Taylor	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 777 West Boulevard	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): 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 TD.
Goldhagen, Matt	COC v. Estate of Martha Pippin	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 499 Martin Luther King Drive	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 Third Parties: N/A		Y	3/4/24 - Review title work.
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@blankenshipjordanpa.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. 8/4/24. - 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@blankenshipjordanpa.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. 11/14/24 - Motion for Order granting constructive service prepared. 11/27/24 - Motion & prosed Order re: Construcive Service filed. 12/3/24 - Received Order granting const. service. 12/30/24 - Draft Motion for Summary Final Judgment & Affidavit to MG for review.
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@blankenshipjordanpa.com (850) 638-9708	Plaintiff(s): City of Chipley Defendant(s): Latonia Mckinnie Third Parties: N/A		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.

COC: Current Litigation

as of February 27, 2023

Section F, Item1.

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@blankenshipjordanpa.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 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. 10/2/24 - Sent notice to news paoer for publication. publication to run on 10/6 and 10/16. 11/14/24 - Motion for Summary Final Judgment prepared. 11/21/24 - MSJ filed. Need to schedule hearing. 12/3/24 - Scheduling MSJ hrg. 12/11/24 - MSJ hrg scheduled for 2/5/25.
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@blankenshipjordanpa.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@blankenshipjordanpa.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, & Fareoffer cashnow, 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. 11/19/24 - Default defendants & draft MSJ 12/3/24 - Filed motions for clerk default. 12/11/24 - Clerk defaults entered & serving being attempted upon C. Peters at new address. 12/30/24 - Service complete upon C. Peters. Answer due on 1/6/25.
Goldhagen, Matt	COC v. Gwuan Reed	Court: Washington Co. - County Civil Case No. 2024-CA-120 Judge: Federick Peel Magistrate Judge: N/A	Code Enforcement Violation / 618 Bennett Dr. & 618 9th St	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9688	Plaintiff(s): City of Chipley Defendant(s): Gwaun Reed & Ken Naker, Washington Co. Tax Collector Third Parties: N/A	N	4/24/24 - Code enforcement hearing. Awaiting CE Order. 10/14/24 - Order recorded. Waiting on title work. 11/8/24 - Suit filed. Waiting for summons to be issued. 11/14/24 - Summons issued. Pleadings mailed to sheriff for service. 11/27/24 - Tax Collector filed Answer & Affidavit of Tax Claim. 12/11/24 - Pending service. 12/26/24 - Service complete. Pending update from TD re: how to proceed w/Tax Claim.
Goldhagen, Matt	COC v. David L. Roulhac	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Code Enforcement Violation / 566 MLK 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): David Lorenzo Roulhac Third Parties: N/A	N	4/24/24 - Code enforcement hearing. Awaiting CE Order. 10/14/24 - Order recorded. Waiting on title work. 11/8/24 - MG to review complaint, list pendens & notice of appearance for filing. 11/27/24 - Case filed. 12/3/24 - waiting for summons to be issued. 12/11/24 - Pending service.
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 Action, 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. 11/1/25 - Attempt to serve smejkal at new address AAL found. 12/11/24 - sent pleading to process server for service at NY address. 12/26/24 - Receive return of non-service upon Smejkal Jr.

COC: Current Litigation

as of February 27, 2023

Section F, Item 1.

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: N/A		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: N/A				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: N/A				9/24/24 - 9/26 Code Enforcement Hrg rescheduled to 10/31. 12/5/24 - Waiting for Order
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: N/A				9/24/24 - 9/26 Code Enforcement Hrg rescheduled to 10/31. 12/5/24 - Waiting for Order
Goldhagen, Matt	COC v. Cabeeaf, LLC	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 511 5th Street.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9692	Plaintiff(s): City of Chipley Defendant(s): Cabeeaf, LLC Third Parties: N/A				12/16/24 Code Enforcement Hrg scheduled for 1/16/24.
Goldhagen, Matt	COC v. Christopher White	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1257 Plum Ave.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9693	Plaintiff(s): City of Chipley Defendant(s): Christopher White and Krystal White Third Parties: N/A				12/16/24 Code Enforcement Hrg scheduled for 1/16/24.
Goldhagen, Matt	COC v. Estate of Pamela M. Smith	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1226 Campbellton	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9694	Plaintiff(s): City of Chipley Defendant(s): Estate o Pamela M. Smith Third Parties: N/A				12/16/24 Code Enforcement Hrg scheduled for 1/16/24.
Goldhagen, Matt	COC v. Amerigas Propane, Inc.	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1422 South Blvd.	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): Amerigas Propane, Inc. Third Parties: N/A				12/16/24 Code Enforcement Hrg scheduled for 1/16/24.



Executive Director's Report
Chipley Redevelopment Agency
01.07.2024

Dear Council Members,

Dear Council Members,

As we progress into 2025, I'm pleased to share updates on several exciting projects that are shaping the future of our city. This year, we've already approved two significant initiatives and addressed an emergency air conditioning project to meet immediate needs. Here are the details:

NEW

1. Old Blackburn Building (1265 Church Ave):

This ambitious project is a cornerstone of our efforts to preserve and celebrate our city's history. The Blackburn Grant has made this possible, and the team at M.Corb is doing an outstanding job maintaining the building's historical integrity—a detail we are immensely proud of. The project is on track to be completed by the end of February, barring any unforeseen challenges. Once finished, this development will be a remarkable asset to our community.

2. 1901 on Main (803 Main St):

The 1901 project involves the renovation of the back deck, which will enhance the building's functionality and contribute to the vibrancy of our downtown. This improvement will expand their capacity to host more visitors and events, drawing additional foot traffic to the area and enriching our community's entertainment options.

3. Southern Roots & Co. (1346 N. Railroad Unit A):

The Precious Boutique, situated on the picturesque North Railroad Avenue, recently faced an issue with its air conditioning system. Given Florida's climate, this was deemed an emergency repair to ensure the business could continue operating without disruption. We acted swiftly to approve the necessary repairs and expedited the process to issue a check, allowing the boutique to proceed promptly and minimize any potential impact on their operations.

OLDER

1. Old Chipley Bank Building (814 Main St):

I personally visited this site and am thrilled to report that significant progress has been made. The owner, working diligently and single-handedly, has completed the exterior renovations. I encourage everyone to take a moment to admire the beautifully restored exterior—it's a testament to the dedication and pride we see in our community. Interior renovations are the next step, and we're eager to see this project continue to flourish.

2. Wright Project (1329 S Railroad):

This project has encountered some challenges with the contracted company. We're actively exploring alternative solutions to ensure the project remains on schedule and meets expectations. We remain committed to supporting the team through this process.

3. New Bed & Breakfast (781 Main St):

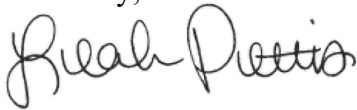
Ms. Susana Curlet, a newcomer to Chipley, has been transforming a beautiful historic home into a bed and breakfast. Her vision is to share the charm of our community with travelers. The project is nearing completion, and we're excited to welcome this unique addition, which will undoubtedly enhance the city's appeal.

Looking ahead, 2025 holds incredible promise for Chipley. Our collective efforts aim to make our city even more beautiful, vibrant, and inviting.

If you have any questions or concerns regarding these projects or our operations, please don't hesitate to reach out to myself or Jerad. We are here to assist and ensure the continued growth and success of our community.

Thank you for your ongoing support and dedication to making Chipley an exceptional place to live, work, and visit.

Sincerely,



Leah Pettis
Executive Director



Chipley Fire Department

December 2024 Monthly Activity Report

From: Hunter Aycock, Fire Chief

Type of Call	November	December	For the Year of 2024-2025	
	Totals	Totals	Total Calls	Responders
Structure Fires	1	5	Structure Fires	11
Vehicle Fires	1	1	Vehicle Fires	3
Wild land Fires	3	3	Wild Land Fires	14
Fire Alarms	4	7	Fire Alarms	19
Meeting (Business & Training)	2	1	Meetings	7
MVA (Traffic Crashes)	9	10	Sig 4 (Traffic Crashes)	33
First Responder	0	0	First Responder	2
Public Service Calls:	5	12	Public Service Calls:	43
			Average Response	10
Total # of calls for the month:	25	39	Total Calls:	133
Total # of calls in the City:	13	20	Total City calls:	70
Total # of calls in the County:	12	19	Total County calls:	63
Total # of Mutual Aids:	1	0	Total Mutual Aids:	7
Total # of Meetings:	2	1	Total Meetings:	7

Received 100% reimbursement on our last Forestry Assistance grant.

New tank has been placed on Tanker 2 chassis, currently reinstalling wiring / lighting.



City of Chipley

CODE ENFORCEMENT

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



Section F, Item4.

DECEMBER 2024

1. Total Active Cases: 11

These cases include multiple violations.

- Public Nuisance: **46** Violations

2. New cases opened this month: 26

3. Properties Posted this month: 4

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

5. Citations written this month: 0

6. Cases Closed this Month: 27

These cases include multiple violations.

- Public Nuisance: **75** Violations
- **35** of these violations are from previous months.

7. Code Enforcement Verification: 11

- 1 – 1306 N. Railroad Avenue – Business License
- 2 – 809 Main Street – Business License
- 3 – 1251 Jackson Avenue – Business License
- 4 – 1698 Main Street
- 5 – 1377 Brickyard Road, Suite 7 -Business License
- 6 – 822 8th Street – Business License
- 7 – 1228 Church Avenue
- 8 – 844 Main Street – Business License
- 9 – 1014 Main Street, Suite B – Business License
- 10 – 1267 Church Avenue – Business License
- 11 – 1601 Main Street – Business License

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. 578 7th Street 9/4/2024 Liens
20. 550 Bennett Drive 12/26/2024 Liens

Case Report

1/1/2024 - 12/31/2024

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main Status
12/27/2024	MORRIS TERETHA HEIRS % ANGELINE M. SMITH	00000000-00- 1070-0000	1227 1ST AVE	Abandoned materials, junk, trash	12/27/2024	Active
12/27/2024	GIBB CHIPLEY VILLAGE INC / AGENT FRED G SHELTER JR	00000000-00- 2218-0035	1411 WASHINGTON SQUARE DR	Abandoned materials, trash, junk	12/27/2024	Active
12/20/2024	ELMER & BEVERLY SIMMONS	00000000-00- 1082-0000	753 EAST BLVD	Abandoned materials, junk, trash	12/20/2024	Active
12/3/2024	VIVIAN J & PERCY L MORRIS	00000000-00- 1170-00004	1189 1ST AVE	Excessive grass, weeds, and vegetation, abandoned materials.	12/3/2024	Active
11/18/2024	WALLACE IRVIN SMITH ESTATE & HEIRS	00000000-00- 2162-0000	1213 JOHNSON AVE	Disrepair	11/18/2024	Active
11/14/2024	OSCAR RHYNES ESTATE & HEIRS	00000000-00- 1395-0000	1243 CHURCH AVE	Disrepair, excessive grass, weeds, and vegetation	11/14/2024	Active
9/23/2024	CHRISTOPHE R & KRYSTAL WHITE	00000000-00- 2944-0000	1257 PLUM AVE	Abandoned materials, excessive grass, weeds, and vegetation	9/23/2024	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.	10/2/2024	Active

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main St
8/8/2024	A T & T CO	00000000-00-1835-0001	712 7TH ST	Excessive grass, weeds, and vegetation	8/8/2024	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

Total Records: 11

1/2/2025

Monthly Closed Cases

12/01/2024 - 12/31/2024

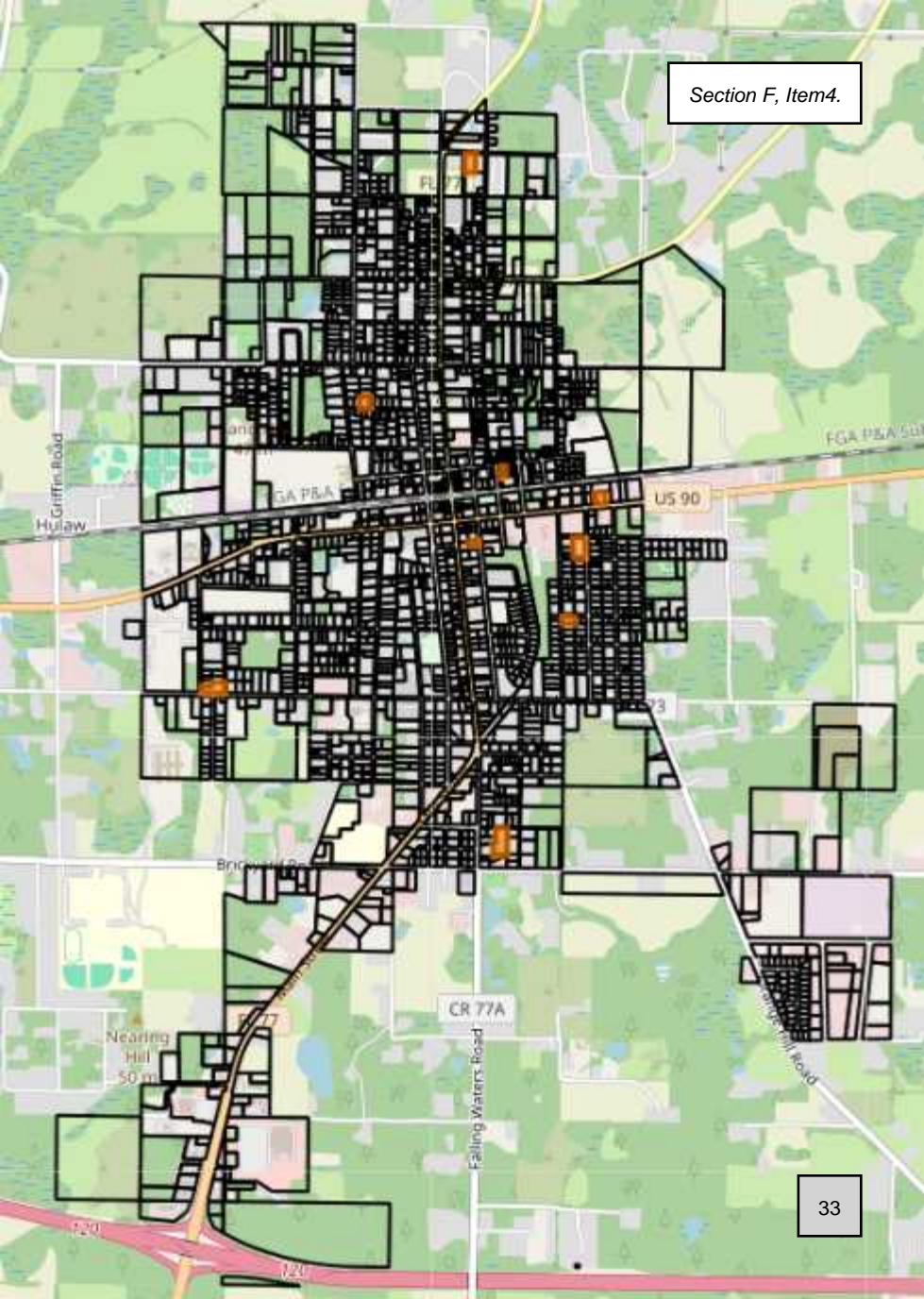
Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main Status
12/27/2024	VIVIAN MORRIS	00000000-00-1150-0000	763 ORANGE ST	Abandoned materials	12/30/2024	Closed Case
12/27/2024			Highway 77	Signage	12/27/2024	Closed Case
12/27/2024			Highway 77	Signage	12/27/2024	Closed Case
12/27/2024			Highway 77	Signage	12/27/2024	Closed Case
12/20/2024			Highway 90	Signage	12/20/2024	Closed Case
12/20/2024			Highway 90	Signage	12/20/2024	Closed Case
12/17/2024	CLARISSA MCKINNIE ETAL / TERENCE DEMETRICE BLACKMON % DIANNE BEARD	00000000-00-1161-0000	791 ORANGE ST	Excessive grass, weeds, vegetation	12/27/2024	Closed Case
12/17/2024	GWAUN LANARDA REED	00000000-00-1146-0000	749 ORANGE ST	Abandoned materials, junk, trash, rubbish	12/20/2024	Closed Case
12/16/2024			Highway 90	Signage	12/16/2024	Closed Case
12/16/2024			Highway 90	Signage	12/16/2024	Closed Case
12/16/2024			Highway 90	Signage	12/16/2024	Closed Case
12/13/2024			Highway 90	Signage	12/13/2024	Closed Case
12/13/2024			Highway 90	Signage	12/13/2024	Closed Case
12/13/2024			Highway 90	Signage	12/13/2024	Closed Case
12/13/2024	Steven & Brenda Whittington	00000000-00-1825-0035	743 GILBERT DR	Excessive grass, weeds, and vegetation	12/17/2024	Closed Case
12/12/2024	JOSHUA & JEREMY DEANS INV TEAM	00000000-00-1688-0000	745-763 1ST ST	Rubbish, trash, junk, abandoned materials.	12/20/2024	Closed Case
12/9/2024	JASON ORION DAVIS	00000000-00-1825-0013	755 GILBERT DR	Abandoned materials, no 911 address	12/17/2024	Closed Case
12/6/2024	REBECCA ANN FRANKLIN	00000000-00-2156-0001	864 CHESNUT HILL ST	Excessive grass, weeds, or vegetation	12/27/2024	Closed Case

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main S
12/6/2024			Brickyard Rd/Hwy 77	Signage	12/6/2024	Closed Case
12/6/2024			Brickyard Rd/Hwy 77	Signage	12/6/2024	Closed Case
12/6/2024			Brickyard Rd/Hwy 77	Signage	12/6/2024	Closed Case
12/6/2024			Brickyard Rd/Hwy 77	Signage	12/6/2024	Closed Case
11/26/2024	DOROTHY HARPER ESTATE % QUEEN FUNDERBURG	00000000-00-2811-0000	758 GLENWOOD AVE	Excessive grass, weeds, vegetation, Disrepair	12/20/2024	Closed Case
11/26/2024	TERRY DAVID WATSON	00000000-00-1477-0000	1211 JACKSON AVE	Excessive grass, weeds, and vegetation	12/6/2024	Closed Case
11/21/2024	DOUGLAS CLEGG	00000000-00-2862-0000	828 GLENWOOD AVE	Excessive grass, weeds, and vegetation	12/3/2024	Closed Case
11/21/2024	CABEEAFL LLC % SHERRI WADE	00000000-00-2879-0002	541 5TH ST	Rubbish, trash, abandoned materials	12/13/2024	Closed Case
11/17/2024	CABEEAFL LLC % SHERRI WADE	00000000-00-2879-0001	537 5th STREET	Rubbish, trash, abandoned materials	12/13/2024	Closed Case
11/19/2024	GWAUN LANARDA REED	00000000-00-1146-0000	749 ORANGE ST	Abandoned materials	12/2/2024	Closed Case
11/4/2024	JUAN C & KIMBERLY A RODRIGUEZ	00000000-00-2178-0000	1328 BRICKYARD RD	Abandoned materials, excessive grass, weeds, and vegetation	12/13/2024	Closed Case
11/1/2024	VIVIAN MORRIS	00000000-00-2778-0000	599 4TH ST	Excessive grass, weeds, and vegetation, abandoned materials.	12/27/2024	Closed Case

Case Date	Owner Name	Parcel #	Parcel Address	Description	Last Status Change Date	Main Status
10/28/2024	CABEEAFL LLC % SHERRI WADE	00000000-00-2918-0000	1295 MORRIS AVE	Abandoned materials	12/2/2024	Closed Case
10/21/2024	MARK & CYNTHIA SISSON	00000000-00-1569-0000	653 2ND ST	Excessive grass, weeds, and vegetation	12/9/2024	Closed Case
10/8/2024	SHAFTER L JOHNSON III & ETAL / CALVIN REX JOHNSON	00000000-00-1698-0000	731 SINCLAIR ST	Abandoned material, Chickens, dead cactus	12/2/2024	Closed Case
10/1/2024	CABEEAFL LLC % SHERRI WADE	00000000-00-2900-0000	511 5TH ST	Excessive grass, weed, and vegetation	12/17/2024	Closed Case
9/20/2024	PAMELA M SMITH ESTATE / HEIRS	00000000-00-2697-0000	1226 CAMPBELLTON AVE	Excessive grass, weeds, and vegetation	12/17/2024	Closed Case
9/12/2024	MURRAY W BATSON	00000000-00-1552-0001	607 HIDEAWAY DR	Excessive grass, weeds, vegetation	12/20/2024	Closed Case
8/2/2024	LUCRIFEROUS HOLDINGS LLC	00000000-00-2752-0000	657 MAIN ST	Excessive grass, weeds, vegetation	12/27/2024	Closed Case

Total Records: 37

1/2/2025





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



TO: City Council
FROM: Tamara Donjuan – Planning Officer
DATE: January 2, 2025

(1) Land Use Compliance Certificates: 9

- 1 – 1291 Morris Avenue – Demolition
- 2 – 1388 Forrest Avenue – New Construction
- 3 – 803 Main Street – Deck Replacement
- 4 – 913 Main Street – Renovations/Repair
- 5 – 1291 Wells Avenue – Portable Shed
- 6 – 784 Gilbert Drive – Plumbing Repairs
- 7 – 1435 South Railroad Avenue – Roof Replacement
- 8 – 1244 Court Avenue – Roof Replacement
- 9 – 581 7th Street – Roof Replacement and Renovations

(2) Tree Removal Permits: 1

- 1 – 581 7th Street – Trimming branches off the roof only.

(3) Demolition Permits: 1

- 1 – 1291 Morris Avenue – Demolition

(4) Zoning Changes: 0

(5) Planning and Zoning Hearing: 0

(6) Signage Permit: 6

- 1 – 1306 N. Railroad Avenue – Door Only
- 2 – 829 Main Street – Temporary Banner
- 3 – 1218 Main Street – Building Signage
- 4 – 1265 Church Avenue – Building Signage
- 5 – 1346 North Railroad Avenue – Building Signage
- 6 – 1601 Main Street – Building Signage

(7) Site Plan Reviews: 0

(8) Development Orders: 0

(9) Request to Site Manufactured Home Unit: 0

(10) Request for Certificate of Appropriateness: 0

(11) Construction Permits: 0

(12) Zoning Verifications: 9

- 1 – 1306 N. Railroad Avenue – Business License
- 2 – 809 Main Street – Business License
- 3 – 1251 Jackson Avenue – Business License
- 4 – 1377 Brickyard Road, Suite 7 – Business License
- 5 – 822 8th Street – Business License
- 6 – 844 Main Street – Business License
- 7 – 1014 Main Street, Suite B – Business License
- 8 – 1267 Church Avenue – Business License
- 9 – 1601 Main Street – Business License

(13) Solicitor Permit: 1

- 1 – John Pettis – Carriage Rides

(14) Alcoholic Beverages and Tobacco: 0

Permit Report

12/01/2024 - 12/31/2024

Permit Type	Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel #	Parcel Address
Group: Business License							
Business License		M. Corb Homes	Business License	High Density Residential	JCORB LLC	00000000-00-1372-0000	1267 CHURCH AVE
Business License		JZ Esthetics	Business License	Neighborhood Commercial	WANDA A OWENS	00000000-00-1895-0000	1014 MAIN ST
Business License		Muse Hair Co	Business License	Historic Commercial	MOSS INDUSTRIES INC	00000000-00-1443-0000	844 MAIN ST
Business License		American Towing and Hauling LLC	Business License	Low Density Residential	NAPIER JIMMY & CHRISTINE	00000000-00-2085-0000	822 8TH ST
Business License		J & W Soul Food	Business License	Commercial	CHIPLEY COMMERCIAL PROP & ETAL	00000000-00-2218-0011	1377 BRICKYARD RD
Business License		Main Street Market LLC	Business License	Commercial	MAIN STREET MARKET LLC	00000000-00-2110-0000	1251 JACKSON AVE
Business License		Pearls in the Barn	Business License	Historic Commercial	BEACH STOP LLC	00000000-00-1374-0000	809 MAIN ST
Business License		Rooted In Chipley DBA The Ugly Dog	Business License	Historic Commercial	WARD GODFREY TRUSTEE	00000000-00-1388-0001	1306 N RAILROAD AVENUE

Group Total: 8

Group: Land Use Compliance

Land Use Compliance	Tree Removal	Percival Owens	Roof Repair/Renovations	Low Density Residential	PERCIVAL OWENS	00000000-00-2821-0000	581 7TH ST
Land Use Compliance		Randall Truette	Roof Replacement	Low Density Residential	RANDALL V & MINA M TRUETTE	00000000-00-2102-0001	1244 COURT AVE
Land Use Compliance		Panhandle Investment Group	Roof Replacement	Commercial	Panhandle Investment Group	00000000-00-1642-0001	1435 South Railroad Ave
Land Use Compliance		Margaret Driggers	Plumbing Repairs	Low Density Residential	MARGARET DRIGGERS	00000000-00-1825-0040	784 GILBERT DR

Land Use Compliance		Jesus Martinez	Portable Shed	Low Density Residential	MARTINEZ JESUS	00000000-00-1920-0000	Section F, Item5. AVE
Land Use Compliance		O'Neill Investments LLC	Renovations and Repair	Neighborhood Commercial	O'NEILL INVESTMENTS LLC	00000000-00-1842-0001	913 MAIN ST
Land Use Compliance		Ayers Property LLC	Deck Replacement	Historic Commercial	AYERS PROPERTY LLC	00000000-00-1368-0000	803 MAIN ST
Land Use Compliance		Janet & George Kimball	New Construction	Low Density Residential	GEORGE & JANET KIMBALL CO-TRUSTEE	00000000-00-1767-0003	1388 FORREST AVE
Land Use Compliance	Demolition	Monte and Jackie Dishman	Demolitan	Low Density Residential	MONTE D & JACKIE D DISHMAN	00000000-00-2917-0000	1291 MORRIS AVE

Group Total: 9

Group: Sign

Sign	Business License	Deep Patel	Signage	Commercial	A & M Hospitality LLC	00000000-00-2325-0006	1601 Main St
Sign		Jennifer Corbitt	Building Signage	Historic Commercial	J CORB LLC	00000000-00-1377-0000	1346A&B NORTH RAILROAD AVE
Sign		Jennifer Corbitt	Building Signage	Historic Commercial	JCORB LLC	00000000-00-1372-0000	1265 CHURCH AVE
Sign		Crow Signs Inc	Building Signage	Commercial	KILGORE REALTY LLC	00000000-00-2159-0003	1218 MAIN ST
Sign		Jeff Lenz	Door Signage	Historic Commercial	WARD GODFREY TRUSTEE	00000000-00-1388-0001	1306 N RAILROAD AVENUE
Sign		Jeff Lenz	Temporary Banner	Historic Commercial	Gerald Lenz	00000000-00-1433-0000	829 Main St

Group Total: 6

Group: Solicitor

Solicitor		John Pettis	Carriage Rides		NA		

Group Total: 1

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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

MONTHLY ACTIVITY REPORT December 1- December 31, 2024:

<u>OFFENSE:</u>	<u>NUMBER:</u>
NOTIFICATION	1
WARRANT SERVICE	12
CITIZEN CONTACT	1
BAKER ACT	2
ANIMAL BITE	1
SUICIDE THREATS	1
FOLLOW-UP INVESTIGATION	1
DISTURBANCE	6
DISCHARGE FIREARMS	0
STABBING	0
KIDNAPPING/ABDUCTION	1
ASSAULT	1
BATTERY	4
CRIMINAL MISCHIEF	0
DECEASED PERSON	0
THEFT	7
SEX OFFENSE	0
DRUG CASE	4
DRUG- POSSESSION PARA	1
FRAUD	2
HARASSMENT/THREATS	2
VIOLATION OF INJUNCTION	1
STOLEN VEHICLE	0
TRESPASSING	2
FOUND/ABANDONED PROPERTY	3
LOST/STOLEN FIREARM	1
DWSLR	2
DUI	0
TRAFFIC STOP	2
NUISANCE	0
AGENCY ASSIST	3
ACCIDENT- VEHICLE	1

TOTAL

62



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

	NOV (LAST MONTH)	DEC (THIS MONTH)
TRAFFIC CITATIONS	27	32
TRAFFIC WARNINGS	349	284
TRAFFIC CRASHES	12	14

Traffic Crash Summary December 1-Decmeber 31, 2024

<u>DATE:</u>	<u>Time:</u>	<u>Road:</u>	<u>Closest Crossroad:</u>	<u>Intersection:</u>	<u>Form:</u>
12/5	5:00pm	Gilbert Dr.	Apple Ave.	Not Intersection Related	Short
12/6	8:25am	Main St.	Dunkin Donuts- Parking Lot	Not Intersection Related	Short
12/6	8:25am	Jackson Ave.	Pecan St.	Intersection Related	Short
12/9	1:14pm	Main St.	Sonic- Parking Lot	Not Intersection Related	Long
12/10	11:54am	Jackson Ave.	5 th St.	Intersection Related	Long
12/13	10:37am	Main St.	Walmart- Parking Lot	Not Intersection Related	Long
12/16	2:40pm	Jackson Ave.	5 th St.	Intersection Related	Long
12/17	7:00am	South RR Ave.	2 nd St.	Not Intersection Related	Short
12/21	6:00am	Church Ave.	Chipley Post Office	Not Intersection Related	Long
12/25	9:45am	Main St.	C.R. 280	Intersection Related	Long
12/26	10:40am	Main St.	Walmart- Parking Lot	Not Intersection Related	Short
12/26	11:30pm	5 th St.	Church Ave.	Intersection Related	Long
12/28	2:44pm	Main St.	C.R. 280	Not Intersection Related	Short
12/31	5:30pm	Main St.	Nadia Ave.	Intersection Related	Short



City of Chipley

Public Works Office DECEMBER 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 weekly/Reset codes for Farmer's Market bathroom doors/Reset all timers downtown on the antique street lamps/Put up Christmas lights and decorations downtown/Replaced batteries in two faucets in the women's bathroom at City Hall/Repaired and replaced Christmas lights and outlets downtown all month/Pressured washed and cleaned six benches and took to Farmer's Market/Replaced 2 locks and deadbolts to the doors at the Historical Society/Replaced 2 light fixtures overlooking the monument at the Farmer's Market/Repaired one antique street lamp downtown on Railroad Avenue/Installed a new door closer on the men's bathroom at the Farmer's Market/Replaced damaged wiring to two antique street lamps do to damages by boring crew/Worked on City's float for several days for the Christmas parade/Cleaned and stocked bathrooms at the Farmer's Market/Took down big USA flag twice due to inclement weather conditions/Took the City's Christmas parade float apart/Lowered all flags to half-staff per Governor's order.

Street

Mowed city right of ways/Maintained ditches/Sign maintenance/Equipment maintenance/Maintained streets, sidewalks, and driveways/Special pickups/Limb & leaf pick/Patched potholes in various locations/Widen driveway @ 745 3rd Street and repaired curb/Took out old storm drain and sidewalk and replaced with 18" pipe and formed and repoured the sidewalk at Jim Trawick Park/Took spoiled dirt to 737 Sinclair Street/Installed a 25 mph sign on West Blvd./Installed handrails at sidewalk on 2nd Street at retention pond close to Fox Meadow Apartments/Removed fallen tree off chain link fence at the retention pond @ 825 5th Street and had Barnes Family Fencing replace damaged section of chain link fence/Dug out swells coming from parking lot on 2nd Street at old Chipley High School/Replaced 6 damaged parking bumpers at city parking lot at Hwy. 90 & Hwy. 77 in the southwest corner/Removed 3 metal u-channel post and changed out the post and handicapped sign in the northwest corner of the parking lot at Hwy. 90 & Hwy. 77.

Gas

Locate Tickets (20)/Gas calls (5)/New Service (0)/Pressure test (4)/Replaced meter sets (0)/Pulled inactive meters (0)/Replaced gas warning signs (1)/Service Availability request (1)/Abandonments (0)/Performed rectifier and field odorization test/Performed valve maintenance/Took C.P. readings in all Wards/Performed atmospheric corrosion/Changed gas charts 4 times for the month/Maintained equipment/Gas Connects (2) Disconnects (0)/Assisted Building Maintenance with Christmas banners downtown/Met with FDOT about moving gas line on north 6th Street/Worked on adding information on Diamond Maps website/Worked on the leak survey and re-checked leaks that had been fixed/Conducted distribution patrol/Work with FPL locating and spotting gas lines/**Animal Complaints** (2)/Cats Impounded (4)/Dogs Impounded (3)/Dog bite cases (0)/Dead animal pick up (3).

Water

Water Connects (11)/Water Disconnects (14)/ Re-reads (702)/Doorknockers (18)/Non-Payment Disconnects (0)/Non-Payment Reconnects (0)/Replaced meter boxes (1)/Replaced meter box lids (1)/Hydrant meter sets (1)/New registers (1)/Locates (13)/Service leaks (9)/After-hours service leaks (1)/Availability for Services request (1)/Water taps (1)/Water main breaks (0)/Assisted Gas Department with greasing valve at 784 Gilbert Drive and taking OQ test/Assisted Street Department with working on dump truck and pouring concrete at 3rd Street and Jim Trawick Park/Assisted Building Maintenance with electrical on antique street lamps, taking down big USA flag and working on parade float/Tied in 2" bore on 7th Street to the Chipley Station and set water meter/Pulled water meters at 1291 Morris Avenue & 801 4th Street per demo ticket/Raised fire hydrant at Beef O' Brady's/Repaired valve box lid at Hwy. 77 & Hwy. 90/Pulled water meter at 1048 Campbellton Avenue/Ran graph for 1312 Forrest Avenue/Re-set register at 580 4th Street due to no consumption reading/Cold patched 7th Street utility patch/Checked for a leak per customer request at 1123 Iola Drive, leak on customer's side/Filled in hole around fire hydrant at 7th Street & Grace Avenue.



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 December 2024

1. Finished Basketball/Cheer Registration. (Basketball 146, Cheer 27)
2. Clean around curb stops in parking lot.
3. Edged sidewalks.
4. Equipment Maintenance.
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

January 2, 2025

Water Utilities Department Report for December 2024

To: City Council and Administrator

Wastewater Treatment Facility: The analytical results of the Wastewater Reclamation Facility for the month of November 2024 show no violations. We have not received all the results from December 2024, but what have received show no violations. Continuing to plot sewer lines and cleanouts in diamond maps. Mowed at WWTF and Pike Pond Spray Field. Smoke testing ward 3.

Lift Stations: Work underway at Jon Teal and Vo-Tech lift station to place generators should be completed soon. Routine inspections.

Water Wells: The bacteriological samples for the month of December 2024 passed. Check generators weekly. Well #5 is back in full operation.

Spray Field: Routine inspections. Cut grass around holding ponds and field at Pike Pond. Checked bypass pump at spray field, and generator at reuse pump station weekly.

Locates: 20

Work orders: 7

Sewer Stoppages: 6

Abonnement Sewer Lateral: 1

Replace Clean Out Caps: 1

Sewer Taps: 0

Replace/Repair Sewer Lateral: 0

Development Order: 1

Install Clean Out Boxes: 1

Replace Clean Outs: 0

Demolition Order: 1

Recorded Rainfall for the month: 3.20 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

FROM: Patrice A. Tanner, City Administrator

DATE: January 8, 2025

SUBJECT: Finance Office Report – December 2024

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

	<u>November</u>	<u>December</u>
Number of utility bills for the normal billing cycle	2,033	2,041
Number of new accounts opened during the month	26	13
Number of accounts closed during the month	21	6
Number of accounts transferred during the month	2	0
Credit Card Payments at Counter/By Phone	262	303
Credit Card/E-check Payments Online	397	392
Issued Work Orders	87	121
Issued Availability of Service Forms	2	2
Issued Business Tax Licenses	4	12
Purchase Orders Issued	94(\$278,229.02)	91(\$85,600.89)
Accounts Payable Checks Issued	162(\$425,254.24)	157(\$446,857.43)

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

Number of customers with delinquent accounts	406(11/18/24)	400(12/17/24)
Door knockers and telephone calls made to customers	69	59
Number of customers with delinquent accounts	168(12/02/24)	130(01/06/25)
Actual disconnection of services for the month	48	53

Disconnects began on January 7, 2025.

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

**City of Chipley
Schedule of Projects**

Section F, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Chipley Stormwater Drainage Study Florida Department of Commerce, Rural Infrastructure Fund	D0190	Planning	40.042	\$ 291,785	11/12/21	11/12/24
Project Consultant: Melvin Engineering						
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 final plan has been approved by the City Council and we are in the process of closing out this grant. The city has now been reimbursed all costs associated with this project by the state.						
2024 PHMSA Technical Assistance Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Technical Assistance Grants		Equipment Purchase	20.710	\$ 60,863		
Project: This funding was not approved for funding. We are currently working on submitting a 2025 PHMSA Technical Assistance Grant which will purchase GIS Mapping software and contracting and combustible gas detection equipment.						
Bennett Drive Improvements Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57		
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 the RFQ for Professional Services is on the agenda this month for award based on the Selection Committee scoring.						
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	06/30/25
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. The truck is currently being built.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement
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		Section F, Item 11.
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 has been completed and we are awaiting further direction from FDEP.						
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 Council approved the agreement in November 2024. 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 area, picnic pavilion and restrooms. We are currently working on the required commencement documents and once completed and approved by the State we will start the project.						
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 Council approved the agreement in November 2024. 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 working on the required commencement documents and once completed and approved by the State we will start the project.						
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 by the City Council and the award for the RFQ for Professional Services is on the agenda for approval this month.						
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.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement
Chipley Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Managmeent 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	Section F, Item 11. 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 arrival date for the generators was in the October/November timeframe and we should have an update at the meeting next week on the timeline to install them and finalize this project.						
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. It has been determined that a three-inch gas main is located near the construction site. The engineers are in discussion with the gas company but this will cause a delay in proceeding to the construction phase.						
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 Hall Generator Federal Emergency Management Association, Florida Division of Emergency Managment	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.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement
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	Resolution No. 22-31	Fire Pumper and Equipment	10.766	\$ 338,000 Loan/Grant \$ 330,000 ARPA Funds		Section F, Item11.
Project Consultant: SERCAP						
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 in the next 30 days.						
Chipley Mongoven Building U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant	M0041	Engineering Construction CEI	14.228	\$ 852,800	04/14/22	04/14/25
Project Consultant: Melvin Engineering						
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 currently advertising for bids for Phase II construction, which includes the structural stabilization of the project.						
Chipley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant	H2567	Administration Engineering Construction CEI	14.228	\$ 700,000 ARPA Funds \$ 240,825	01/01/23	07/31/25
Project Consultant: Fred Fox Enterprises/Mott MacDonald						
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. We will have additional information at the meeting next week regarding award of the bid for construction on this project.						
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program	MT148	Administration Engineering Construction CEI	14.228	\$ 2,936,950	01/19/23	01/19/27
Project Consultant: Melvin Engineering						
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 has been advertised for construction bids.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement
Public Works Building Solar Panel Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program	30764	Construction	81.041	\$ 200,000.00		Section F, Item 11. 09/30/23
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.						
2024 PHMSA Infrastructure Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Natural Gas Distribution Infrastructure Safety and Modernization Grant		Construction	20.708	\$ 700,071.00		
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. This is a very competitive grant program and we were not approved for funding in this cycle.						
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.						
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. We are currently working on ordering this equipment.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement
Section F, Item 11.						
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. We should have an answer soon.						
Reconnecting Communities U.S. Department of Transportation, Reconnecting Communities Pilot Discretionary Grant Program		Design	20.940	\$ 250,000 Match \$ 50,000		
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. This project was not approved for funding.						
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. Now that we have worked through the finalization of the ARPA funding we should be able to now move forward with this project utilizing city fund.						
Chipley Downtown Parking Project Florida Department of Commerce, Rural Infrastructure Fund		Design Construction	40.042			
Project: This funding will be used to construct and rehabilitate city-owned properties to alleviate the parking insufficiency in the downtown area. This project was not approved for funding this cycle.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement
Section F, Item 11.						
Brickyard Road Wastewater Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning	40.042	\$ 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. This project was approved for funding and we are currently waiting for the agreement to bring to the City Council for approval.						
I-10/Highway 77 Infrastructure Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning	40.042	\$ 246,500		
Project: This funding will be used for the design, engineering, and survey work necessary to extend wastewater and natural gas infrastructure to the south quadrants of the I-10 and State Road 77 Interchange. This project was not approved for funding this cycle.						
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 for 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.						
Chipley Fire Skid Unit U.S. Department of Agriculture, Forest Service, Volunteer Fire Assistance Grant Program		Purchase Equipment	10.66	\$ 11,247.00 Grant \$ 11,247.00 50% Match		
Project: This funding will be used to purchase a skid unit. This project has been approved for funding.						

**City of Chipley
Christmas House Decorating Contest**

There were 3 submittals this year.

863 Earl Street - #AllforPaul
764 3rd Street - Thomas L. Hall
769 3rd Street - Edgar & Tamara Donjuan

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-17 – Capital City Bank Loan – Police Department

MEETING DATE	PREPARED BY
Tuesday, January 14, 2025	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a loan with Capital City Bank for the purchase of (1) New 2024 Ford Police Interceptor Utility AWD Vehicle for the Police Department in the amount of \$69,152.20 with an interest rate of 4.95% with seven (7) annual payments.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-17.

ATTACHMENTS

1. Resolution No. 25-17.

2. Memo.

3. Vehicle Quote.

RESOLUTION NO. 25-17

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, RELATING TO THE POLICE DEPARTMENT CAPITAL PURCHASE; NOTING A FINANCING SOURCE; DESIGNATING AN AUTHORIZED REPRESENTATIVE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley, Florida, is purchasing one (1) New 2024 Ford Police Interceptor Utility AWD Vehicle; and

WHEREAS, the City is approved for a loan of \$69,152.20 from Capital City Bank for the purchase of the equipment; and

WHEREAS, Capital City Bank has approved an interest rate of 4.95% with seven (7) annual payments and no closing costs, with the first payment being due on March 1, 2025; and

WHEREAS, the City hereby designates this note as a “Qualified Tax Exempt Obligation” within the meaning of Section 265(B)(3) of the Internal Revenue Code;

WHEREAS, the City has authorized and approved said loan to be secured by a pledge of and lien upon the non-advalorem taxes sufficient to pay the principal of, premium, if any, and interest on said loan as set forth in the terms of the promissory note;

WHEREAS, the City covenants to budget and appropriate payment for the loan annually until maturity;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY AS FOLLOWS:

1. That the loan funds in the amount of Sixty-Nine Thousand One Hundred Fifty-Two Dollars and 20/100 Cents (\$69,152.20) be used to purchase one (1) New 2024 Ford Police Interceptor Utility AWD Vehicle.
2. That the Mayor be designated as the authorized representative to carry out the responsibilities under the loan agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 14th day of January, 2025.

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



City of Chipley

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

Section H, Item1.

To: Mayor and Council

From: Patrice A. Tanner, City Administrator

Date: January 9, 2025

Re: Bank Loan Quotes – 2024 Ford Interceptor Police Vehicle

The following is a list of the banks that submitted quotes:

One Florida Bank

Amount: \$69,152.20

Term: 7 Annual Payments

Interest Rate:

Loan Fee: \$.00

One Florida Bank decided they did not want to quote this vehicle due to term length.

Capital City Bank

Amount: \$69,152.20

Term: 7 Annual Payments

Interest Rate: 4.95%

Loan Fee: \$.00

Peoples South Bank

Amount: \$69,152.20

Term: 7 Annual Payments

Interest Rate: 5.25%

Loan Fee: \$.00



CHIPLEY POLICE DEPARTMENT

Section H, Item1.

Specification # 198

Unit Description POLICE INTERCEPTOR K8A/99B

Prepared for:

Prepared by:

10/1/2024

CHIPLEY POLICE DEPARTMENT
ATTN: CHIEF MICHAEL RICHTER
MRICHTER@CHIPLEYPD.COM
850.638.6310

Garber Ford, Inc.

Todd Brandt
(904) 264-2442 ext.2348 FAX: (904) 284-0054
3380 Hwy 17 Green Cove Springs, FL 32043
tbrandt@garberautomall.com

ORDER



Florida Sheriffs
Association

Prices are published by the Florida Sheriffs Association (www.flsheriffs.org) Purchasing contract number is FSA24-VEL32.0 Pursuit, Administrative & Other Vehicles, expiring September 30th, 2025. If you have any questions regarding this quote please call!

WESTERN ZONE

K8A/99B

2024 Ford Police Interceptor Utility AWD 3.3L Gas

\$43,959.00

Codes	Optional Equipment	Unit Price		Net Price
500A	POLICE PACKAGE	0	\$0.00	\$0.00
99B	3.3L V6 FLEX FUEL ENGINE	0	\$0.00	\$0.00
44U	10-SPEED AUTOMATIC TRANSMISSION	0	\$0.00	\$0.00
UM	SOLID EXTERIOR PAINT: AGATE BLACK	0	\$0.00	\$0.00
96	CLOTH BUCKETS W/REAR VINYL: CHARCOAL BLACK	0	\$0.00	\$0.00
51R	DRIVERS SPOTLAMP	0	\$0.00	\$0.00
60A	GRILLE PREWIRING	50	(\$1.00)	\$49.00
55F	KEYLESS ENTRY PACKAGE	0	\$0.00	\$0.00
55B	BLIND SPOT INFORMATION SYSTEM	555	(\$11.10)	\$543.90
86T	PREDRILL HOLE IN TAIL LAMP	60	(\$1.20)	\$58.80
52P	HIDDEN DOOR LOCK PLUNGERS/REAR DOORS INOP	160	(\$3.20)	\$156.80
43D	DARK CAR	25	(\$0.50)	\$24.50
76P	PRE-COLLISION ASSIST/PREDESTRIAN DETECTION	115	(\$2.30)	\$112.70
76R	REVERSE SENSING SYSTEM	275	(\$5.50)	\$269.50
17A	REAR AC/HEAT	610	(\$12.20)	\$597.80
17T	CARGO DOME LIGHT RED/WHITE	50	(\$1.00)	\$49.00
	DEALER INSTALLED OPTIONS:	0		\$0.00
TINT	TINT WINDOWS DARK AS LEGAL W/STRIP	320		\$320.00
WMPL-TIER 1	WHELEN MED LIGHTBAR PACKAGE W/LEGACY DUO BLUE/WHITE	2660	4HR	\$2,660.00
	HHS4200 CONTROLLER W/SIREN SPEAKER AND BRACKET	226		\$226.00
4C	FOUR CORNER LEDS IN HEADLIGHT/TAILLIGHTS	546	1HR	\$546.00
DUO LED	DUO LEDS IN GRILLE: BLUE/WHITE	346	1HR	\$346.00
DUO LED	DUO LEDS AT TAG: BLUE/WHITE	346	1HR	\$346.00
DUO LED	DUO LEDS UNDER HATCH FACING REARWARD WHEN OPENED: BLUE/WHITE	346	1HR	\$346.00
	Whelen Tracer Wecan X lightbar mounted under four door on each side BLUE/WHITE	1536	2HR	\$1,536.00
CONS	Police Center Console with Cupholders and Armrest	795		\$795.00
C-MCB	Console Mic Clip Bracket	16		\$16.00
C-AP-0325-L	Console 3" Accessory Pocket W/Hinged Lid & Lock, 2.5" Deep	94		\$94.00
C-LP-3	Console 3-Bank 12-Volt Outlet Strip	45		\$45.00
COMP	LAPTOP STAND WITH UNIVERSAL TRAY W/TILT SWIVEL EXTENSION	895		\$895.00
FPSLIDE	FRONT PRISONER PARTITION W/SLIDER/RECESS PANEL FOR OFFICER LEGROOM	1196	1HR	\$1,196.00
SUVSEAT	FULL REPLACEMENT SEAT W/CENTER PULL SEATBELTS: REAR MESH CAGE	1856	2HR	\$1,856.00
	1000W PURE SINE WAVE INVERTER W/BREAKER INSTALLED	686		\$686.00
DGL-P	DOUBLE ELECTRIC T-RAIL GUN LOCK PARTITION MOUNT	646		\$646.00
	MAG LIGHT AND STREAMLIGHT MOUNTED IN VEHICLE	318		\$318.00
LABOR	13HRS Labor for EVT Certified Installation of Emergency Equipment	1625		\$1,625.00
	MOTOROLA CAMERA SYSTEM PURCHASE PER QUOTE PROVIDED	8533.2		\$8,533.20
	INSTALL MOTOROLA CAMERA SYSTEM	300		\$300.00
DEL	DELIVERY	0		\$0.00
				\$ 69,152.20

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-18 – Capital City Bank Loan – Police Department

MEETING DATE	PREPARED BY
Tuesday, January 14, 2025	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a loan with Capital City Bank for the purchase of (1) New 2025 Ford Explorer Police Vehicle for the Police Department in the amount of \$45,543.00 with an interest rate of 4.85% with five (5) annual payments.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-18.

ATTACHMENTS

1. Resolution No. 25-18.

2. Memo.

3. Vehicle Quote.

RESOLUTION NO. 25-18

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, RELATING TO THE POLICE DEPARTMENT CAPITAL PURCHASE; NOTING A FINANCING SOURCE; DESIGNATING AN AUTHORIZED REPRESENTATIVE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley, Florida, is purchasing one (1) New 2025 Ford Explorer Police Vehicle; and

WHEREAS, the City is approved for a loan of \$45,543.00 from Capital City Bank for the purchase of the equipment; and

WHEREAS, Capital City Bank has approved an interest rate of 4.85% with five (5) annual payments and no closing costs, with the first payment being due on March 1, 2025; and

WHEREAS, the City hereby designates this note as a “Qualified Tax Exempt Obligation” within the meaning of Section 265(B)(3) of the Internal Revenue Code;

WHEREAS, the City has authorized and approved said loan to be secured by a pledge of and lien upon the non-advalorem taxes sufficient to pay the principal of, premium, if any, and interest on said loan as set forth in the terms of the promissory note;

WHEREAS, the City covenants to budget and appropriate payment for the loan annually until maturity;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY AS FOLLOWS:

1. That the loan funds in the amount of Forty-Five Thousand Five Hundred Forty-Three Dollars and 00/100 Cents (\$45,543.00) be used to purchase one (1) New 2025 Ford Explorer Police Vehicle.
2. That the Mayor be designated as the authorized representative to carry out the responsibilities under the loan agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 14th day of January, 2025.

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



City of Chipley

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

Section H, Item2.

To: Mayor and Council

From: Patrice A. Tanner, City Administrator

Date: January 9, 2025

Re: Bank Loan Quotes – 2025 Ford Explorer Police Vehicle

The following is a list of the banks that submitted quotes:

One Florida Bank
Amount: \$45,543.00
Term: 5 Annual Payments
Interest Rate: 5.21%
Loan Fee: \$.00

Capital City Bank
Amount: \$45,543.00
Term: 5 Annual Payments
Interest Rate: 4.85%
Loan Fee: \$.00

Peoples South Bank
Amount: \$45,543.00
Term: 5 Annual Payments
Interest Rate: 5.05%
Loan Fee: \$.00



Specification #	221
Unit Description	EXPLORER ACTIVE K7D

Prepared for:

Prepared by:

10/1/2024

CHIPLEY POLICE DEPARTMENT
ATTN: CHIEF MICHAEL RICHTER
MRICHTER@CHIPLEYPD.COM
850.638.6310

Garber Ford, Inc.

Todd Brandt
(904) 264-2442 ext.2348 FAX: (904) 284-0054
3380 Hwy 17 Green Cove Springs, FL 32043
tbrandt@garberautomall.com

ORDER



Florida Sheriffs
Association

Prices are published by the Florida Sheriffs Association (www.flsheriffs.org) Purchasing contract number is FSA24-VEL32.0 Pursuit, Administrative & Other Vehicles, expiring September 30th, 2025. If you have any questions regarding this quote please call!

WESTERN ZONE

K7D

2025 Ford Explorer Active RWD, K7D

\$37,737.00

Codes	Optional Equipment	Unit Price		Net Price
200A	ACTIVE PACKAGE	0	\$0.00	\$0.00
99H	2.3L ECOBOOST ENGINE	0	\$0.00	\$0.00
44T	10-SPEED AUTOMATIC TRANSMISSION	0	\$0.00	\$0.00
JS	SOLID EXTERIOR PAINT: ICONIC SILVER	0	\$0.00	\$0.00
8H	CLOTH BUCKETS UNIQUE HEATED: DARK GRAY/ONYX	0	\$0.00	\$0.00
	DEALER INSTALLED OPTIONS:	0		\$0.00
TINT	TINT WINDOWS DARK AS LEGAL W/STRIP	320		\$320.00
WMUMP-TIER 1	WHELEN MED UNMARKED PACKAGE W/INNER EDGE DUO BLUE/WHITE FRT & REAR	2985	4HR	\$2,985.00
	HHS4200 HAND HELD CONTROLLER W/SIREN SPEAKER AND BRACKET	226		\$226.00
DUO LED	DUO LEDS IN GRILLE: BLUE/WHITE	346	1HR	\$346.00
DUO LED	DUO LEDS UNDER HATCH FACING REARWARD WHEN OPENED: BLUE/WHITE	346	1HR	\$346.00
DUO LED	DUO LEDS AT REAR DOOR WINDOW	346	1HR	\$346.00
DUO LED	DUO LEDS AT REAR CARGO SIDE WINDOW	346	1HR	\$346.00
COMP	STAND ALONE COMPUTER STAND W/LAPTOP TRAY	895		\$895.00
	STREAM LITE RECHARGABLE FLASHLIGHT KIT	179		\$179.00
	1000W PURE SINE WAVE INVERTER W/BREAKER INSTALLED	686	1HR	\$686.00
LABOR	9 HRS Labor for EVT Certified Installation of Emergency Equipment	1125		\$1,125.00
TTAG/DEL	TEMP TAG AND DELIVERY	6		\$6.00
				\$ 45,543.00

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Award of RFQ No. 2025-01 and Professional Services Agreement – Bennett Drive
Resurfacing Project

MEETING DATEPREPARED BY

Tuesday, January 14, 2025Patrice Tanner, City Administrator

SUMMARY

This will approve the award of RFQ No. 2025-01 and the Professional Engineering Services for the Bennett Drive Resurfacing Project to David H. Melvin in the amount of \$68,000.00. The project will include milling and resurfacing of Bennett Drive from SR 273 to Church Avenue including drainage improvements within the Old Bonifay/Bennett Drive intersection. The total project length is approximately .53 mile.

RECOMMENDATION

City Staff recommend approval of award and Professional Services Agreement to David H. Melvin in the amount of \$68,000.00

- ATTACHMENTS
1. RFQ No. 2025-01 Advertisement

2. Addenda No. 1

3. Scoresheets

4. Professional Services Agreement



CITY OF CHIPLEY

MEMO

To: City Council

From: Patrice Tanner, City Administrator

Date: January 10, 2025

Re: RFQ No. 2025-01 – Bennett Drive Resurfacing Project

SUMMARY:

The City advertised for Professional Engineering Services for the Bennett Drive Resurfacing Project. We received seven (7) submittals with David H. Melvin being the highest ranked based on scoring by the Selection Committee.

RECOMMENDATION:

Recommendation is that the City Council approve award of RFQ No. 2025-01 Bennett Drive Resurfacing Project to David H. Melvin, subject to negotiation per CCNA for fair and reasonable compensation.

REQUEST FOR QUALIFICATIONS NO. 2025-01
BENNETT DRIVE RESURFACING PROJECT
FPN NO. 453572-1-54-01
RATING SUMMARY

Score x Weight (25) = Rating

	Alday- Howell	CDG	David H. Melvin	DRMP	Halff	Metric	North Florida Prof. Services
1. Firm's Qualifications and Capabilities (includes ability to follow directions)	13	10	14	12	13	11	10
2. Qualifications and Abilities of Professional Personnel	12	10	13	12	12	12	10
3. Client Reference for Similar Projects	9	10	12	9	10	9	8
4. Experience on Similar Projects	9	10	12	11	11	11	10

SCORE:

43	40	51	44	46	43	38
1075	1000	1275	1100	1150	1075	950

- 0 Non-Responsive – Included no information on subject criteria.
 1 Poor
 2 Fair
 3 Average – Included only minimum of what was asked for on subject criteria.
 4 Good
 5 Excellent

Selection Committee: Guy Lane, Ambers Carter, Michael Richter

Notice to Professional Consultants
Bennett Drive Resurfacing Project
FPN No. 453572-1-54-01
City of Chipley, Florida
RFQ No. 2025-01

The City of Chipley, Florida anticipates seeking professional consultant services for the design services to include the milling and resurfacing of Bennett Drive from SR 273 to Church Avenue including drainage improvements within the Old Bonifay/Bennett Drive intersection. The total project length is approximately .53 mile. The project varies in width from 18’ to 22’ wide. The project will also include clearing and grubbing, sodding, seeding and mulching, drainage improvements, residential and commercial turnouts, manhole adjustments, valve adjustments, signing, pavement markings along the roadway and intersections. The drainage improvements at the intersection of Bennett Drive and Old Bonifay include the replacement of cross drain. Services include but are not limited to all documents associated with bidding the project, attending any necessary meetings required, making recommendation to City Council for awarding the project, facilitating pre-bid meeting, attending preconstruction conference and any other meeting(s) that may be required to make this project successful. Consideration will be given to only those firms that are qualified pursuant to law and that have been pre-qualified by the Florida Department of Transportation (FDOT) in accordance with Rule Chapter 14-75, Florida Administrative Code to perform the indicated Type(s) of Work.

Work Types: 3.1-Minor Highway Design
Response Deadline: December 2, 2024, at 2:00 p.m. local time
Selection Date: December 10, 2024 at 5:00 p.m. local time

CONSULTANT ELIGIBILITY: It is a basic tenet of the City's contracting program that contracts are procured in a fair, open, and competitive manner. By submitting a Letter of Qualification, the Consultant certifies that they are in compliance with FDOT Directive No. 375-030-006. This directive is available on FDOT’s Web Site. In addition to the restrictions identified in Directive No. 375-030-006, please be advised of the following prohibition: A consultant firm or its affiliate who was the Designer or Engineer of Record is precluded from bidding on the same project as the construction contractor, or as a member of the construction contractor's team (subcontractor).

FEDERAL DEBARMENT: By submitting a Letter of Qualification, the consultant certifies that no principal (which includes officers, directors, or executives) is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

SELECTION PROCEDURE: This project is covered by the selection process detailed in the Rule Chapter 14-75, Florida Administrative Code. The selection will be made directly from Letters of Qualifications for this project. After ranking of the consultants, the contract fee will be negotiated in accordance with Section 287.055, Florida Statutes.
Note: The final selection meeting date and time is provided in this advertisement. Any other meetings will be noticed on the City of Chipley website. All public meetings will be held in the

Council Chambers located in the City of Chipley City Hall, 1442 Jackson Avenue, Chipley, Florida 32428. Changes to meeting dates and times will be updated on the City of Chipley website. In order to ensure a fair, competitive, and open process, once a project is advertised for Letters of Qualification, all communications between interested firms and the city must be directed to Mrs. Patrice Tanner, City Administrator at (850) 638-6350.

RESPONSE PROCEDURE: Qualified consultants are encouraged to submit a letter of qualification for the advertised project, to the City Clerk, at 1442 Jackson Avenue, Chipley, Florida by the deadline. Selection will be made directly from Letters of Qualifications and the responses are limited to ten pages for this project. Title pages and separator pages are not counted as part of the ten pages.

Letters of Qualifications should at a minimum, include the following information:

- a. Project Name/DOT Financial Management Number
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number and email address
- e. Statement regarding prequalification of consultant or proposed subconsultants in advertised type of work
- f. Proposed key personnel and their proposed roles
(do not include resumes)
- g. Subconsultant(s) that may be used for the project
- h. Indication as to whether the prime firm and/or subconsultants are disadvantaged business enterprises (DBE)
- i. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- j. Certification Regarding Lobbying
- k. Truth in Negotiation Certification
- l. DBE Participation Statement
- m. Bid Opportunity List

ADVERTISEMENT DATES: October 30, 2024 and November 6, 2024

RESPONSE DEADLINE: December 2, 2024 at 2:00 p.m. local time

FINAL SELECTION: December 10, 2024 at 5:00 p.m. local time - City Hall, 1442 Jackson Avenue, Chipley, FL

Note: Any changes to these dates will be posted on the City of Chipley website at www.cityofchipley.com.

The City requires a business license to be purchased for the privilege of engaging in any business within the city limits. Please contact the City of Chipley Finance Office for a fee schedule.

EQUAL OPPORTUNITY EMPLOYER
HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section H, Item3.

Addendum No. 1

Issued: 11/18/2024 at 3:30 p.m.

Notice to Professional Consultants Bennett Drive Resurfacing Project FPN No. 453572-1-54-01 City of Chipley, Florida RFQ No. 2025-01

1. How will the letters of qualification be graded, scored and ranked, is there a specific grading criteria established for this RFQ? **Attached.**
2. How many copies of the letter of qualification need to be submitted? **Three copies please.**
3. Are the certifications/forms to be included count towards the 10-page limit? **Yes, the forms do count toward the 10-page limit but you can shrink them down if you would like.**
4. Is the current engineering firm for the City precluded from submitting a letter of qualification? **The city has two engineering firms that we utilize for certain projects on a separate continuing services contract, and they are not precluded from submitting for other projects that we advertise for.**
5. What is the current budget for construction? **Included in the attached agreement.**
6. What is the current budget for surveying and engineering services? **Included in the attached agreement.**
7. Can you provide a copy of the SCOP agreement, and any related documents submitted to FDOT including typical sections, cost estimates, and the SCOP application. **Attached.**

REQUEST FOR QUALIFICATIONS NO. 2025-01
BENNETT DRIVE RESURFACING PROJECT
FPN NO. 453572-1-54-01
RATING CRITERIA

All proposals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

Score x Weight (25) = Rating

	Alday- Howell	CDG	David H. Melvin	DRMP	Halff	Metric	North Florida Prof. Services
1. Firm's Qualifications and Capabilities (includes ability to follow directions)	5	3	5	4	4	4	4
2. Qualifications and Abilities of Professional Personnel	4	4	4	5	4	4	4
3. Client Reference for Similar Projects	4	3	4	3	4	4	3
4. Experience on Similar Projects	3	4	4	4	3	4	3

SCORE:

16	14	17	16	15	16	14
400	350	425	400	375	400	350

0 Non-Responsive – Included no information on subject criteria.

1 Poor

2 Fair

3 Average – Included only minimum of what was asked for on subject criteria.

4 Good

5 Excellent

Name of Consultant Being Scored: MELVIN

Name of Scorer: AMBER CARTER

Signature of Scorer: Amber Carter

Date: 12/20/24

REQUEST FOR QUALIFICATIONS NO. 2025-01
BENNETT DRIVE RESURFACING PROJECT
FPN NO. 453572-1-54-01
RATING CRITERIA

All proposals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

Score x Weight (25) = Rating	Alday- Howell	CDG	David H. Melvin	DRMP	Halff	Metric	North Florida Prof. Services
1. Firm's Qualifications and Capabilities (includes ability to follow directions)	3	4	4	4	4	3	3
2. Qualifications and Abilities of Professional Personnel	4	3	4	4	3	4	3
3. Client Reference for Similar Projects	3	3	3	3	3	3	3
4. Experience on Similar Projects	3	3	3	4	3	4	4

SCORE:

13	13	14	15	13	14	13
325	325	350	375	325	350	325

0 Non-Responsive – Included no information on subject criteria.

1 Poor

2 Fair

3 Average – Included only minimum of what was asked for on subject criteria.

4 Good

5 Excellent

Name of Consultant Being Scored: _____

Name of Scorer: Guy Lane

Signature of Scorer: MR

Date: 12/17/2024

REQUEST FOR QUALIFICATIONS NO. 2025-01
BENNETT DRIVE RESURFACING PROJECT
FPN NO. 453572-1-54-01
RATING CRITERIA

All proposals received in accordance with this Request for Proposals will be evaluated using the following worksheet.

Score x Weight (25) = Rating

	Alday- Howell	CDG	David H. Melvin	DRMP	Halff	Metric	North Florida Prof. Services
1. Firm's Qualifications and Capabilities (includes ability to follow directions)	5	3	5	4	5	4	3
2. Qualifications and Abilities of Professional Personnel	4	3	5	3	5	4	3
3. Client Reference for Similar Projects	2	4	5	3	3	2	2
4. Experience on Similar Projects	3	3	5	3	5	3	3

SCORE:

14	13	20	13	18	13	11
350	325	500	325	450	325	275

0 Non-Responsive – Included no information on subject criteria.

1 Poor

2 Fair

3 Average – Included only minimum of what was asked for on subject criteria.

4 Good

5 Excellent

Name of Consultant Being Scored: All of above

Name of Scorer: Michael Richter

Signature of Scorer: Michael Richter

Date: 12-16-24

**Agreement for Bennett Drive Resurfacing
FPID # 453572-1-54-01 Design Services
Between
City of Chipley
And
David H. Melvin, Inc.**

This agreement is made this ____ day of _____, 2025 between City of Chipley, a political subdivision of the State of Florida and David H. Melvin, Inc., a Florida corporation whose address is 4428 Lafayette Street, Marianna, Florida, for Bennett Drive Resurfacing Design Services, FPID #453572-1-54-01.

WHEREAS, the City of Chipley advertised for Bennett Drive Resurfacing Design Services under RFQ # 2025-01 and David H. Melvin, Inc., a firm with qualifications required to perform the work, was one of several who responded to said advertisement. Upon reviewing all responses submitted the City awarded the project to David H. Melvin, Inc.

NOW, THEREFORE, the parties agree as follows:

SCOPE OF WORK: The scope of this project consists of paving and drainage improvements to Bennett Drive from E Church Avenue to State Road 273 for a total project length of 0.525 miles. There are two typical sections for this project. Typical section #1 from E Church Avenue to Old Bonifay Road consists of resurfacing the two 10' wide travel lanes with 3' wide grassed shoulders and shoulder rework on each side. Isolated pavement reconstruction will be required in the severely damaged areas identified. Typical Section #2 from Old Bonifay Road to SR 273 consists of widening the existing 18' roadway to 20' wide by constructing west side widening only due to multiple conflicts on the east side of the roadway. The design consultant will be responsible for determining the appropriate pavement design for concurrence by the City and FDOT. The consultant will be responsible for utilizing the most appropriate design standards for this project and the determination of the appropriate design speed. There are approximately 40 driveway connections along this project which are to be evaluated for the appropriate treatment to protect the new edge of pavement. The appropriate shoulder treatment should be evaluated and included in the design to deal with the drop-off resulting from the new pavement thickness. Hazards that exist within or outside the clear zone will be evaluated for shielding or removal, respectively. The consultant shall evaluate all existing drainage culverts on the project and include improvements as necessary. Adjustments to existing utility valves and manholes are anticipated and all costs associated with these utility improvements will be paid for by the City of Chipley. The consultant shall evaluate all existing signs throughout the project and upgrade according to the current standards. Pavement markings will be upgraded to current standards including the placement of Thermoplastic markings on the final lift of asphalt.

COMPENSATION: The City of Chipley agrees to compensation David H. Melvin, Inc. for the work performed under this agreement the sum of Sixty-Eight Thousand and No/100 Dollars (\$68,000.00).

SCHEDULE: The following is the proposed schedule for the project:

Task	Date
Receive Notice to Proceed from Owner	January 20, 2025
Begin Survey and Pavement Coring	February 3, 2025
Finish Survey	March 10, 2025
Submit 30% Design Plans	April 4, 2025
Submit 90% Design Plans, Bid Specs & Cost Estimate	May 30, 2025
Submit 100% Design Docs	June 20, 2025
Submit Final Signed Seal Bid Docs	July 18, 2025
Advertise for Construction Bids	July 23, 2025
Open Construction Bids	August 26, 2025
Begin Construction	October 13, 2025
End Construction	February 28, 2026

NOTICE/PROJECT MANAGER OF CONSULTANT: David H. Melvin, Inc.’s project manager for this project shall be as follows:

Rod Adams, PE
Email: rodadams@melvineng.com
Office: 850-482-3045
Cell: 850-718-4217

IN WITNESS WHEREOF, the parties have set their hands and seals on the day first hereinabove written.

DAVID H. MELVIN, INC.

CITY OF CHIPLEY

By:  Digitally signed by David H Melvin
Date: 2025.01.10 16:35:01-06'00'

By: _____

Name: David H. Melvin

Name: _____

Title: President

Title: _____

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Award of RFQ No. 2025-02 – Old Chipley City Hall – Phase II

MEETING DATE	PREPARED BY
Tuesday, January 14, 2025	Patrice Tanner, City Administrator

SUMMARY

This will award the Professional Engineering Services for the Old Chipley City Hall Project – Phase II to Baker Design Build, subject to negotiation per CCNA for fair and reasonable compensation. The City advertised for Professional Engineering Services and received one (1) submittal. The project will include services related to a Division of Historical Resources grant through the State of Florida for inspection and creation of a plan for repairs, restoration, and storm hardening of the Old Chipley City Hall, a historic structure, owned by the City.

RECOMMENDATION

City Staff recommend approval of award to Baker Design Build subject to negotiation per CCNA for fair and reasonable compensation.

ATTACHMENTS

1. RFQ No. 2025-02 Advertisement

2. Addenda No. 1

CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS FOR ENGINEERING
SERVICES FOR A DIVISION OF HISTORICAL
RESOURCES GRANT
RFQ NO. 2025-02

The City of Chipley, herein referred to as the “City”, is seeking statements of qualifications from qualified Engineering Firms. One firm is expected to be selected to enter into a service contract with the City to perform services related to a Division of Historical Resources grant through the State of Florida for inspection and creation of a plan for repairs, restoration, and storm hardening of the Old Chipley City Hall, a historic structure, owned by the City. The service contract from this RFQ will have all necessary clauses and language required by the State of Florida, Division of Historical Resources Office.

All questions must be submitted in writing to Mrs. Heather Lopez, Director of the Washington County Tourist Development Council, and may be emailed to director@visitwcfla.com. A complete copy of the RFQ may be downloaded at www.cityofchipley.com. All Statements of Qualifications will be ranked on an individual and equal basis.

To be considered, the Firm must submit one (1) original and five (5) copies of the Statement of Qualifications in a sealed envelope or package, clearly marked with the Firm’s or individual’s name and address, and the words “RFQ No. 2025-02 - ENGINEERING SERVICES FOR DIVISION OF HISTORICAL RESOURCES GRANT”. Statements of Qualifications will be received by either hand delivery to the City of Chipley – City Clerk’s Office located at 1442 Jackson Avenue, Chipley, Florida or by regular mail to City of Chipley, Attention: City Clerk’s Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

RFP Deadline: December 18, 2024, at 2:00 p.m., local time.

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk’s Office. It is the sole responsibility of the firm for assuring that the RFQ is received in the City Clerk’s Office by the designated date and time. No faxed, electronic or oral Statement of Qualifications will be accepted.

Award will be made to the best responsive Firm, but the City reserves the right to reject any or all Statements of Qualifications. The City of Chipley reserves the right to reject the Statement of Qualifications of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

SPECIAL NOTE:

The City requires a business license to be purchased for the privilege of engaging in any business within the city limits. Please contact the City of Chipley Finance Office for a fee schedule.

EQUAL OPPORTUNITY EMPLOYER
HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION

Advertised: Washington County News –
November 27, 2024
December 4, 2024



CITY OF CHIPLEY



Addendum No. 1

CITY OF CHIPLEY, FLORIDA REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR A DIVISION OF HISTORICAL RESOURCES GRANT

RFQ NO. 2025-02

December 18, 2024

1:30 PM CST Local Time

There has been a time extension on this project until Friday, January 3, 2025 at 2:00 p.m.

If you have any questions, contact Patrice Tanner, City Administrator at (850) 638-6350.

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Request for Development Order and Certificate of Appropriateness for signage – 1012 Main Street – First Federal Bank of Chipley

MEETING DATE	PREPARED BY
Tuesday, January 14, 2025,	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

First Federal Bank of Chipley request approval of a Development Order and Certificate of Appropriateness the property located at 1012 Main Street, Parcel ID:000000000-00-1894-0000, .482 acreage for construction for new signage. This property is zoned Neighborhood 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 signage meets all requirements to Chapter 30 – Signs- Section 30-6. – Permitted permanent accessory signs.

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.

Redevelopment of the signage would have a minimal effect on the surrounding area.

The construction of the signage will not create impervious surfaces and is exempt from additional stormwater management.

The City Council review date was on January 2, 2025, at 3:00 pm. **Approved 5-0**

RECOMMENDATION

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

- ATTACHMENTS
- 1. Development Order Packet
 - 2. Proposed Site Plan
 - 3. Signage Drawings
 - 4. NFWFMD Report

City of Chipley
Development Order

File No. _____ Fees Paid \$ _____

Name of Owner: First Federal Bank Phone #: 386-755-0600 ext 50123

Address: 1012 Main Street Chipley

Name of Developer/Contractor: MPS will install

Address: 777 Hutchison Road Chipley Phone #: 850-703-0084

Type of Development: Remove current sign and replace with LED Parcel Size: 0.482

Location of Development: Road front sign

Land Use Designation: Commercial Sq. Ft. of Building 2124

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

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

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

Date of Planning & Zoning Commission Approval: 01/02/25

Date of City Council Approval: 01/14/25

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: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Section H, Item5.

Name: First Federal Bank

Address: 1012 Main Street
Chipley, FL

Phone #: 386-755-0600

Address of property to be improved: 1012 Main Street Chipley

List of improvements including materials to be used, paint colors, and other details which will alter the current appearance of the structure or property.

Remove current monument sign (road front) - replace with new sign and LED

Note: Include a site plan showing location of proposed construction if the improvement is not on the existing structure.

I (name of applicant) Stacey Gamble certify that the information submitted truly reflects all improvements which will be made on the property. Should any changes be desired, I will notify the City of Chipley. I acknowledge that penalties can be the result of varying from the plans or description submitted and approved.

Signed: Stacey Gamble Date: 11/26/2024

Action: Approved Not Approved

Comments:

Signature/Title/Authority



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Owner's Name): First Federal Bank

Project Site Address: 1012 Main Street Chipley

Phone Number: 386-755-0600

Contractor Name/Address MainStreet Property Services

Contractor Phone #: 850-703-0084 Parcel I.D. Number: 00000000-00-1894-0000

City of Chipley Future Land Use Designation

Low Density Residential	<input type="radio"/>	Neighborhood Commercial	<input type="radio"/>
Medium Density Residential	<input type="radio"/>	Historic Commercial	<input type="radio"/>
High Density Residential	<input type="radio"/>	Industrial	<input type="radio"/>
Historic	<input type="radio"/>	Recreational	<input type="radio"/>
Commercial	<input checked="" type="radio"/>	Public/Semi Public/Educational	<input type="radio"/>

Flood Zone: ☒ Yes ☐ No Zone Type _____

Scope of work (Please provide details of all work): Remove existing Monument sign and
replace with new LED

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.

Stacey Gamble
Applicant

11/26/2024
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: 11/21/2021

Application #: _____

Applicant's Name: Stacey GambleBusiness Name: First Federal BankPhone #: 386-754-7162Address of Sign: 1012 Main StreetName & Address of Sign Contractor: Robson Corporation

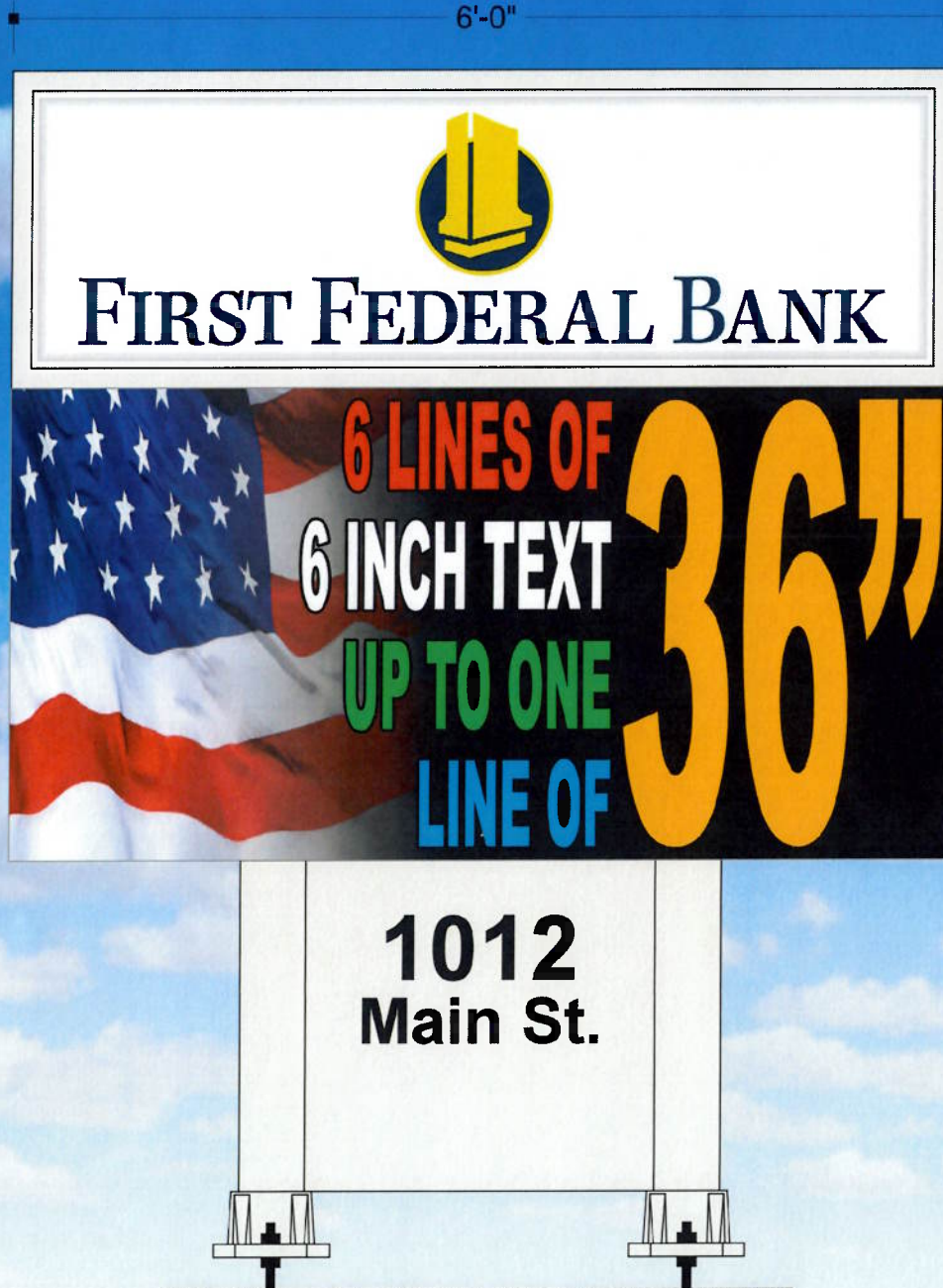
Please provide the following information:

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: Back lite and LED
4. Land use designation: Commercial
5. Number of existing signs on property: 1

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

Stacey Gamble - SVP
Owner/Contractor



Actual colors on sign may slightly vary. See purchasing terms for more details.



ROBSON SIGN
— BEST BUY IN SIGNS —

39
YEARS
OF QUALITY



2970 University Parkway
Sarasota, FL 34243



800-770-8585
941-753-6935

Approved By: _____

Date: ____/____/____

This is an original, unpublished drawing, submitted in connection with a project we are planning for you. Please do not copy or show it to anyone outside of your organization without written permission from Robson Signs.

SN 114294

Section H, Item5.

Washington County, FL

First Federal

IMPORTANT NOTICE

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Maps have been compiled from the most authentic information available and is to be used for assessment purposes only. Washington County Property Appraiser's Office assumes **NO** responsibility for the errors and/or omission contained herein. **THIS MAP IS NOT A SURVEY**

Parcel Summary

Parcel ID 00000000-00-1894-0000
Location Address 1012 MAIN ST
CHIPLEY 32428
Brief Tax Description 4 4 13 ORB 867 P 254 LOTS 11,12 BLK 18
(Note: Not to be used on legal documents.)
Property Use Code FINANCIAL BLDG (2300)
Sec/Twp/Rng 4-4-13
Tax District Chipley (2)
Millage Rate 20.4678
Acreage 0.482
Homestead N

[View Map](#)

*The Property Use code is a Department of Revenue code. For zoning information please contact the Planning and Zoning department at 850-415-5093.

Owner Information

Primary Owner
FIRST FEDERAL BANK OF FLORIDA
% FIRST FEDERAL BANK
4705 W US HWY 90
LAKE CITY, FL 32055

Valuation

	2024 Preliminary Values
Building Value	\$137,088
Extra Features Value	\$8,112
Land Value	\$42,000
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$187,200
Assessed Value	\$187,200
Exempt Value	\$0
Taxable Value	\$187,200
Save Our Homes or AGL Amount	\$0

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
001000 - COMMERCIAL	140	FF	140	150

Building Information

Type	FINANC INS	Heat	FORCED AIR DUCTED
Total Area	2,616	Air Conditioning	CENTRAL
Heated Area	2,124	Bathrooms	0
Exterior Walls	BRICK	Bedrooms	0
Roof Cover	COMP SHNGL	Stories	0
Interior Walls	DRYWALL	Actual Year Built	1987
Frame Type	WD FRAME		
Floor Cover	CERA/CLAY		

Extra Features

Code	Description	Length x Width	Units
1857	CONCRETE PAVING COM	0 x 0 x	541
1857	CONCRETE PAVING COM	28 x 13 x	364
1821	6' PRIVACY FENCE COM	0 x 0 x	352
1899	VERRIDE	0 x 0 x	1

Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Vacant/Improved	Grantor	Grantee
N	10/21/2010	\$340,000	WD	867/254	Improved	BANK OF BONIFAY BY RECEIVER FEDERAL DEP INS	FIRST FEDERAL BANK OF FLORIDA
N	6/15/2006	\$250,000	WD	670/183	Improved	TRAWICK RANCH	BANK OF BONIFAY
N	10/1/2001	\$102,000	WD	421/13	Improved	MCDANIEL PROPERTIES	TRAWICK RANCH
N	1/1/1999	\$100	QC	332/297	Improved	WEBB TO MCDANIEL PROP	
N	8/1/1998	\$84,000	WD	322/429	Improved	WEBB TO MCDANIEL PROPERTIES	
N	2/1/1989	\$0	00	241/1236	Improved		

Tax Collector Site

[Click here to view the Tax Collector website.](#)

Generate Owner List by Radius

Distance:

100

Feet

▼

Use Address From:

☒ Owner

☐ Property

Select export file format:

Address labels (5160)

▼

International mailing labels that exceed 5 lines are not supported on the Address labels (5160).
For international addresses, please use the xlsx, csv or tab download formats.

Download

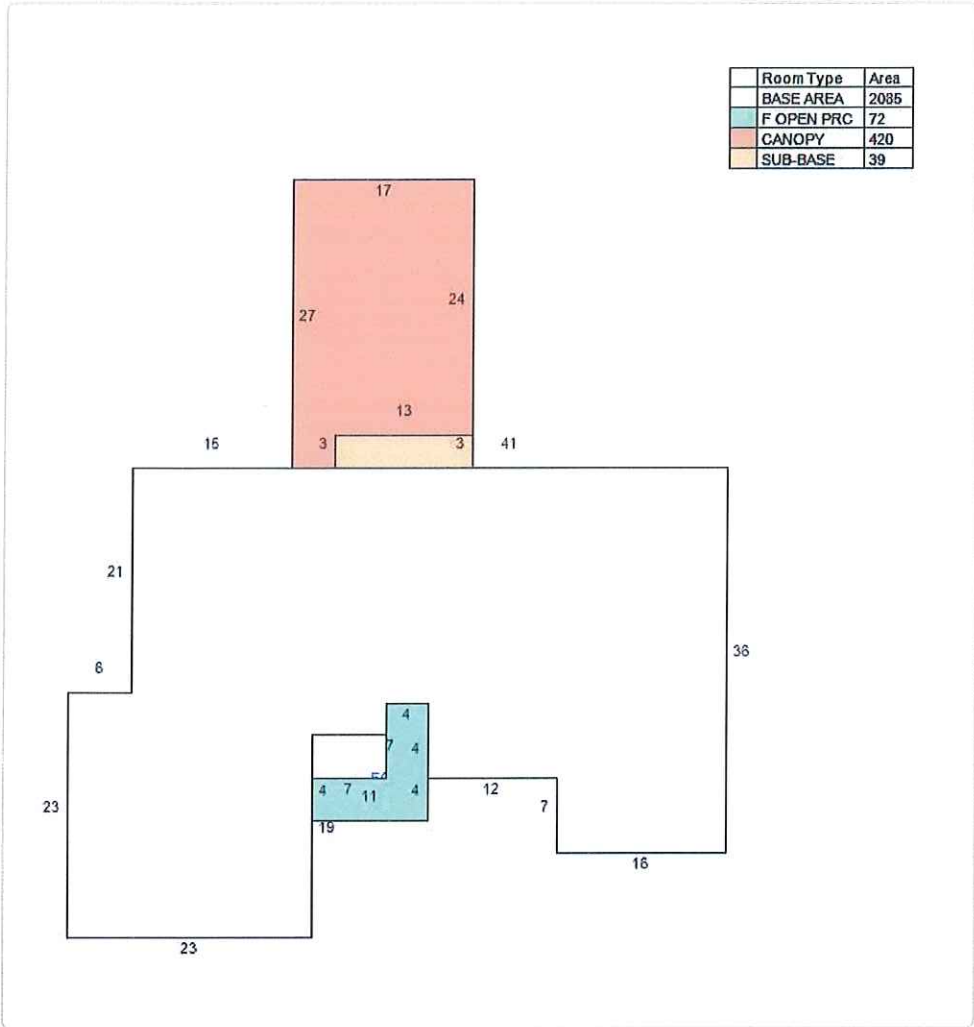
☒ Show All Owners

☐ Show Parcel ID on Label

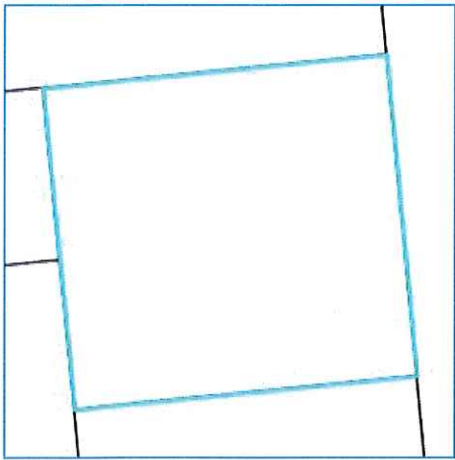
Skip Labels

0

Sketches



Map



Washington County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All data is subject to change before the next certified tax roll.

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Last Data Upload: 9/16/2024, 10:11:00 PM

Contact Us

Developed by
 **Schneider**
GEOSPATIAL





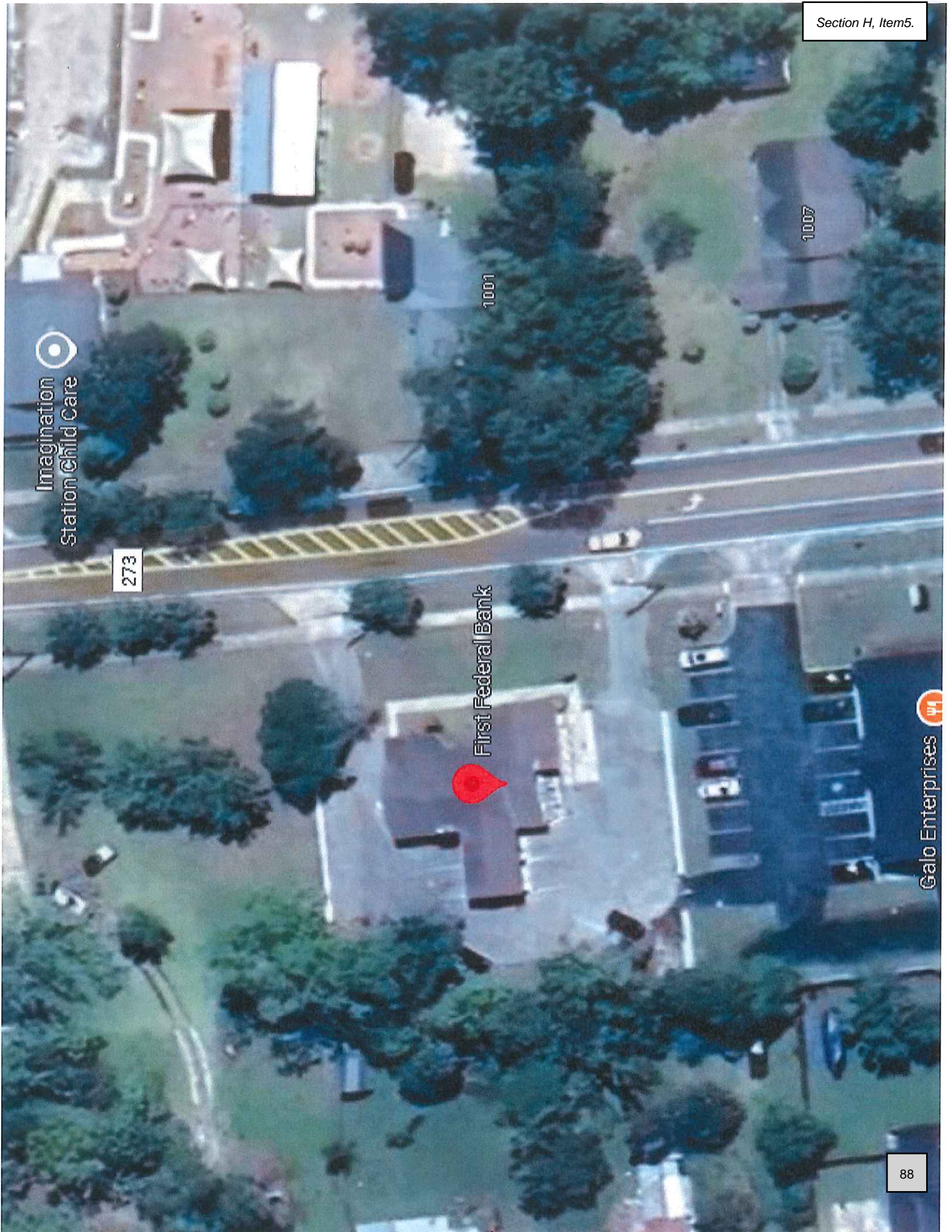
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000000000-00-1894-0000 1012

000000000-00-1902-0000 785

000000000-00-1894-0001 791

000000000-00-1894-0002 793



Imagination
Station Child Care

273

1001

1007

First Federal Bank

Galo Enterprises

MAIN ST

Section H, Item5.

4014

00000000-00-1894-0000

00000000-00-1894-0000 1012

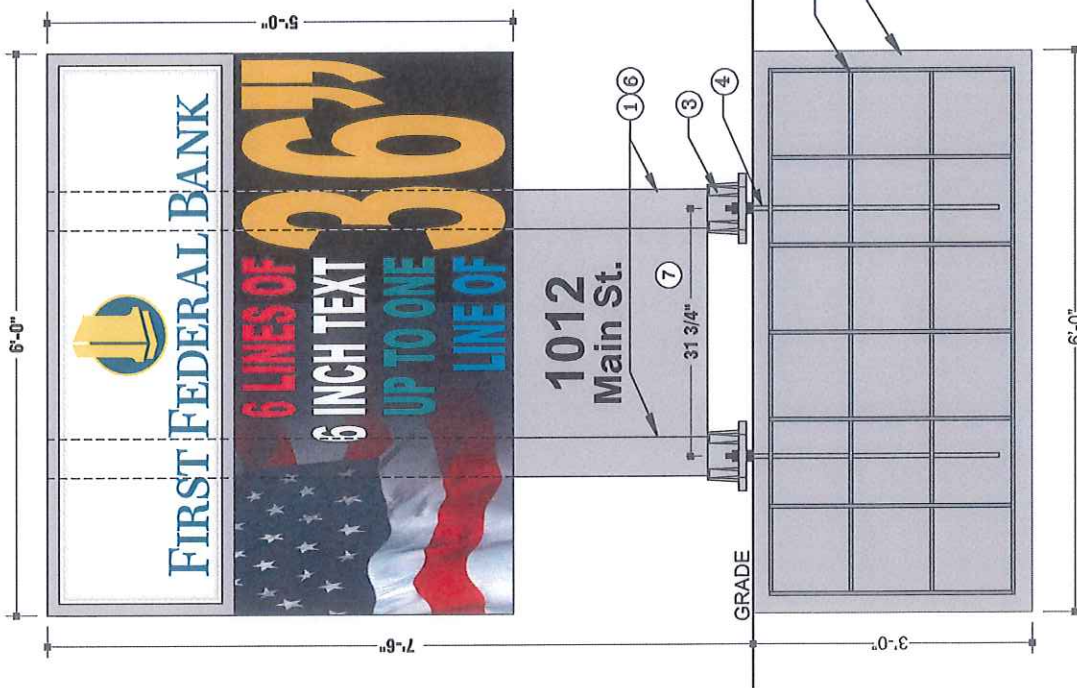
00000000-00-1893-0000 976

00000000-00-1902-0000 785

00000000-00-1894-0001 791

00000000-00-1894-0002 793

5TH ST



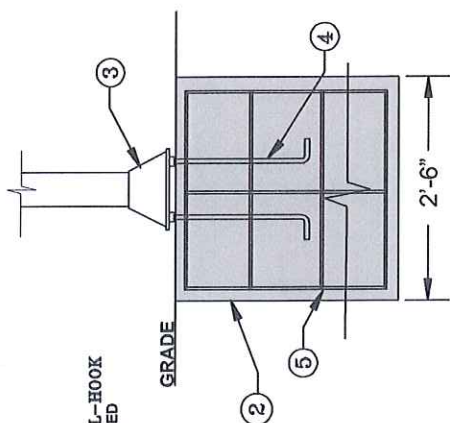
FRAME

- 1 5" X 5" X 3/16" SQUARE 6061-T6 ALUMINUM TUBING
- 2 3000 CONCRETE PSI @ 28 DAYS
- 3 ALUMINUM FOOT SEE DETAIL, 2 REQUIRED
- 4 1-1/4" DIA X 36" F1554 GR36 J BOLTS W 4" L-HOOK
- 5 GRADE A615 GR60, TIE EACH JOINT, #5 REBAR CAGE
- 6 W/ BARS ON 12" GRID ON ALL FACES OF FOOTER
- 7 MAINTAIN 3" COVER MINIMUM
- 8 POWDER COATED FINISH
- 9 SHEET ALUMINUM

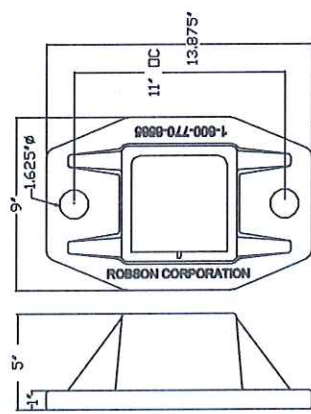
NOTES

EXTERIOR FINISH - POWDER COATED
 VINYL COLORS: YELLOW, BLUE (NAVY), BLACK
 POWDER COAT: TRAFFIC WHITE

FOUNDATION:
 3000 PSI CONCRETE @ 28 DAYS
 2000 PSF SOIL BEARING
 150 PSF/LF SOIL LATERAL BEARING
 UNDISTURBED SOIL

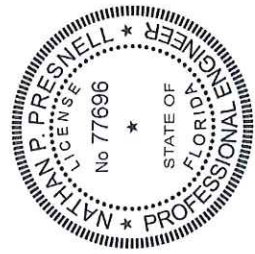


CROSS SECTION



FOOT DETAIL

SIGN TO BE CONSTRUCTED TO 2020 NEC 600 STANDARD
 SIGN TO BEAR UL LABEL
 SIGN TO HAVE ELECTRICAL DISCONNECT ON THE EXTERIOR



NATHAN P. PRESNELL, PE 77696
 DATE SIGNED: 6/26/2024

FLORIDA BUILDING CODE
 8th EDITION (2023)
 SECTION 16 WIND LOAD, ASCE 7-22
 130 MPH WIND LOAD, V_{at}
 RISK CATEGORY II
 EXPOSURE C

ENCON SERVICES, INC.
 PO BOX 3613
 APOLLO BEACH, FL 33572
 813-655-3373, FLEB #9394

LOCATION:

First Federal Bank
 1012 Main St
 Chipley, FL 32428

SCALE: 1/8\"/>

Section H, Item 5.

THIS ITEM HAS BEEN ORIGINALLY SIGNED AND SEALED BY
 NATHAN P. PRESNELL, P.E. ON THE DATE ADJUNCT TO THE
 SEAL.
 PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED
 SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED
 ON ANY ELECTRONIC COPIES.

RS ROBSON SIGN 39 YEARS QUALITY
 BEST BUY IN SIGNS
 2970 University Parkway
 Sarasota, FL 34243
 800-770-6565
 941-753-4935

This is an unprinted, unauthenticated drawing, submitted in connection with a project and is not intended for use. Please
 do not copy or reuse it in any manner without the express written permission from Robson Sign.

SKETCH: #190928_FINAL DATE: 6/18/24 MODEL: A-563D MATRIX: 144x288 ARTIST: SYB SALES PERSON: MJW

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY
NATHAN P. PRESNELL, P.E., ON THE DATE ADJACENT TO THE
SEAL.

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED
SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED
ON ANY ELECTRONIC COPIES.

EnCon Services, Inc.

Sign Design Calculations

Job Description
First Federal Bank
1012 Main St
Chipley, FL 32428
5'-0" x 6'-0" Monument 7'-6" OAH
Design per Florida Building Code, 8th Edition (2023),
Section 16 Wind Load, ASCE 7-22, Load Case: D + 0.6W

PREPARED BY:
EnCon Services, Inc., FLEB #9394
PO Box 3613, Apollo Beach, FL 33572
813-655-3373
Nathan P. Presnell, PE 77696

DATE SIGNED:
6/26/2024

Risk Category II
Kzt 1
Exposure C
Kd 0.85
Kz 0.85
V 130 mph
Cf 1.64
G 0.85
Number of Poles = 2 1
Wind Pressure (PSF) 44



Sign	Area (sf)	Distance to Center (ft)	P = Force (lb)	Moment (ft-lb)
Top	30.00	5.00	787	3933
Bottom	7.68	1.25	201	252
		Totals	988	4,184

Required Section (in³) 2.6 per pole
Provided Section (in³) 5.58 5" x 5" x 3/16" Sq. Alum. Tube
0.47 Grade 6061-T6

Base Plate Design

Distance Between Bolts 11 4565 Tension on Bolts (LB)
Number of Bolts per Base Plate 2 Use 1-1/4" Dia. X 36" Long F1554 Gr36 Bolts
with L-Hook Embedded in Foundation

Base Design

Number of Bases 1
Diagonal B (FT) 6.50
Lateral soil pressure (LB/SF/FT) 150
Depth (Estimated) (FT) 3
S1 300
Design Depth (FT) 3.0 Ft

Base Size Required
3.0 FT Deep
6.0 FT Parallel
2.5 FT Perpendicular



Code Check Form

Site Name/Number:	First Federal Bank of Chipley	Address:	1012 Main St	City, State Zip:	Chipley, FL 32428
Jurisdiction:	City of Chipley	Zoning Classification:	Neighborhood Commercial & Corridor Development District	Contact Name:	Tamara Donjuan
Date Completed:	9/23/2024	If located w/in a shopping center - is there a Master Sign Plan (or similar) on file?:		NA	
Wall Signs					
Are wall signs permitted?		Yes			
Number of wall signs permitted:		3 per side facing a street			
Max SF permitted:		10% of the facade not to exceed 144 sq ft			
Illumination restrictions:		Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space."			
Sign type restrictions:		Not regulated in code, need to submit for review and approval			
Notes:					
Ground Signs					
Are ground signs permitted?		Yes			
Number of ground signs permitted:		1			
Max SF permitted:		48 SF			
SF calculation:		Allowance is based on street frontage - estimated 135' street frontage allows for 48 SF			
Max height:		22'			
Separation requirement between signs:		NA - frontage of property only allows for 1 sign			
Sign type restrictions:		Not regulated			
Setback restrictions:		20' from side property line			
Clearance restrictions:		Not regulated in code, need to submit for review and approval			
Sight Triangle:		100' back from street centerline			
Illumination restrictions:		Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space."			
Can sign project over walkways?		No			
Notes:					
EMC Signs					
Are EMC signs permitted?		Yes			
EMC restrictions:		No flashing. Must auto-dim based on ambient light conditions. SF is NTE the allowance of the sign to which it is attached. Must provide a signed letter certifying that the owner will not tamper with the manufacturers' preset automatic brightness levels.			
Directional Signs					
Are directional signs permitted?		Yes			
Are permits required?		Yes			
Number of directional signs permitted:		Not regulated in code, need to submit for review and approval			
Max SF permitted:		4 sq ft			
Max height:		Not regulated in code, need to submit for review and approval			
Are logos permitted?		Not regulated in code, need to submit for review and approval			
Illumination restrictions:		Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space."			
Notes:					
Window Signs					
Are window signs permitted?		Yes			
Do they count towards the SF allowance?		No			
Max SF permitted:		25% of window surface			
SF calculation:		W x H			
Are permits required?		Yes			
Notes:		requires a Land Use Application from the City			
Permitting					
Time frame to process permit?		Corridor Development District requires City Council approval, could possibly take up to 45 days, Council meets every second Tuesday of the month			
Are permits required for face changes?		Yes			
What permits are required?		Building and Electrical			
Are any review boards required?		Yes			
If yes, what is the time frame for review?		Corridor Development District requires City Council approval, could possibly take up to 45 days			
Documents required:		City of Chipley - Sign Permit Application and Land Use Application. Site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. Scale drawing and dimensions of sign. Washington County - Building Permit Application and Trade Permit Application for Electrical. Site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. Scale drawing and dimensions of sign.			
Number of copies required:		1			
How can permits be submitted?		Submitted via email			

Does permit application need to be signed by owner?	No
Is the contractor's license or insurance required?	Yes
Is a Certificate of Occupancy required prior to obtaining permits?	Yes
Is a Business Tax Receipt required with application?	Yes
Permit fees:	To be determined upon submittal
What inspections are required?	To be determined upon submittal by Washington County. For a new Ground sign - Foundation, Sign Final, Electrical Final
Are there any planned changes to code?	No
Notes:	Initial submittal will be to the City of Chipley, once the city approves, they will forward an approval form to Washington County, and then we submit to the county.
This information was provided by research of public records. Accuracy cannot be guaranteed until a formal submittal is made.	

Effective BFE:	N/A	Prelim BFE:	0.0 ft
Effective Fld Zone:	X:100%:	Prelim Fld Zone:	Not Available
Effective Fld Zone at Clicked Location :	X	Prelim Fld Zone at Clicked Location :	N/A
Effective FIRM Panel :	12133C0070D	Prelim FIRM Panel :	Not Available
Clicked Location (approximate):	30.77332, -85.53802	Parcel ID :	00000000-00-1894-0000
Address (approximate):	First Federal Bank Of Florida, 1012 Main St, Chipley, FL, 32428, USA		

Print

Select a layout ▼

Add custom title

****This printed report opens in a new browser. You may need to enable popups on your browser.**

Effective Flood Map: 7/4/2011



CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Request for a Variance for a Development Order and Certificate of Appropriateness for signage – 1238 Main Street – Summit Locations, LLC

MEETING DATE PREPARED BY
Tuesday, January 14, 2025, Tamara Donjuan, Planning & Zoning Officer

SUMMARY
Summit Locations, LLC request a variance for approval of a development order and certificate of appropriateness to allow a permitted permanent outdoor advertising sign (billboard). The property is located at 1238 Main Street, Parcel ID:00000000-00-2159-0002, 1.109 acreage.

The proposed development does not meet all design standards for Chapter 44 – Zoning, ARTICLE VI – District Regulations, Section 44-163- Corridor development district, (3) Development Standards, c. Design Standards, (2). *Signs*. The number and location of signs shall be governed by the sign provisions of this Code. Chapter 30 – Signs- Section 30-7. – Permitted permanent outdoor advertising signs(billboards), (c), (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.

The location of the signage is closer than 1,000 feet from another permanent outdoor advertising sign. A billboard is located at 1301 Main Street, approximately 765 feet from the proposed development.

Fourteen notices for the public hearing were sent by certified mailing on December 10, 2024, to owners within 300 feet of the proposed development.

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 signage will not create impervious surfaces and is exempt from additional stormwater management.

The Planning & Zoning met on January 2, 2025, at 3:00 pm. **Approved 5-0** with a request to have the council change the Code of Ordinance Chapter 30 – Signs – Section 30-7– Permitted permanent outdoor advertising signs(billboards), (c), (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. **(1,000 feet to 750 feet)**

RECOMMENDATION
City Staff has no recommendations.

ATTACHMENTS

1. Variance Request
2. Development Packet
3. NWFWMMD Report
4. Public Hearing Letter



Located at 1301 Main Street there is a billboard approximately 765 feet away from the proposed development.

ZONING CHANGE OR VARIANCE REQUEST

FEE: _____

Any applicant requesting a particular service specified herein shall make formal application to the City and shall pay the appropriate fee. No portion of the appropriate fee shall be refunded whether the request is withdrawn by the applicant or denied or granted by the City of Chipley.

Date 12/2/2024 Applicant's Name Lauran Bunting

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

Lauran Bunting 12/2/2024
Signature of Applicant Date

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: _____

1238 MAIN St, Chipley, FL, 32428

TYPE OF REQUEST: Zoning Change (○) Variance (☉)

REASON FOR REQUEST: The requested variance allows us to make optimal use of the site without overcrowding

or negatively impacting surrounding areas. The proposed location ensures the billboard remains highly visible and effective

while maintaining sufficient distance from other on-premise signage. The digital billboard will serve as a valuable tool for public

service messaging, including emergency alerts, community announcements, and promotion of local businesses.

SUPPORTING DOCUMENT(S): _____

ZONING BOARD USE ONLY

DECISION OF ZONING BOARD: _____

Signature of Board Chairman Date

PERSON TO BE NOTIFIED OF BOARD DECISION: _____

Address: _____ Phone # _____

Washington County, FL

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Parcel Summary

Parcel ID 00000000-00-2159-0002
Location Address 1238 MAIN ST
CHIPLEY 32428
Brief Tax Description 9 4 13 1.109 ORB 983 P 344 BG. 790' S OF NWC OF BLK D, RN S. 274.95' TO HWY, NE ON HWY 350.53' W.220.53' TO POB ALSO PARCEL DESC IN ORB 983 P 344,
LESS PRCL DESC IN ORB 280 P 482
(Note: Not to be used on legal documents.)
Property Use Code STORES/1 STORY (1100)
Sec/Twp/Rng 9-4-13
Tax District Chipley (2)
Millage Rate 20.4678
Acreage 1.109
Homestead N

[View Map](#)

*The Property Use code is a Department of Revenue code. For zoning information please contact the Planning and Zoning department at 850-415-5093.

Owner Information

Primary Owner
JAZMINE PROPERTIES LLC
1511 COUNTRY CLUB DR
LYNN HAVEN, FL 32444

Valuation

	2024 Final Values
Building Value	\$416,147
Extra Features Value	\$28,215
Land Value	\$74,876
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$519,238
Assessed Value	\$519,238
Exempt Value	\$0
Taxable Value	\$519,238
Save Our Homes or AGL Amount	\$0

Just (Market) Value description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth	
001100 - STORE	356.55	FF	0	0	100

Building Information

Type STORE
 Total Area 6,138
 Heated Area 5,580
 Exterior Walls MOD METAL; GLASS THRM
 Roof Cover ENAMEL MTL
 Interior Walls DRYWALL
 Frame Type SPECIAL
 Floor Cover VINYL TILE; CARPET

Heat FORCED AIR DUCTED
 Air Conditioning CENTRAL
 Bathrooms 0
 Bedrooms 0
 Stories 0
 Actual Year Built 1998

Type FAST FOOD
 Total Area 2,285
 Heated Area 2,000
 Exterior Walls MOD METAL; GLASS THRM
 Roof Cover ENAMEL MTL
 Interior Walls DRYWALL
 Frame Type SPECIAL
 Floor Cover QUARRY TIL

Heat FORCED AIR DUCTED
 Air Conditioning CENTRAL
 Bathrooms 0
 Bedrooms 0
 Stories 0
 Actual Year Built 2014

Extra Features

Code	Description	Length x Width	Units
1851	ASPHALT PAVING COMM	177 x 18 x	3,186
1851	ASPHALT PAVING COMM	135 x 69 x	9,315
1857	CONCRETE PAVING COM	93 x 7 x	651
1851	ASPHALT PAVING COMM	33 x 4 x	132
1851	ASPHALT PAVING COMM	60 x 175 x	10,500
1811	4' CHAIN LNK FNC COM	0 x 0 x	184

Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Vacant/Improved	Grantor	Grantee
N	4/29/2014	\$100	WD	983/344	Improved	KING LANNY C	JAZMINE PROPERTIES LLC
N	4/29/2014	\$100	WD	983/338	Improved	KINGS DISCOUNT DRUGS	KING LANNY C
N	1/1/1997	\$10	WD	280/476	Improved	TICE TO KING	

MyFlorida County Official Public Records

[Additional Details](#)

Official Public Records information is provided by the Washington County Clerk's Office. Clicking on the link above will direct you to their web site, where you will be able to search for additional document details for this record.

Tax Collector Site

[Click here to view the Tax Collector website.](#)

Generate Owner List by Radius

Distance:

300

Feet



Use Address From:

☒ Owner ☐ Property

Select export file format:

Address labels (5160)


☒ Show All Owners

☐ Show Parcel ID on Label

Skip Labels

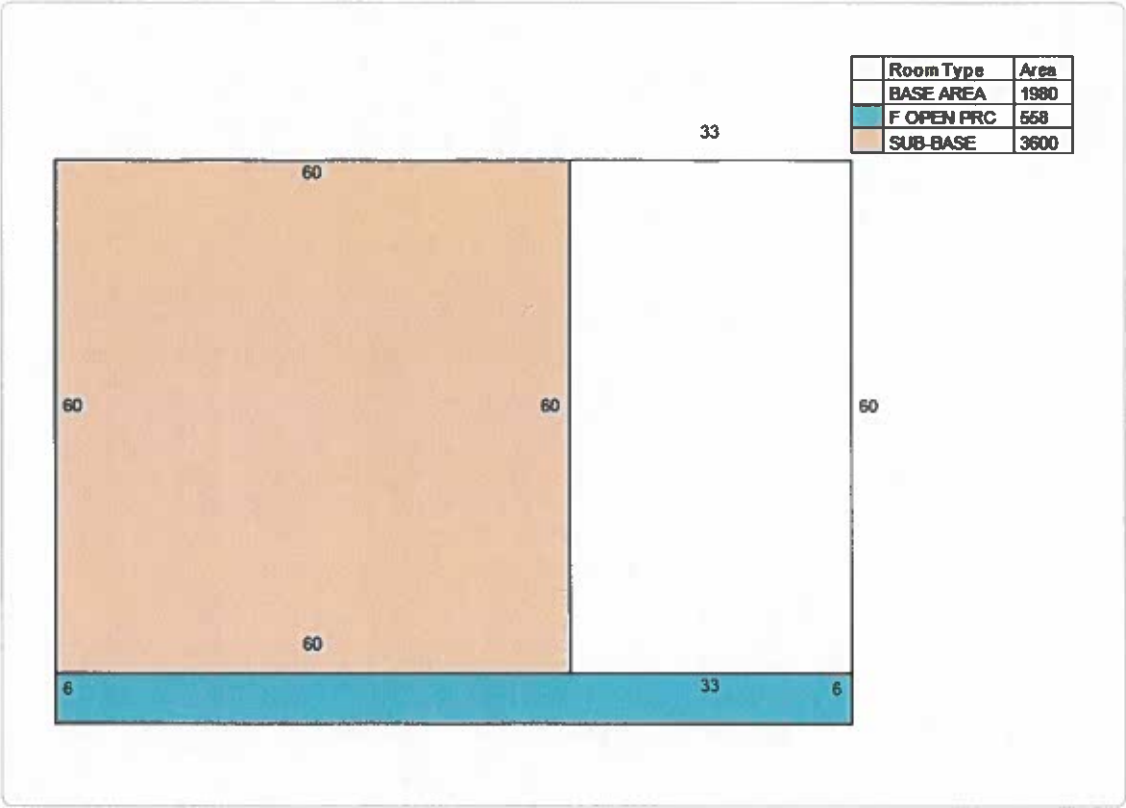
0

International mailing labels that exceed 5 lines are not supported on the Address labels (5160).
 For international addresses, please use the .xlsx, .csv or .tab download formats.

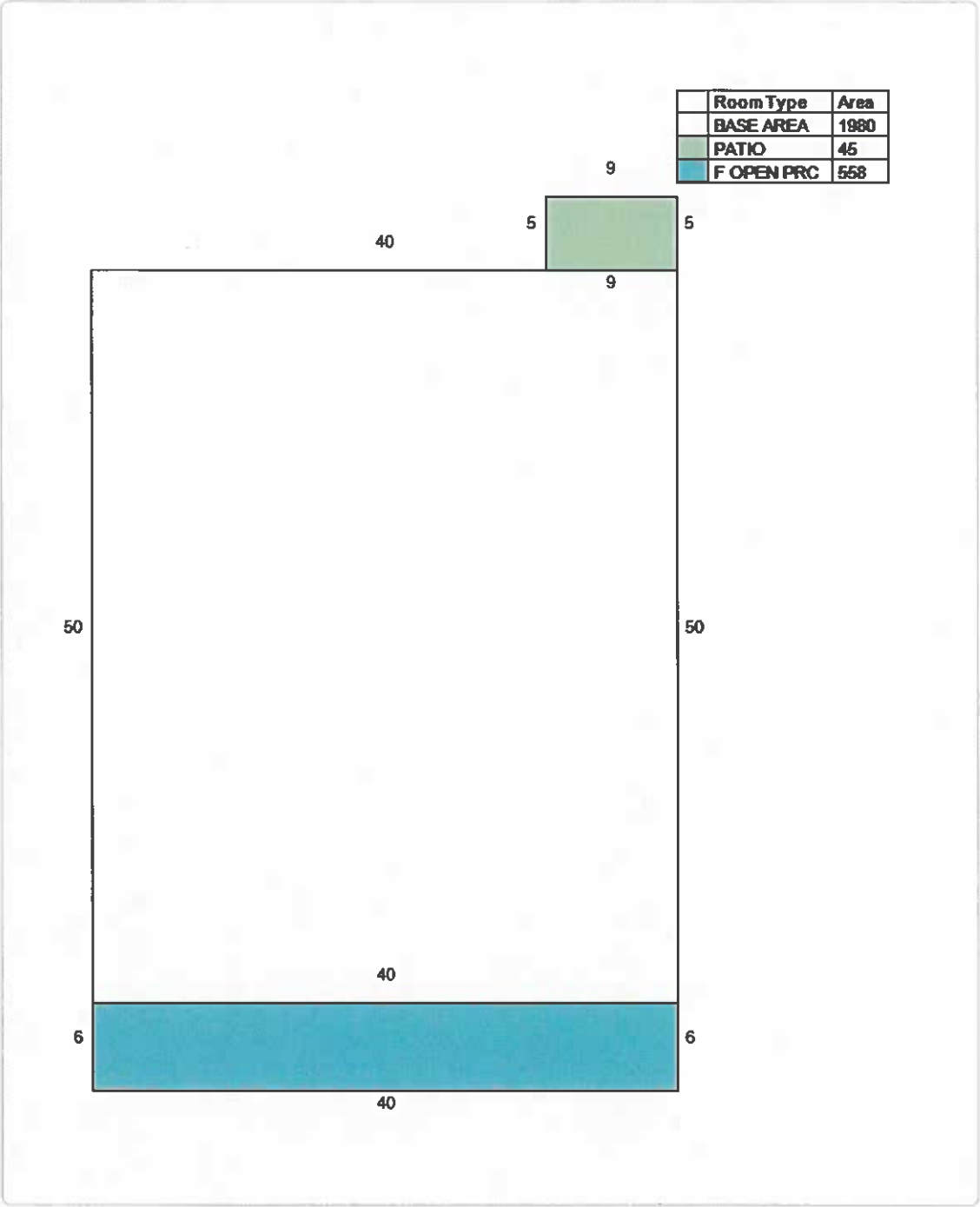
[Download](#)

Sketches

Section H, Item6.



Section H, Item6.



Map

Section H, Item6.



Washington County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.

[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 12/3/2024, 5:45:21 AM

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Developed by
 **SCHNEIDER**
GEOSPATIAL

STANDARD GROUND LEASE AGREEMENT

Section H, Item 6.

THIS LEASE AGREEMENT made this 3rd day of October, 2024 by and between JAZMINE PROPERTIES LLC (hereinafter "Lessor," whether one or 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 North side of Main St. and commonly known as 1238 Main St. Chipley, FL 32428 and/also known by the Parcel Number:00000000021590002; 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 therefor 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. **Lessor grants the right to the Lessee to remove three (3) pines before construction of billboard.**

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 Main St.

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. **King's Discount Drug - King's Outdoor - Hungry Howie - Plus any future tenant.** 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. All improvements placed upon the Leased Premises by Lessee shall remain the Lessee's property and may be removed in (45) days after breach of Lessor.

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 automatically extend for 10 years after expiration of the initial term of this Agreement, after the automatic extension term expiration the Agreement shall renew year to year until terminated by either party in writing thirty (30) days prior to the expiration of the term. The other terms, covenants, and conditions shall be the same as those in the initial term of the Agreement. (**See Rent Addendum**)

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 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

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's 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) **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.

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

24) **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: JAZMINE PROPERTIES LLC

LESSEE: Summit Locations, LLC

Address: 1511 COUNTRY CLUB DR
LYNN HAVEN FL 32444

Address: 562 Congress Park Dr
Dayton, OH 45459

By: _____
Joe Cala, its General Manager

Date: _____

Phone: 850-814-6606

Lanny King
By: _____
Signature

10/03/2024
Date: _____

Effective BFE:	N/A	Prelim BFE:	0.0 ft
Effective Fld Zone:	X:100%;	Prelim Fld Zone:	Not Available
Effective Fld Zone at Clicked Location :	X	Prelim Fld Zone at Clicked Location :	N/A
Effective FIRM Panel :	12133C0070D	Prelim FIRM Panel :	Not Available
Clicked Location (approximate):	30.76549, -85.54152	Parcel ID :	00000000-00-2159-0002
Address (approximate):	Kings Discount Drug, 1242 Main St, Chipley, FL, 32428, USA		

Print:

****This printed report opens in a new browser. You may need to enable popups on your browser.**

Effective Flood Map: 7/4/2011



City of Chipley Development Order

File No. 12/2/2024

Fees Paid \$ Lauran Bunting

Name of Owner: 937-287-4204

Phone #: 311 East St. Gordon, OH, 45304

Address: 12/2/2024

Name of Developer/Contractor: _____

Address: 1238 MAIN St, Chipley, FL, 32428 Phone #: _____

Type of Development: _____ Parcel Size: _____

Location of Development: _____

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: _____

Date of City Council Approval: _____

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: _____

Section H, Item6.

City of Chipley

Sign Application

Application Fee: \$ _____

Date: 12/2/2024

Application #: _____

Applicant's Name: Lauran Bunting

Business Name: 937-287-4204

Phone #: 311 East St. Gordon, OH, 45304

Address of Sign: 12/2/2024

Name & Address of Sign Contractor: _____

1238 MAIN St, Chipley, FL, 32428

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:** _____
4. **Land use designation:** _____
5. **Number of existing signs on property:** _____

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

SITE PLAN: FL-34 JAZMINE PROPERTIES LLC

ADDRESS: 1238 MAIN St, Chipley, FL, 32428

30.765210829, -85.5416693739



Existing Power lines
Existing ROW

BRICKYARD DEV GROUP INC
13940 SW 136TH ST
MIAMI, FL 33186

CARSWELL DAVID C, CARSWELL MARY
PO BOX 740
CHIPLEY, FL 32428

HANDI MART #4 LLC
1230 MAIN ST
CHIPLEY, FL 32428

HOPKINS JOHN E, HOPKINS RENEE S
349 COMPASS LAKE DR
ALFORD, FL 32420

JAZMINE PROPERTIES LLC
1511 COUNTRY CLUB DR
LYNN HAVEN, FL 32444

JILER DEBRA, HARDEE'S AKA
7017 RIVOL RD
WEST HILLS, CA 91307

KILGORE REALTY LLC, BADCOCKS
1199 PINEY GROVE RD
CHIPLEY, FL 32428

LANE JAMEY
4412 CROW RD
GRACEVILLE, FL 32440

MCDONALD'S USA LLC
% STEVEN KILLEBREW
4300 LEGENDARY DR STE 220
DESTIN, FL 32541

MORRIS JIMMY D, MORRIS PATRICIA D
1335 WATFORD CIR
CHIPLEY, FL 32428

NORTHWEST FL HEALTHCARE INC
DBA NORTHWEST FL COMM HOSP
PO BOX 889
CHIPLEY, FL 32428

PROPERTY MGMT OF NW FL LLC
PO BOX 888
CHIPLEY, FL 32428

SYCZ JACK H SR, SYCZ ROSEMARY P
395 E BROCK AVE
BONIFAY, FL 32425

WACHS CAPITAL LP
27450 SHERLOCK RD
LOS ALTOS HILLS, CA 94022



City of Chipley

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



Section H, Item6.

NOTICE OF PUBLIC HEARING

December 10, 2024

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on January 2, 2025, at 3:00 pm, City Hall Council Chambers, located at 1442 Jackson Ave., Chipley, FL 32428. The purpose of this hearing is to review and consider the following request:

Summit Locations, LLC is requesting a variance for approval of a development order and certificate of appropriateness to allow a permitted permanent outdoor advertising sign (billboard). The property is located at 1238 Main Street, Parcel ID:00000000-00-2159-0002, 1.109 acreage.

1. Chapter 44 – Zoning, ARTICLE VI – District Regulations

Section 44-163- Corridor Development District

(3) Development Standards.

c. Design Standards.

(2). *Signs*. The number and location of signs shall be governed by the sign provisions of this Code.

2. Chapter 30 – Signs

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

(c), (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.

If you have any questions or need additional information regarding this letter, please contact me prior to the public hearing at (850) 638-6350.

Sincerely,

Tamara Donjuan
Planning and Zoning Officer

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 991 (First Reading) – Amendment to Chapter 30 - Signs

MEETING DATE

Tuesday, January 14, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This Ordinance, if approved, will approve an Amendment to Chapter 30 – Signs to change the spacing of permanent outdoor advertising signs from no closer than 1,000 feet to no closer than 750 feet from any other permanent outdoor advertising sign on either side of the thoroughfare to which the permanent advertising sign is directed.

RECOMMENDATION

City Staff recommend approval of First Reading of Ordinance No. 991.

ATTACHMENTS

1. Ordinance No. 991.

ORDINANCE NO. 991

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING CHAPTER 30 - SIGNS OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes, the City Council of the City of Chipley is vested with the authority to adopt this Ordinance; and

WHEREAS, the City Council of the City of Chipley is authorized to enact viewpoint neutral regulations of signs located within the municipal boundaries of the City of Chipley; and

WHEREAS, following public input and review by the Chipley Planning and Zoning Board, the following recommendations regarding permitted permanent outdoor advertising signs (billboards) have been provided to the City Council; and

WHEREAS, the City Council of the City of Chipley, Florida, has determined that it is in the best interests of all of the citizens and residents of the City that the provisions of Chapter 30 of the Code of the City of Chipley be amended, relating to the regulations of certain signs within the City.

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

Section 1. Chapter 30 – Signs, Section 30-7 of the Code of the City of Chipley is hereby amended, to provide as follows (additions are shown by underline and deletions are shown by strikethrough) by changing regulations on permitted permanent outdoor advertising signs (billboards):

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

- (a) Where allowed. Permanent outdoor advertising signs are 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~~ 750 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 respect 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,

INTRODUCED on first reading at a regular meeting of the City Council on January 14, 2025.

PASSED after second reading at a regular meeting of the City Council on February 11, 2025.

CITY OF CHIPLEY, FLORIDA

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell, City Clerk

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Code Enforcement Case – 499 Martin Luther King Drive

MEETING DATE

Tuesday, January 14, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

The property located at 499 MLK Drive, property owner – Estate of Martha Deal Pippin, has been accruing fines of \$75 per day since January 3, 2023. The total fines as of January 14, 2024 are \$28,200.00. Attorney Jordan will discuss the options for this property.

RECOMMENDATION

Discussion

ATTACHMENTS

1. Powerpoint Presentation.

Code Enforcement Case Details: 499 MLK Drive



- Property Owner: Estate of Martha Deal Pippin
- Property Address: 499 MLK Drive
- Lien Date: January 3, 2023
- Fine Amount: \$75 per day
- Total Fine as of 01/14/2024: \$28,200



12/17/2024 02:49 PM
30.79184, -85.53648
Altitude: 3ft
499 Martin Luther King Dr, Chipley, FL 32428



12.17.2024 02:49 PM

30.79183, -85.5366

Altitude: -2ft

499 Martin Luther King Dr, Chipley, FL 32428



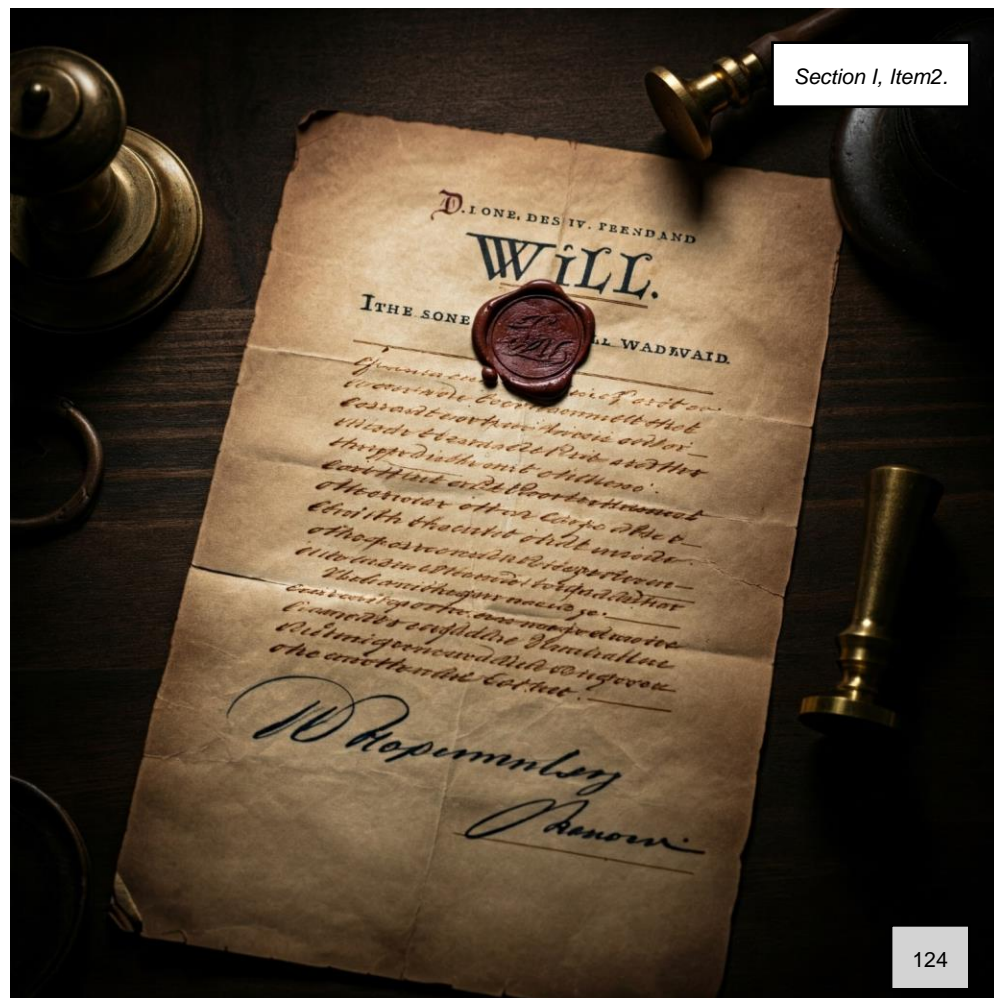
12.17.2024 02:51 PM
30.79172, -85.5369
Altitude: 3ft
500 Martin Luther King Dr, Chipley, FL 32428





Legal Issues

- Unprobated Estate - Unknown Total Heirs
- Home is occupied by one or more presumed heirs
- **No public utilities are being accessed - this is a public nuisance under statute**
- If the property was Homestead of Ms. Pippin, foreclosure may not be an option - not currently assessed as Homestead *but it was at her death*
- If the property was Homestead, recovery of City's abatement costs may not be possible
- For Unprobated Estate, we have to retain Attorney Ad Litem, add'l legal expenses



Available Options



- Proceed with lien foreclosure, ignoring homestead presumption.
- Proceed in Circuit Court under Chapter 162 nuisance abatement (Court has contempt authority against heirs).
- Take no action and allow fines to accrue.
- Watchful Waiting for tax deed sale this summer.

Potential Next Steps

- Vote to proceed with lien foreclosure as usual
 - Pay outstanding taxes to avoid tax deed sale.
 - Prepare for foreclosure to be halted if the heirs have established homestead
- Vote to proceed with nuisance abatement
 - Pay outstanding taxes to avoid tax deed sale.
 - Obtain contractor quotes for cleanup (for Court).
 - Spend public dollars without any likely recovery of funds
- Take no action and allow fines to continue to accrue.
 - Lien is good for 10 years and may be re-recorded for another 10 years, potentially avoiding homestead protection at some point
- Watch and wait for tax deed sale this summer and see if property gets new owner.



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Farmer's Market & Gazebo Rental – Cornerstone New Life Fellowship

MEETING DATE

Tuesday, January 14, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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

RECOMMENDATION

City Staff recommend approval of the Farmer's Market & Gazebo Rental Application for Cornerstone New Life Fellowship Community Outreach event.

ATTACHMENTS

1. Farmer's Market & Gazebo Rental Application.



Farmer's Market & Gazebo Rental Application

Application deadline: No later than 45 days before the requested date.

Applicant Information

Name: Bennett Jossie Cornerstone New Life Fellowship
Last First Organization/Company Name

Address: 3258 Sapp Rd
Street Address Apartment/Unit #

Cottondale FL 32431
City State Zip Code

Phone #: 850-890-4496 Alt. Phone #:

Email: jossiebennett94@gmail.com

Important Information

Date Requested: March 1st

Time Requested: 2pm - 6pm (1pm for set up)

Purpose for Rental: Community Outreach, Giving out free popcorn.
Will charge vendors to set up.
Will need electricity. Pending insurance
when approved.

Concert/Music? ☒ Yes ☐ No Music (4 gospel singers)

Will food and nonalcoholic beverages be sold? ☒ Yes ☐ No Food trucks, sodas
& vendors

Number of Participants? Pending Response
from vendors

Vendor Fee is \$150 per event (plus applicable taxes).

(Fees will be collected at the time of approval)

HOLD HARMLESS INDEMNIFICATION AND INSURANCE

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned vendor to utilize a space at the Farmers Market as provided for in the attached application, 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 Farmers Market as described above, and forever releases and discharges the City of Chipley, for any such Claims.

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

IN WITNESS WHEREOF, the undersigned has executed this release, this 8th day of January, 2025.

VENDOR:

<u>Bennett</u> Signature	<u>Jossie Bennett</u> Print Name
<u>Sherry Snell</u> Witness	 Witness
<u>Sherry Snell</u> Print Name	 Print Name

**STATE OF FLORIDA
COUNTY OF WASHINGTON**

The foregoing instrument was acknowledged before me by Jossie Bennett, who is personally known to me or who produced FL D.L. 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 8th day of January, 2025.

Sherry Snell

Notary Public

Please initial each line:

1. AB Application deadline is no later than 45 days before the requested date by 4:00 p.m.
If you are approved, you will be required to make payment that same day.
2. AB You will receive a confirmation email or phone call when your application has been received if you are submitting electronically. **If you do not get a call or email within two days of submitting your application, please follow up to be sure we have received it.** If you show up at the Farmers Market and we have not received your application, you will not be able to use the location. It is your responsibility to make sure the application has been received.
3. AB Please make checks payable to: City of Chipley. To mail rental application, please mail to: City of Chipley, Attn: City Clerk, Post Office Box 1007, Chipley, FL 32428. Applications can also be emailed to cityhall@cityofchipley.com and also may be dropped off at 1442 Jackson Avenue, Chipley, FL 32428.

For additional information, please contact City Hall at 850-638-6350, Monday – Friday 8:00 a.m. – 4:00 p.m. or email cityhall@cityofchipley.com.

Approved: _____

Date Approved: _____

Amount Due: \$155.25 (\$150 per month plus 3.5% sales tax)

Applicant Signature: Bennett

Date: _____

Approved by: _____

Date: _____

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Pomeroy Foundation Historical Marker - Old City Hall Building

MEETING DATE

Tuesday, January 14, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

Heather Lopez would like approval to apply for a Pomeroy Foundation Historical Marker for the old City Hall building. The marker would preserve history, educate the public, encourage pride of place and promote historic tourism. A marker grant from the William G. Pomeroy foundation would pay for the entire cost of the marker, the pole and shipping.

RECOMMENDATION

City Staff recommend approval of the grant submittal for a Pomeroy Foundation Historical Marker for the old City Hall building.

ATTACHMENTS

1. Pomeroy Brochure



Example of sign.

This is the required language for the sign:

**CHIPLEY OLD CITY HALL
HAS BEEN PLACED ON THE
NATIONAL REGISTER OF
HISTORICAL PLACES IN 2006
BY THE UNITED STATES
DEPARTMENT OF INTERIOR
WILLIAM G. POMEROY FOUNDATION 2025**



**ARE YOU AS
PASSIONATE
ABOUT HISTORY
AS WE ARE?**

LET'S CONNECT!



PARTNERSHIP OPPORTUNITIES

Telling untold stories can help boost tourism, generate buzz and bring people together. If your project or initiative could incorporate roadside markers, connect with us today. A partnership with the Pomeroy Foundation can benefit your organization and your community.

FAQS

WHY INSTALL HISTORICAL MARKERS IN YOUR COMMUNITY?

Markers preserve history, educate the public, encourage pride of place and promote historic tourism. Key moments in local, state and national history are a part of the fabric of our great nation and should never be forgotten.

ARE THE MARKERS REALLY FULLY-FUNDED? Yes they are! Our grants pay for the entire cost of your marker, the pole and shipping.

HOW DO I GET A MARKER FOR MY TOWN? Our website has everything you need to know about applying for a marker grant through any of our programs. Go to wgpfoundation.org to get started or snap the QR code on this card.

NATIONAL HISTORIC MARKER DAY Join us on the last Friday in April for a great way to give back to your community. When you register to clean a marker we'll send you lots of fun swag.



HUNGRY FOR HISTORY® MARKER GRANT PROGRAM

Let us help you celebrate your community's food history by using a marker to tell the story of a local specialty. Available nationwide.

HOMETOWN HERITAGE™ SIGNAGE GRANT PROGRAM

We can show you how to commemorate the important people, notable places and key events that are part of your community's history. Not available in New York State

NATIONAL REGISTER SIGNAGE GRANT PROGRAM

Spotlight public properties and historic districts that are on the National Register of Historic Places with either a marker or plaque. Available nationwide.

HISTORIC TRANSPORTATION MARKER GRANT PROGRAM

Highlighting the importance of transportation in the United States. Available nationwide.

LEGENDS & LORE® MARKER GRANT PROGRAM

Put local folklore and legends from your community on a marker to promote cultural tourism. Available in AL, CT, ID, LA, MO, NC, NY, OH, OR, PA, TX, UT, VT and WV.

PATRIOT BURIALS™ MARKER GRANT PROGRAM

Honor Revolutionary War patriots who fought in or were involved with the struggle for American independence with one of our markers. Available in AL, IN, KY, MD, NJ and NY through your state chapter of Sons of the American Revolution.

NEW YORK STATE HISTORICAL MARKER GRANT PROGRAM


Use a marker to commemorate historic people, places, things, or events in the Empire State as early as 1683 to 1923.



Our Mission

The William G. Pomeroy Foundation is committed to supporting the celebration and preservation of community history, and working to improve the probability of finding appropriate donor matches or other life-saving treatments for blood cancer patients.



 **315-913-4060**

 **info@wgpfoundation.org**

 **wgpfoundation.org**

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You are invited to a Zoom webinar.

When: **January 14, 2025 5:00 PM** Central Time (US and Canada)

Topic: **City Council Meeting**

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/85946342598>

Phone one-tap:

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+13052241968,,85946342598# US

Join via audio:

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

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