

***City of Chipley***  
**Special Council Meeting**  
**Minutes**  
**September 26, 2019 at 5:15 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Tommy Sasser, Council Member

Mrs. Linda Cain, Council Member  
Mr. Kevin Russell, Council Member

**Attendees by Telephone:**

Mr. Brett Butler, Mayor Pro-Tem

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Scott Thompson, Police Chief

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

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. Call to Order.** The meeting was called to order by Mayor Andrews at 5:15 p.m.
- B. Prayer and Pledge.** Prayer was given by Mrs. Cain and Mayor Andrews led the pledge to the American Flag.
- C. Agenda Items.**
- 1. Approval of Ordinance No. 958 (First Reading)** – Amendment to Chapter 19 “Utilities”. Mr. Miner explained that Mr. Tom Geoffrey with Florida Gas Utility was present at the September meeting and presented the rate increase to the Council. He stated this ordinance follows that recommended rate increase and if we follow his recommendation we will do another rate increase next fiscal year. No further discussion. Mr. Miner read Ordinance No. 958 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA,  
PROVIDING FOR AUTHORITY; PROVIDING FOR  
AMENDMENT TO CHAPTER 19, ENTITLED “UTILITIES”;  
AND DECLARING AN EFFECTIVE DATE.**

- A motion was made by Council Member Russell and seconded by Council Member Sasser to approve Ordinance No. 958 on first reading. The motion passed unanimously.**
- 2. Approval of New Pay Scale** – Effective Date of 10/07/2019. Mr. Miner explained this new pay scale is the pay scale that was discussed at the September meeting, and at Council request was included in the budget for the upcoming year. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the New Pay Scale and to make it effective on 10/07/2019. The motion passed unanimously.**

- 3. Approval of Fiscal Year 2019-2020 Annual Insurance Renewal** – Public Risk Insurance Advisors. Mr. Paul Dawson with Public Risk Insurance Advisors was present and reviewed the one-year and two-year insurance renewals with the Council. He explained he was able to get a decrease of \$3,565 from the original quoted one-year renewal and the company has agreed to a two-year renewal at the rate of \$201,008. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the Annual Insurance Renewal with Public Risk Insurance Advisors with a two-year rate hold. The motion passed unanimously.**

- 4. Approval of Work Order Authorization No. 2019-001 for Grant Writing** – David H. Melvin, Inc. Mr. Miner explained this is the work order for the FDEM Hurricane Recovery Grant that was discussed at the September meeting and has a deadline for application submittal of 10/01/19. Mrs. Cain asked if this grant is being written at no cost unless the project is funded. Mr. Russell asked for this information to be verified as well. Mr. Miner stated the work order is for grant application preparation and submittal with no fee being charged to the city. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve Work Order Authorization No. 2019-001 for Grant Writing with David H. Melvin, Inc. The motion passed unanimously.**

Mayor Andrews adjourned the meeting at 5:30 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,  
Assistant City Administrator/City Clerk