

***City of Chipley***  
**Regular Council Meeting**  
**Minutes**  
**January 11, 2022 at 6:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Brett Butler, Council Member  
Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem  
Mr. Tommy Sasser, Council Member

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Garrick Peterson, Police Officer

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mrs. Michelle Jordan, City Attorney

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

- A. **Call to Order.** The meeting was called to order by Mayor Andrews at 6:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mrs. Cain and Mayor Andrews led the pledge to the American Flag.
- C. **Approval of Agenda.** Mayor Andrews added item #9 – Special Event Application and item #10 – Resolution No. 22-11. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda with the additions. The motion passed unanimously.**

**D. Citizens Request.**

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial \*9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

No citizen requests. No further discussion.

**E. Presentation and Approval of Minutes.**

- 1. Regular Council Meeting – December 14, 2021 (Form 8b – Voting Conflict attached).

**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. Agenda Items.**

- 1. **Presentation of the Christmas Parade Awards.** Mrs. Heather Lopez presented the

Christmas Parade Awards at the Council Workshop on January 6, 2022. No further discussion.

2. **Presentation of Christmas House Decorating Awards.** Mr. Russell explained that the citizens chose the winners of the Christmas House Decorating Awards this year and thanked everyone who participated. The winners are as follows: Seth & Allison Lowery – 781 Gilbert Drive; Brock & Amanda Tate – 427 Martin Luther King Drive; Brad & Krista Bowman – 754 West Boulevard; Charles & Susan Munns – 1246 Woodrow Avenue; and Paul Riley – 863 Earl Street.
3. **Approval of Ordinance No. 972 (First Reading)** – Amendment to Chapter 30 – Signs. Mr. Miner explained this ordinance will amend Chapter 30 – Signs as reviewed by the Planning & Zoning Commission for approval by the City Council. Discussion ensued. Mr. Miner read Ordinance No. 972 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA,  
AMENDING CHAPTER 30 OF THE CODE OF  
ORDINANCES RELATED TO SIGNS; ADDING  
CLARIFYING LANGUAGE REGARDING TYPES OF  
REGULATED SIGNS; ADDING PROHIBITIONS TO  
REGULATED SIGNS; PROVIDING FOR ADDITIONAL  
TYPES OF PERMITTED SIGNS UNDER CERTAIN  
CONDITIONS; PROVIDING FOR REVISED PERMIT  
REGULATIONS; PROVIDING FOR REMOVAL OF SIGNS  
AFTER CLOSURE OF A BUSINESS; PROVIDING FOR  
SEVERABILITY; PROVIDING FOR REPEALER; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

Attorney Jordan explained the changes included in this ordinance and stated the permitted temporary signs can be regulated by requiring a permit. After discussion about Section 30-5 (c) the last sentence will be removed. It was also discussed that the city could require a sign permit number be displayed on the sign, which is the way the yard sale permits are handled. Discussion ensued.

Ms. Regina Wolfgang asked about adding a section that will require businesses that close to remove their signs. She stated there is a thrift shop downtown with the sign still up, and it has been closed for years. Discussion ensued.

Mr. Sasser asked if Mrs. Donjuan can do a summary of what is allowed and required. Mrs. Cain stated yes, maybe a recap. Mr. Miner stated we can make a form to help with the process. Our procedures will have to be updated to fit this new ordinance. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the first reading of Ordinance No. 972. The motion passed unanimously.**

4. **Approval of Resolution No. 22-09** – National Flood Insurance Program Performance Measures. Mr. Miner explained this resolution will adopt the NFIP Performance Measures in order to ensure that we are consistently meeting the minimum National Flood Insurance Program requirements. Discussion ensued.

**A motion was made by Council Member Sasser and seconded by Council Member Cain to approve Resolution No. 22-09. The motion passed unanimously.**

5. **Approval of Resolution No. 22-10** – FDEM Agreement No. H0767 – Lift Station

Generators. Mr. Miner explained this resolution will approve the FDEM Agreement No. H0767 in the amount of \$117,520.00 for two (2) generators for wastewater lift stations. Mr. Sasser asked what type of fuel the generators will run by and Mr. Miner stated they will be diesel generators. Mr. Sasser stated he was just thinking back to Hurricane Michael when the Natural Gas System went down. Mayor Andrews asked how many lift stations we have to the number of generators. Mr. Miner stated we have portable generators as well for the other lift stations. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 22-10. The motion passed unanimously.**

- 6. Approval of Emergency Management Consulting Services Contract – Wheeler Emergency Management, LLC.** Mr. Miner explained this will approve the continuation of the original contract approved during Hurricane Michael. This will include consulting services for FEMA projects, ARPA and any other projects that are disaster related. The contract will follow Washington County's bid package and contract they have in place with Wheeler EMC. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Emergency Management Consulting Services Contract with Wheeler Emergency Management, LLC. The motion passed unanimously.**

- 7. Wreaths Across America – Percy Morris.** Mayor Andrews explained Mr. Percy Morris with the Buffalo Soldiers Motorcycle Club was present at the workshop last week and presented a plan about placing wreaths on Veterans grave sites at Glenwood Cemetery in December. Discussion ensued.
- 8. Chipley Downtown Redevelopment Project Update – David H. Melvin, Inc.** Mr. Vance Coley was present with David H. Melvin, Inc and provided the following update on the Chipley Downtown Redevelopment Project. Mr. Coley explained he has had some good discussion with the Council and input from the committee and he has come up with a project specific roster. Through research it looks like downtown plans typically contain 8 – 15 projects and prioritization is key. The number of projects you decide on will determine the timeframe and the design portion, which will be an engineering document. He stated he has been working on a policy driven concept so that future Councils will have the policies in front of them and the list can then be updated about every 10 years. Mayor Andrews explained that everything Mr. Coley categorized came from someone that feels it is a viable idea or project, so we do not want to minimize the importance of it. Mr. Russell asked about the status of the Mongoven Building grant and Mr. Coley explained we are waiting on the agreement from FDEO. The original scope of work was for a park, but parking is also necessary in the city, so the scope of work can change. Mr. Miner explained the manner of demolition has to be looked at closely because of the location and the buildings next to it. Discussion ensued.
- 9. Special Event Application – Dr. Martin Luther King, Jr. Celebration.** Mr. Miner explained this is a request to hold a Dr. Martin Luther King, Jr. Celebration with music and public speaking, to be held on January 17, 2022 from 7:00 a.m. to 5:00 p.m. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Special Event Application for the Dr. Martin Luther King, Jr. Celebration. The motion passed unanimously.**

- 10. Resolution No. 22-11 – FDOT MSCOP Application Submission – Martin Luther King Drive.** Mr. Vance Coley with David H. Melvin, Inc. explained this resolution will approve the FDOT MSCOP Application Submission for Martin Luther King Drive from Glenwood to Highway 77. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Sasser to approve Resolution No. 22-11. The motion passed unanimously.**

Mr. Coley explained there is one more round of grants coming up the end of this month, to be submitted in March or April. These funds can be utilized to build better so be thinking about some projects you may be interested in applying for. Discussion ensued.

**Other Matters:**

Mr. Tim Parson with Liberty Partners of Tallahassee was present and updated the Council about the Legislative Session. Discussion ensued.

Mayor Andrews reminded everyone about the Dr. Martin Luther King, Jr. Parade on Monday, January 17, 2022, at 10:00 a.m. No further discussion.

Mayor Andrews explained we have this beautiful brochure for sponsorships for the Spanish Trail Playhouse. She stated she is very impressed with the local talent we have here in Chipley. Discussion ensued.

Mr. Russell explained he has had a couple of complaints about drag racing and donuts at Highway 90 and 2<sup>nd</sup> Street. Discussion ensued.

Mrs. Cain explained there have been a lot of thefts on the northwest end of town and asked how many officers are on the night shift. Mr. Miner stated there are 2 officers. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:53 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,  
Assistant City Administrator/City Clerk