

***City of Chipley***  
**Emergency Council Meeting**  
**Minutes**  
**March 27, 2020 at 10:00 a.m.**

**Attendees:**

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

Mr. Tommy Sasser, Council Member  
Mr. Kevin Russell, Council Member

**Attendees by Phone:**

Mr. Brett Butler, Mayor Pro-Tem  
Mr. Ted Everett, CRA Director

Mrs. Michelle Jordan, City Attorney

**Others Present Were:**

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

Mrs. Patrice Tanner, Asst. City Admin./City Clerk

This meeting was held by ZOOM due to COVID-19 and there were 37 people in attendance.

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 10:00 a.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Russell and Mrs. Cain led the pledge to the American Flag.
- C. **Approval of Agenda.**

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

**D. Agenda Items.**

- 1. **Approval of Resolution No. 20-16** – Declaration of Local State of Emergency. Mr. Miner explained Attorney Jordan prepared this Resolution in response to COVID-19. Mr. Miner read the Resolution in its entirety. Mrs. Tanner explained that page 3 has the date of March 26, 2020 in the first paragraph and that should be March 27, 2020. Mr. Butler asked for clarification on page 3 - No. 3 - g. Acquisition and distribution, with or without compensation, of supplies, materials and facilities; and how it relates to acquisition or property. Mr. Miner explained that item pertains to the ability to purchase materials and supplies outside of the purchasing policy during this Local State of Emergency and asked for any additional guidance from Attorney Jordan. Attorney Jordan explained it does give the City the ability to acquire materials, supplies, facilities and property outside of the purchasing policy during this Local State of Emergency. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 20-16 with the correction to the date on page 3. The motion passed with four (4) ayes and one (1) naye (Council Member Butler opposed).**

2. **CRA Revolving Loan Payment Deferments – Six (6) Months.** Mr. Miner explained the CRA Board is requesting the Council approve a six month deferment on payments for all CRA Revolving Loans due to COVID-19. Discussion ensued.

**A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the CRA Revolving Loan Payment Deferments for Six (6) Months. The motion passed unanimously.**

3. **CRA Emergency Business and Non-Profit Relief Grant.** Mr. Miner explained the CRA Board is requesting the Council approve the new CRA Emergency Business and Non-Profit Relief Grant. He stated this new grant will help the businesses within the CRA District with a \$2,000 grant during this time of uncertainty. Mr. Everett explained the businesses must have a current occupational license in order to apply. They cannot start up business today and come in and apply for a grant tomorrow. They must have an occupational license dated prior to today. Mayor Andrews asked about the non-profits being required to show proof of an occupational license. Mrs. Tanner explained that non-profits are not charged for an occupational license per our City Code so they may not have a copy of an occupational license to include in the grant application. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the CRA Emergency Business and Non-Profit Relief Grant and waive the formality of the requirement for Non-Profits to have an Occupational License. The motion passed with three (3) ayes and zero (0) naves. Council Member Sasser abstained from voting due to conflict with business associate – Sasser Bookkeeping and Council Member Russell abstained from voting due to conflict with business associate – Spanish Trail Playhouse.**

Mayor Andrews adjourned the meeting at 10:31 a.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Patrice A. Tanner,  
Assistant City Administrator/City Clerk



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, John T. Sasser, hereby disclose that on March 27, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Sasser Bookkeeping ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the CRA Emergency Business and Non-Profit Relief Grant and waive the formality of the requirement for Non-Profits to have an Occupational License. The motion passed with three (3) ayes and zero (0) naves. Council Member Sasser abstained from voting due to conflict with business associate – Sasser Bookkeeping and Council Member Russell abstained from voting due to conflict with business associate – Spanish Trail Playhouse.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

04/09/2020  
Date Filed

  
Signature

**NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.**



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Kevin L. Russell, hereby disclose that on March 27, 20 20 ;

(a) A measure came or will come before my agency which (check one or more)

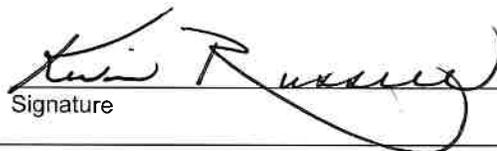
- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Spanish Trail Playhouse ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the CRA Emergency Business and Non-Profit Relief Grant and waive the formality of the requirement for Non-Profits to have an Occupational License. The motion passed with three (3) ayes and zero (0) nays. Council Member Sasser abstained from voting due to conflict with business associate – Sasser Bookkeeping and Council Member Russell abstained from voting due to conflict with business associate – Spanish Trail Playhouse.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

04/09/2020  
Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.