City of Chipley
Council Meeting
Minutes
July 14, 2026 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Linda Cain, Council Member
Ms. Cheryl McCall, Council Member
Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Ambers Carter, Asst./Public Works Dir.
Mr. Michael Richter, Police Chief
Mr. Hunter Aycock, Fire Chief
Mr. Brock Tate, Recreation Director
Mrs. Jamie Richter, Finance Director
Mr. Jimmy Cook, Water Utilities Director
Mrs. Tamara Donjuan, Code Enf/Planning Officer
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 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

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. 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 further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – June 9, 2026

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. DEPARTMENT REPORTS

1. **Attorney –** Attorney Jordan. Attorney Jordan stated that an Executive Session was needed regarding the Chipley Course Case. The City Council scheduled the meeting for July 23, 2026 at 4:00 p.m. No further discussion.

2. **CRA –** Shirley Parrado. Mrs. Parrado stated that CRA still has funds available and no grants have been requested this month. No further discussion.

3. **Fire Department –** Chief Hunter Aycock. Chief Aycock stated it was the busiest month the department has experienced, and operations ran smoothly with no issues. Mr. Russell asked if the department was still needing volunteers. Chief Aycock stated they have 19 volunteers right now and could use three more. Mayor Andrews asked Chief Aycock to let his team know we are thankful for their support and they did an excellent job at the fire on July 4th. No further discussion.

4. **Code Enforcement –** Tamara Donjuan. Mrs. Donjuan stated she had been mailing letters out and was pretty busy. Ms. McCall inquired about the timeline for the former Progressive Realty building on Hwy 77. Mrs. Donjuan stated that a letter had been sent to the property owner and that a new permit application had since been submitted. Mrs. Tanner added that the contractor had obtained a business license. No further discussion.

5. **Planning & Zoning –** Tamara Donjuan. Mrs. Donjuan stated it had been slow this month. No further discussion.

6. **Police Department –** Chief Michael Richter. Chief Richter stated his department has been very busy with events, including Blues & Brews, several parades, the Fourth of July, and the Watermelon Festival. He reported that all events went extremely well. Chief Richter also told the Council about an incident involving gunfire. He stated that the officers responded quickly to ensure the safety of the citizens and conducted a thorough investigation. Six of the seven individuals involved were identified and charges are being pursued. He stated he is proud of the work they have done. Mayor Andrews gave compliments for all Departments involved at the Watermelon Festival for excellent work. Mr. Russell thanked Chief Richter for his department doing the Polar Patrol throughout the city. No further discussion.

7. **Public Works Department –** Guy Lane. Mr. Lane stated that his department had also been busy with all the events and also the First National Bank project and cutting grass. Mayor Andrews thanked Mr. Lane and his team for all their hard work. No further discussion.

8. **Recreation Department –** Brock Tate. Mr. Tate stated that staff had been busy wrapping up the baseball season. He announced that the 7-8 year-old girls' softball team won the state championship and would be advancing to the World Series. He also reported that the splash pad is the busiest that it's ever been. Mrs. Cain stated they were doing a good job.

9. **Water Utilities Department –** Jimmy Cook. Mr. Cook stated they were cutting grass daily and everything is going fine. No further discussion.

10. **Finance Department –** Jamie Richter. Mrs. Richter stated everything was going well. Mayor Andrews said she appreciated the willingness to acknowledge issues when they arise and let the citizens know what is going on. She thanked Mrs. Richter for her efforts and asked her to let her team know they are doing a good job.

11. **City Administrator –** Patrice Tanner. Mrs. Tanner stated the city had applied for two grants recently through Rural Infrastructure Funds. One is for the downtown parking improvements where the old fire station was located. The other is for the Phase I sewer improvements for the

Vo-Tech lift station, which will be part of the overall Brickyard Road sewer improvements project. She added that Mr. Lane asked Legendary to trim some overgrown bushes at the city limits sign, so it is visible again. She thanked Mr. Lane for taking care of this issue. No further discussion.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-44** – State-funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project. This resolution will approve a State-Funded Grant Supplemental Agreement for the Pecan Street Roadway Resurfacing Project for an additional $1,844,458.00 for Construction and CEI Services. The total Agreement is in the amount of $2,594,458.00 with a completion date of October 31, 2027. The project is to resurface Pecan Street from South Boulevard to Church Avenue for a total of .739 miles.

2. **Resolution No. 26-46 –** Florida Department of Financial Services Firefighters Assistance Grant – 5 Self Contained Breathing Apparatus (SCBA). This resolution will approve the submittal of a Firefighter Assistance Grant with the Florida Department of Financial Services Division of the State Fire Marshall in the amount of $54,354.55 to purchase 5 Self Contained Breathing Apparatus (SCBA).

3. **Resolution No. 26-47 –** Florida Department of Financial Services Firefighters Assistance Grant – Powered Extrication Equipment. This resolution will approve the submittal of a Firefighter Assistance Grant with the Florida Department of Financial Services, Division of the State Fire Marshall in the amount of $23,720.00 to purchase powered extrication equipment (spreader & cutter).

4. **Work Authorization No. 2026-02** – Continuing Professional Engineering Services – FDOT Beautification Grant. This work authorization addresses the necessary services for Landscape Architecture associated with FDOT Grant G3R77 between the Florida Department of Transportation and the City of Chipley. The tasks associated with this project are providing landscape architecture services for SR 77 Main Street from SR 10 (US 90) Jackson Avenue to Church Avenue. The total for these services is a lump sum not to exceed $9,750.00. The design fees are not included in the grant awarded by FDOT and will be a city expenditure.

5. **Chipley Housing Authority –** Appointment of Commissioner – Alan Bush. This will approve the appointment of Alan Bush to the Chipley Housing Authority for a four-year term, effective July 1, 2026 through June 30, 2030.

6. **FY 23-24 Updated Minutes**. The FY 23-24 Minutes have been updated by adding explanation to the consent agenda items.

7. **Special Event Application** – Young Professionals Meeting – Washington County Chamber of Commerce. The Washington County Chamber of Commerce is requesting approval to hold a Young Professionals Meeting at the First National Bank Parkette on Wednesday, August 12, 2026, from 5:30 p.m. to 7:30 p.m. This will be a networking event for young professionals in Washington County.

8. **Modification to Listing Agreement –** Oswald Road Property (Davidson Sprayfield). This will extend the listing agreement with Elite Realty for the sale of the Oswald Property (Davidson Sprayfield) for one additional year with a termination date of 07/09/2027.

   No further discussion.

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

G. AGENDA ITEMS

1. **Ordinance No. 999 (Public Hearing) –** Repealing Chapter 6 – Animal Control and Enacting a

New Chapter 6 – Animal Control. Mayor Andrews closed the regular meeting and opened the public hearing at 5:22 p.m. Mrs. Tanner read the Ordinance by title:

> **AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, REPEALING CHAPTER 6, "ANIMAL CONTROL," OF THE CITY CODE IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 6, "ANIMAL CONTROL," TO ESTABLISH COMPREHENSIVE AND CONSOLIDATED ANIMAL CONTROL PROVISIONS; REMOVING BREED-SPECIFIC REGULATIONS; ADDING PROVISIONS FOR DANGEROUS ANIMALS, CAT MANAGEMENT, DEFINITIONS, NOISE NUISANCES, AND TIERED PENALTIES; PROVIDING FOR SEVERABILITY, CONFLICTS, REPEALER, AND FOR AN EFFECTIVE DATE.**

Mrs. Tanner stated this will approve the final reading of Ordinance No. 999 - Repealing Chapter 6 – Animal Control and Enacting a New Chapter 6 – Animal Control. Official notice to advise the public of the proposed adoption of Ordinance No. 999 was published in the Washington County News on July 1, 2026. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews stated she wanted to clarify that the Ordinance changed the limitation from no more than four pets to removing the numerical limit altogether. She explained that any issues related to the number of animals would instead be addressed under the nuisance provisions of the Ordinance. Attorney Jordan stated this Ordinance focuses on the behavior of the animal or the person in control of the animal.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:25 p.m. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the final reading of Ordinance No. 999. The motion passed unanimously.

2. **Ordinance No. 1000 (Public Hearing) –** Amending Chapter 9 – Cemeteries. Mayor Andrews Closed the regular meeting and opened the public hearing at 5:26 p.m. Mrs. Tanner read the Ordinance by title:

> **AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING THE CITY OF CHIPLEY MUNICIPAL CODE BY ADDING CHAPTER 9, CEMETERIES; ESTABLISHING REGULATIONS FOR CITY-OWNED AND CITY-MAINTAINED CEMETERIES, INCLUDING REGULATIONS GOVERNING THE INTERMENT OF HUMAN REMAINS AND CREMATED REMAINS, THE MAINTENANCE OF GRAVESITES, THE REMOVAL OF PERSONAL ITEMS, THE INSTALLATION OF PERMANENT FIXTURES, THE PLANTING OF VEGETATION, AND DOMESTIC ANIMALS THEREIN; PROVIDING FOR DEFINITIONS; PROVIDING FOR AUTHORITY AND JURISDICTION; PROVIDING FOR PURPOSE; PROVIDING FOR A REPEALER; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR RELATED MATTERS.**

Mrs. Tanner stated this will approve the final reading of Ordinance No. 1000. Attorney Jordan stated there was only one amendment that added a reference to the new Chapter 6 where owners must clean up after their animals. Official notice to advise the public of the proposed adoption of Ordinance No. 1000 was published in the Washington County News on July 1, 2026. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:28 p.m. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the final reading of Ordinance No. 1000. The motion passed unanimously.

3. **Resolution No. 26-45 – Microplastics – Legal Services Contract – David Grossman & Associates PLLC.** Attorney Jordan stated this resolution will approve a Legal Services Contract with David Grossman & Associates PLLC and its Partner firms to work with the City to have testing and mapping performed, at no expense to the City, and to prosecute on a contingency basis proceedings for damages against the responsible parties who substantially contributed to municipalities being contaminated by PFAS, Microplastic and 1,4 Dioxane. A settlement was reached and a fund of money is available that municipalities can apply to for dealing with current, ongoing, or future/anticipated PFAS issues, even if they were not named plaintiffs in the class action. The PFAS standards differ based on the funding source, but it is anticipated that every single municipal water system in the US will have levels that are detectable and eligible for funding. The registration deadline is July 31, 2026.

   A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 26-45 – Microplastics – Legal Services Contract – David Grossman & Associates PLLC. The motion passed unanimously.

4. **Request for a Land Use Change and Development Order –** John and Leigh Whittington – 1370 Jackson Avenue. Mrs. Donjuan stated John and Leigh Whittington are requesting a land use change and development order for the proposed Harvest Homeschool Hub, LLC. The property is currently zoned Commercial and was formerly used as a residential home, and the applicant is requesting a land use change to commercial use to be able to operate the proposed development as a homeschool for 15 to 20 students in grades K through 8. The project will also involve several site improvements, including renovations to the existing building, installation of a fire protection system, additional parking, and new signage. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Request for a Land Use Change and Development Order – John and Leigh Whittington – 1370 Jackson Avenue. The motion passed unanimously.

5. **Code Fines –** 746 West Blvd. Mrs. Tanner stated Impulsive Expressions LLC is requesting fines to be waived for property located at 746 West Blvd. Attorney fees as of 07/07/2026 total $2,571,85. Total fines through July 7, 2026 at $61,500.00. Attorney Jordan stated this is an active foreclosure case, but the property has since been brought into compliance. This request was approved previously for a different individual.

   A motion was made by Council Member Russell and seconded by Council Member Cain to collect the attorney fees in the amount of $2,571.85 for the property located at 746 West Blvd. The motion passed unanimously.

6. **RFQ No. 2025-03 –** Real Estate Master Agreement and Task Order No. 2 – Elite Realty. Mrs. Tanner stated Task Order No. 2 will be for Elite Realty to sell the property located at 616 Main Street that was seized by the Chipley Police Department. The Petitioner's Motion for Summary Final Judgment of Forfeiture was granted on May 19, 2026. She asked if the Council wanted to proceed with an appraisal, noting that it would incur an additional cost. The realtor stated the home and yard needed to be cleaned, which could potentially be handled in-house with Chief Richter and Mr. Lane working together. The estimated market value of the property is between $125,000- $150,000. The Council agreed not to proceed with an appraisal. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member Blount to approve RFQ No. 2025-03 – Real Estate Master Agreement and Task Order No. 2 – Elite Realty and list the home for $150,000. The motion passed unanimously.

7. **1278 Holley Avenue Property –** Discussion. Mr. Robbie Collins, representing Grace Assembly of God, requested that the Council consider donating the property to the church due to it being

an eyesore. Mr. Collins stated that the church would assume the cost of demolishing the home and removing the trees and debris from the property. He noted that the property is approximately 40 feet by 50 feet and that the church would complete the work within 90 days and will continue to maintain the property. Mr. Russell expressed concern regarding potential precedent for similar requests in the future. Mr. Collins stated that if the property was not donated, the City would be responsible for the expenses associated with demolition and tree removal. Mayor Andrews stated that, under the current City Code, the lot is too small for construction. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the donation of the lot and give 90 days to demo the house and clean the lot and bring back into compliance. The motion passed unanimously.

J. OTHER BUSINESS

Mrs. Cain stated she still had citizens asking about a dog park and the place that Mrs. Tanner and Mr. Lane were looking at seemed like a good location.

Mr. Russell stated that the City has approved several variances allowing changes from residential to commercial use and from commercial to residential use. He asked whether an ordinance could be established requiring a timeline for completion of the approved changes, with the property reverting back if the changes are not completed within the specified timeframe. Attorney Jordan stated she would research the matter and provide additional information.

Mrs. Tanner stated she wanted to make clear that the discussion on the Planning & Zoning item was just a usage change and not a zoning change.

Mrs. Tanner stated the extension on the Oswald Property was approved tonight and wanted to make sure the Council understands the reason there has been difficulty selling that property is because of piping in the ground, which will cost at least $100,000 to remove it and get it back to its original state. Moving forward, if Elite Realty gets an offer on the property, we would call a special meeting for council to discuss whether to accept it or not.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:56 p.m.

City of Chipley

Attest:

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Tracy L. Andrews, Mayor

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Sherry Snell,
City Clerk