

**City of Chipley**  
**Council Meeting**  
**Minutes**  
**November 10, 2025 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Ms. Cheryl McCall, Council Member

Mrs. Linda Cain, Council Member  
Mr. Leonard Blount, Council Member

**Absent:**

Mr. Kevin Russell, Mayor Pro-Tem

**Others Present Were:**

Mrs. Patrice Tanner, City Administrator  
Mr. Guy Lane, Asst. City Admin./Public Works Dir.  
Mrs. Michelle Jordan, City Attorney

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

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**

Mayor Andrews added #10 – Code Fines - Kathy Hartzog - 1471 S Railroad Ave.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the agenda with the addition. 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. APPROVAL OF MINUTES**

1. Regular Council Meeting – October 14, 2025

**A motion was made by Council Member Blount and seconded by Council Member Cain to approve the minutes as presented. The motion passed unanimously.**

**F. PRESENTATIONS**

1. Recognition Award – Sherri Biddle
2. Recognition Award – Jennifer Corbitt

The City Council recognized the outstanding contributions and selfless dedication to the betterment of our community by Sherri Biddle and Jennifer Corbitt. The Council presented them with awards for their significant impact on the City of Chipley.

**G. CONSENT AGENDA ITEMS**

1. **State Governmental Consulting Services Contract Renewal** – Liberty Partners of Tallahassee, LLC
2. **Request for Development Order and Certificate of Appropriateness** – 1444 Jackson Avenue – City of Chipley
3. **Special Event Application** - Christmas Fest of Chipley, Inc.
4. **Enterprise IT Renewal Agreement for Support of Established Network** – CLS Technology, LLC
5. **Special Event Application** – Food Giveaway – Robert David
6. **Resolution No. 26-08** – Fiscal Year 2024-2025 Budget Amendment
7. **Resolution No. 26-09** – FDLE JAGCR Grant Application Submission
8. **Special Event Application** – MLK Parade

**A motion was made by Council Member McCall and seconded by Council Member Blount to approve the consent agenda items. The motion passed with three (3) ayes and zero (0) nays. Mayor Andrews abstained from voting due to conflict since she is the coordinator for the Special Event - MLK Parade.**

#### **H. AGENDA ITEMS**

1. **Ordinance No. 996 (First Reading)** – Land Use Map Amendment – 1237 Church Avenue – Thomas Simmons III. Mrs. Tanner explained this Ordinance will approve the first reading of Ordinance No. 996 – amending the Future Land Use Map changing the land use designation of Parcel No. 00-1393-0000 from Low Density Residential to Commercial. Mrs. Tanner read Ordinance No. 996 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1393-0000 LOCATED AT 1237 CHURCH AVENUE, FROM LOW DENSITY RESIDENTIAL TO COMMERCIAL PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.**

No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Blount to approve the first reading of Ordinance No. 996. The motion passed unanimously.**

2. **CRA Executive Director** – Shirley Parrado. Mrs. Tanner explained this will approve Shirley Parrado as the new CRA Executive Director. Mr. Philip Horvath introduced Mrs. Parrado who stated she was grateful and excited to take the position and be able to work in the community. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Blount to approve Shirley Parrado as the new CRA Executive Director. The motion passed unanimously.**

3. **Bid No. 2025-03** – Chipley Mongoven Building – Arris General Contractors, Inc. - Change Order No. 3. Mr. Brent Melvin stated there was additional funding available from Florida Commerce for this project that would allow key site restoration and enhancements that had been deferred due to budget limitations within the original award. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve Change Order No. 3 in the amount of \$152,302.81 contingent on approval from Florida Commerce. The motion passed unanimously.**

4. **Amendment to Work Authorization No. 2022-03 Engineering** – David H. Melvin, Inc. Mr. Brent Melvin stated this is contingent on Florida Commerce approval for additional Engineering services. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Amendment to Work Authorization No. 2022-03 Engineering with David H. Melvin, Inc. in the amount of \$7,000.00 contingent on approval of additional funding from Florida Commerce. The motion passed unanimously.**

5. **Amendment to Work Authorization No. 2022-02 Administration** – David H. Melvin, Inc. Mr. Brent Melvin stated this is contingent on Florida Commerce approval for additional Administration services. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Amendment to Work Authorization No. 2022-02 Administration with David H. Melvin, Inc. in the amount of \$15,000.00 contingent on approval of additional funding from Florida Commerce. The motion passed unanimously.**

6. **November Grants Update** – Brent Melvin, DHM Melvin Engineering. Mr. Brent Melvin stated once the holidays hit we are into the new year and looking forward into March, FDOT will have openings for the MSCOP applications. It's best to get an early start in prioritizing what the city would like, then also making sure we are preparing great applications. He stated it would be good to have the priority list by December or January to make sure the applications will be ready on time. Ms. McCall asked Mr. Lane if the priority list could be ready next month. Mr. Melvin stated as we move through the year most of the other grants will be due at the end of summer or early fall timeframe. He added that he is really grateful to the Public Works Department for the work done on the Peach Street Project working with the contractors. Discussion ensued.
7. **Special Event Application** – Food Giveaway – Robert David. Mrs. Tanner explained that Mr. Robert David would like to host a free community event providing food for the youth and residents of Chipley. The event is proposed to be held at Gilmore Park on Wednesday, December 31, 2025, from 5:00 p.m. to 1:00 a.m. Music will be played during the event. Special event insurance will be submitted prior to the event. Due to other similar events in the community, she recommends approval with the following stipulations: 1. Event to end at 11:00 p.m. with cleanup until 12:00 a.m.; 2. The music to stop no later than 10:00 p.m. with the stipulation that the Police Department will enforce if the music is at an unacceptable level for the neighborhood at any time, and they will make them lower the volume. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Special Event Application with the staff recommendations. The motion passed unanimously.**

8. **Request Waiver of Fines** – Michael Taylor - 777 West Boulevard. Mrs. Tanner stated this property has been brought into compliance. The fines accrued total \$52,500 as of today and the attorney fees through September 30<sup>th</sup> total \$1,691.72. Mr. Taylor apologized for breaking any codes and stated he has worked hard to get them corrected. He requested the fines to be waived. Mayor Andrews stated the attorney fees would still be owed. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Blount to waive the fines totaling \$52,500 and to require the attorney fees in the amount of \$1,691.72 to be paid. The motion passed unanimously.**

9. **Request Waiver of Fines** – Latonia McKinnie – 1167 6th Street. Mrs. Tanner stated this property has been brought into compliance. It was actually in compliance on the day of the Special Magistrate meeting per the pictures that are attached from June 22, 2023. The fines total \$42,225 and attorney fees through September 30<sup>th</sup> are \$732.50. Mayor Andrews asked what was the total attorney fees due up to the date of the meeting held on June 22, 2023. Mrs. Tanner stated attorney fees were \$70. Mrs. Cain stated the pictures do show the property was cleaned up with that date stamped on them. Mrs. Tanner stated yes it was. Mrs. McKinnie asked about the \$70 that she had paid previously. Mrs. Tanner stated that would have been for the Special Magistrate assigning fees on the day of the hearing and not for attorney fees. Mrs. Tanner stated that over the past few months since these cases have come up that even though we are not required to do due diligence to make sure that the people who come to the Special Magistrate meetings understand and are aware of what their next steps are. The Council made it very clear that they want that to happen from this point forward, so we have definitely been working toward that and trying to make sure that they understand. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member Blount to waive the fines totaling \$42,225, and to require the attorney fees in the amount of \$70 to be paid. The motion passed unanimously.**

10. **Code Fines** - Kathy Hartzog - 1471 S Railroad Ave. Mrs. Hartzog stated that the attorney fees totaled \$4,817 and requested that the amount be reduced to \$4,000. Mayor Andrews asked the timeline for the demolition. It was stated within the next 30-45 days. Ms. McCall stated it sets a precedence if we drop yours and not anyone else's. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Blount to waive the fines totaling \$85,200, but to require the attorney fees in the amount of \$4,817.54 to be paid. The motion passed unanimously.**

## I. OTHER BUSINESS

Mrs. Cain stated she would like the attorney to prepare a policy for property owners to pay 10% of

accrued fines for all new code enforcement cases. This would be for all future code cases and not any that are currently active. Attorney Jordan asked if Administration would determine if the property is in compliance. Ms. McCall stated the Council is spending a lot of time on these cases and we need a policy to handle it. Mayor Andrews stated we still have some that may have similar cases but it would be good to have a policy in place. Mrs. Tanner stated since we have started the additional reaching out trying to contact property owners, we had four cases a few months ago that were supposed to go before the Special Magistrate and out of the four, three completely cleaned up and the other is in the process. When we put forth that extra effort, it has definitely made a difference. Attorney Jordan stated having it approved administratively is better than it having to come before Council. Mr. Blount stated we need to make it more clear between the general and the specific violations, especially in the big cases. Mrs. Tanner stated if you are general then it covers anything that could be wrong. If you are very specific and miss something then you have to open another case for that missed item. When verbally discussing the violations with the property owner, we have found that by giving more specifics they better understand what they need to take care of and they get it done. Discussion ensued.

**A motion was made by Council Member Cain and seconded by Council Member McCall to have the attorney prepare a policy for all new code enforcement cases that are accruing fines to require the property owner to pay a minimum of 10% toward the accrued fines plus the attorney fees. The motion passed unanimously.**

**J. 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