City of Chipley
Council Meeting
Minutes
September 8, 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. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief
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 Russell and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews removed Agenda Item #1 – Award of RFQ 2026-01 – Continuing Engineering Design, Planning and Preliminary Engineering; #2 – Bid No. 2026-03 - North 2nd Street Roadway and Drainage Improvements. She then added #1 – Bid No. 2025-04 – Citywide Flooding Resiliency Improvements - Change Order #2 – Extreme Land Restoration, LLC; #2 – Communications Site Lease Agreement Insurance Requirements – Wildstar Networks.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the deletions/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 further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – August 11, 2026

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the minutes as presented. The motion passed unanimously.

F. PRESENTATIONS

1. **Constitution Week Proclamation –** The City Council recognized the week of September 17-23, 2026 as Constitution Week to recognize the 239th Anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention. Mrs. Doris Spears, Regent, Carolyn Jordan, Vice Regent, and Council Member Cheryl McCall from the Chipola Chapter Daughters of the American Revolution, were present to accept the proclamation.

2. **Mr. David Pettis –** Presentation. Mr. Pettis gave information regarding the Washington County Tourist Development Council and the proposed referendum to increase the Tourist Development Tax.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-52** – 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 $30,000.00 Local Funds for the City's participation in utilities. The total Agreement is in the amount of $2,596,302.00 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. 26-53** – FY 26-27 State Assistance for Fentanyl Eradication (S.A.F.E.) – Chipley Police Department – Amendment Three. This resolution will approve an amendment to the Florida Department of Law Enforcement Agreement Number 2023-SAFE-SF-052 Adjustment Three. The amendment will extend the Project End Date and the Overview and Funding Project End Date to June 30, 2027. It will also update the Project Title, Deliverables, Performance and Reports, Distribution and Payments, and the Administration sections of the agreement.

3. **Resolution No. 26-54** – Florida Department of Agriculture and Consumer Services – Contract #32604 Amendment. This resolution will approve an amendment to the Florida Department of Agriculture and Consumer Services - Contract #32604. This will extend the agreement end date to January 31, 2028, unless sooner terminated or cancelled. All installation work must be completed by January 31, 2027. It will update Attachment A, Scope of Work, and replace it with Attachment A-1, Revised Scope of Work and modify the funding set org code such that the total funding is associated with the correct encumbrance.

4. **Resolution No. 26-55 – State of Florida Department of Environmental Protection Agreement WW670150 – Amendment One.** This resolution will approve an amendment to the State of Florida Department of Environmental Protection Agreement WW670150. The amendment will extend the completion of planning activities end date to February 15, 2027, the Loan Payment in the amount of $47,100 shall be due August 15, 2027 and it includes updates in Section 1.01(19), 4.03, 10.06 and 10.07.

5. **Resolution No. 26-56** – Firehouse Subs Public Safety Foundation Grant. This resolution will approve the submittal of a Firehouse Subs Public Safety Foundation Grant for the purchase of (1) Milwaukee M18 Volt 8 inch Straight Blade Cutter, (1) Milwaukee M18V 28 Inch Spreader – Electric Storm Surge Series and (1) Milwaukee M8V 40 Inch Ram – Electric Storm Surge Series in the amount of $32,270.00. This equipment will allow the department to deploy equipment to multiple vehicles during a single incident and improve their ability to respond effectively when multiple patients are trapped or deploy to multiple accidents at one time.

6. **Resolution No. 26-57** – FY 2025-2026 Budget Amendment No. 3. This resolution will approve a budget amendment for Fiscal Year 2025-2026.

7. **Award of Bid No. 2026-04** – Natural Gas Odorization System Replacement – Natural Gas Odorization. Bid No. 2026-04 Natural Gas Odorization System Replacement bids were received July 23, 2026. One (1) bid was received from Odorization Solutions, Inc. in the amount of $73,454.37. This will approve the award of bid with Odorization Solutions, Inc. for the project.

8. **Second Amendment to Solid Waste Disposal Agreement** – Waste Management of Leon County, Inc. This amendment will approve the extension of the Solid Waste Disposal Agreement for three (3) years commencing on October 1, 2026, at the current rate, subject to the annual CPI increase effective October 1, 2026.

9. **Special Event Application** – Annual Homecoming Parade. Chipley High School is requesting approval to hold the Annual Homecoming Parade on Friday, October 23, 2026 starting at 12:30 p.m. The regular parade route will be used. Insurance is not required for this event.

10. **Special Event Application** – Christmas Fest of Chipley, Inc. The Christmas Fest of Chipley will hold the Holiday Festival on Friday, December 11, 2026 from 4:00 p.m. – 8:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. using the standard parade route. There will be additional road closures to include: 5th Street from the four-way stop on Church Avenue to Hwy 90, including the business alley behind New Life Fellowship that leads to the City parking lot on the corner of Hwy 77 & Hwy 90; One way side street running parallel to old AT&T building and 5th Street; South Railroad Avenue from the City parking lot on 5th Street behind the New Life Fellowship's fellowship hall; 8th Street from Hwy 90 to Church Avenue; North & South Railroad Avenue from 8th Street to 5th Street; 7th Street from Hwy 90 to Church Avenue – after parade detour ends. Vendor set-up will begin at 2:00 p.m. at the Chipley Farmer's Market Complex, North & South Railroad Avenue and 5th Street. Special Event Insurance will be submitted prior to the event.

11. **Special Event Application** – Annual Trunk or Treat. The Merchants of Historic Chipley are requesting approval to hold the Annual Trunk or Treat on Saturday, October 24, 2026 from 4:00 – 5:30 p.m. at the Jim Trawick Park Soccer Field. Insurance is not required for this event.

12. **Reappointment of Planning & Zoning Commission Member** – David Ridley. Board Member David Ridley's term expires on 09-19-2026. He has expressed interest in remaining on the Board for an additional three (3) year term.

13. **Bid No. 25-01** – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC – Change Order No. 4. This change order is necessary to address modifications and additional force main work required after the contractor discovered that the existing force main service the Peach Street pumping station was located at an unsuitable depth near the pumping station. The additional work includes the removal and replacement of existing curb and gutter and 4-inch ductile iron pipe, as well as the installation of additional 4-inch ductile iron pipe, fittings, and related components. Additionally, during the first change order, the City of Chipley removed the rip rap material from the contract, while retaining the installation labor, with the expectation that the City would provide the material as a value engineering measure. As the project progressed, certain quantities of rip rap material were not utilized, allowing the material to be added back into the contract so that the contractor could provide both the material and installation. The change order will result in a decrease of $52,584.95, bringing the total contract price to $1,187,297.48.

14. Resolution No. 26-58 – Florida Local Government Health Insurance Consortium. This resolution will authorize the City to join the Florida Local Government Health Insurance Consortium (FLGHIC) for the purpose of providing self-insured health, accident, and hospitalization coverage to eligible employees and their dependents. The resolution authorizes the City to make required member contributions and authorizes the Mayor to execute the Interlocal Agreement, Membership Agreement, and other documents necessary to establish membership in the Consortium. Florida Blue has announced a 26% increase in health insurance rates. Joining the FLGHIC is expected to provide a more cost-effective health insurance option while helping maintain competitive benefits for City employees and their dependents.

    Mr. Russell asked why the same individuals are continually being appointed to the City's boards and why others who are interested are not being given an opportunity to serve. Mrs. Tanner explained there is currently no vacancy unless an existing member resigns or otherwise vacates the position. She noted that the City recently advertised for board members but received limited interest. Mrs. Tanner stated that the City can advertise again to encourage additional interest and participation.

    Discussion ensued.

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

H. AGENDA ITEMS

1. **Bid No. 2025-04 – Citywide Flooding Resiliency Improvements** – Change Order #2 – Extreme Land Restoration, LLC. Mrs. Tanner stated this will approve Bid No. 2025-04 – Citywide Flooding Resiliency Improvements - Change Order #2 to add work to the project consisting of paving the Peach Street alley-way down to the new sewer lift station, along with adding curb and gutter along the ditch side of the alleyway and adding curb and gutter along the north side of 1st Ave. along the ditch side of the road. This Change Order will also add 180 days to the contract time due to delays with the new sewer lift station project. The contract price will increase by $143,571.86 for a total contract price of $1,600,808.01. No further discussion.

    A motion was made by Council Member McCall and seconded by Council Member Russell to approve Bid No. 2025-04 – Citywide Flooding Resiliency Improvements – Changer Order #2 – Extreme Land Restoration, LLC. The motion passed unanimously.

2. **Communications Site Lease Agreement Insurance Requirements – Wildstar Networks.** Mrs. Tanner stated this agreement was approved by City Council on August 11, 2026. Wildstar Networks is in agreement with the changes except for the provision on insurance, for which they are requesting a small change to make it in line with their other tower agreements. They are requesting it to be changed from the current amount of $2,000,000 per occurrence/$4,000,000 aggregate general liability plus a $5,000,000 excess policy to General Liability - $1,000,000 per occurrence/$2,000,000 aggregate; Auto Liability - $1,000,000 combined single limit; and Umbrella/Excess - $5,000,000 per occurrence, which would provide $6,000,000 per occurrence in available limits. We have included other agreements they have in place to identify the insurance requirements for those tower agreements.

    Attorney Jordan stated the current amount was just a suggestion, and she was fine with the suggested amount from Wildstar Networks. Discussion ensued.

    A motion was made by Council Member Cain and seconded by Council Member Russell to approve the new amounts of General Liability - $1,000,000 per occurrence/$2,000,000 aggregate; Auto Liability - $1,000,000 combined single limit; and Umbrella/Excess - $5,000,000 per occurrence, which would provide $6,000,000 per occurrence in available limits in the Wildstar Networks Communications Site Lease Agreement. The motion passed unanimously.

3. **592 Main Street – Taxes Due.** Attorney Jordan stated the property located at 592 Main Street

was foreclosed on December 3, 2025. The property currently has outstanding taxes in the amount of $14,004.67 as of July 30, 2026. Attorney fees through August 10, 2026 total $9,349.47, which includes work performed on 589 Main Street.

At the August 11, 2026, Council Meeting, Attorney Jordan explained that the matter was very complex due to multiple deceased property owners. The two parcels were included in the same complaint because they were owned by the same individuals. The parcel at 589 Main Street was sold at a tax deed sale, resulting in a surplus of approximately $13,000. She stated that there is no way to separate the attorney fees between each parcel.

Attorney Jordan further explained that although the taxes are currently due, the City is not required to pay them at this time. A tax certificate is due to be issued, and she believes there is an applicant interested in applying for the tax certificate. She stated that it is the Council's decision whether to clean up the property or leave the property as is and then try to sell the property or auction it.

Mayor Andrews stated that she would like the City's realtor to provide an estimate of the potential value of the parcel before the Council makes a decision.

This item was tabled at the August 11, 2026, City Council meeting to allow additional information to be gathered.

Cindy Birge, Elite Realty, submitted a letter providing her professional opinion based on her experience and knowledge of the local real estate market. She stated that the home is in a deteriorated condition and estimated its potential market value to be approximately $5,000 to $7,000. Her opinion is that the existing structure would most likely need to be removed from the property rather than rehabilitated. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve listing the property located at 592 Main Street with Elite Realty in the amount of $19,900 for a period of ninety (90) days. The motion passed unanimously.

4. **Chipley Heights Subdivision –** Impact & Tap Fees – Kevin Yoder. Mr. Yoder, Executive Director of Chipola Area Habitat for Humanity, discussed the impact and tap fees associated with the Chipley Heights Subdivision. He stated that six new homes have been constructed in the subdivision, which will generate additional ad valorem tax revenues for the City and increase monthly utility revenues.

   Mr. Yoder stated that four (4) additional homes are currently in progress and requested that the City waive the applicable impact and tap fees for these homes. Mrs. Tanner stated that the fees are approximately $6,000 per home and noted that the City has waived these fees for Habitat for Humanity homes in the past. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member Blount to waive the Impact & Tap Fees for the four (4) homes located in the Chipley Heights Subdivision. The motion passed unanimously.

5. **Request for Modification to Development Order –** Ashlynn Marquez – Main Street. Mr. Brent Melvin, David H. Melvin, Inc., stated he is requesting a modification to the Development Order requiring the additional eight (8) inch height for the curbing, since FDOT recently placed additional delineator posts along US 90, effectively blocking off access to US 90 from the grass lot.

   Ms. McCall stated the delineator posts can be taken up easily. Mayor Andrews stated that FDOT was committed to blocking it on their property. Mr. Melvin stated that since the concern has been alleviated by the installation of additional delineator posts, wheel stops will also be installed to prevent traffic from traveling toward Hwy 90. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to keep the requirement for the eight (8) inch curb in place. The motion passed unanimously.

I. OTHER BUSINESS

Attorney Jordan stated she had conducted research regarding the Sex Offender Ordinance and determined that the definitions need to be updated. She asked Council Members to consider their thoughts regarding the definition of public school bus stops. Mayor Andrews asked if she could provide the information in writing for Council to review.

Mayor Andrews thanked Ms. Sherri Biddle for supporting the Trunk or Treat event for more than a decade. Ms. Biddle stated that she ensures the event is structured with the safety of the children as the top priority.

Mayor Andrews mentioned that the Vietnam Veterans Memorial Wall is coming to Chipley on October 8-10, 2026.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:08 p.m.

City of Chipley

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Attest: Tracy L. Andrews, Mayor

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Sherry Snell,
City Clerk