City of Chipley
Council Meeting
Minutes
February 10, 2026 at 5:00 p.m.

Attendees:

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

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mrs. Tamara Donjuan, Code Enf/Planning Officer
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 Agenda Item #3 – Police Car Quote; #4 Request for Executive Session Michelle Jordan; #5 Animal Control Discussion – Michelle Jordan; and #6 Discussion Items – Kevin Russell.

A motion was made by Council Member Russell and seconded by Council Member Blount 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 welcome and appreciated.

No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – January 13, 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. CONSENT AGENDA ITEMS

1. **Resolution No. 26-21 –** FDFS Firefighter Assistance Grant Agreement FM1171 – Amendment One. This resolution will approve the State of Florida Department of Financial Services Agreement No. FM1171 – Amendment No. 1 to amend the terms and conditions of the Agreement, Attachment 1 – Statement of Work (FAGP) and Appendix 1 – Itemized Equipment List. The quotes for the bunker gear came in lower than the original grant amount and the new grant amount is $21,799.00.

2. **Bid No. 2025-03 –** Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. – Change Order No. 4. This will approve Change Order No. 4 for the Mongoven Building Phase II Project to add an additional 20 days to the project due to weather delays. There is no change in the contract cost. The new completion date will be March 20, 2026.

3. **Bid No. 25-01 –** Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC LLC – Change Order No. 2. This change order will increase the total contract price for GCUC, LLC by $6,532.43 for 8" ductile iron pipe material. This change order will have to be paid with city funds, with the possibility of being reimbursed at the end of the project.

4. **Request for a Variance –** 966 Lera Lane – WJH FL, LLC. WJH FL LLC is requesting a variance for the property located at 966 Lera Lane, Parcel ID: 00-2258-0140, .288 acres. The proposed variance will allow the current setbacks to the residence and allow the ability to transfer ownership of the residence.

5. **Industrial Building Renewed Lease** – WP Property Holdings I, LLC. This will approve a renewed lease with WP Property Holdings I, LLC for a 50,000 square foot building located in the Tommy R. McDonald, Sr. Industrial Park for a term of two (2) years in the amount of $8,266.67 per month.

6. **Settlement and Release Agreement** – 1214 Johnson Avenue – Truist Bank. This Settlement and Release Agreement is with Truist Bank regarding code enforcement fines on the property located at 1214 Johnson Avenue. On December 9, 2025, City Council voted to approve a settlement in the amount of $15,000 and authorized Attorney Jordan permission to prepare and structure the associated legal document.

7. **Special Event Application** – Blues & Brews Music Festival – Washington County Chamber of Commerce. The Blues & Brews Outdoor Music Festival will be held on Saturday, April 18, 2026 from 3:00 p.m. to 8:00 p.m. A road closure is requested for Martin Luther King Drive and South 7th Street from SR 90 to North Railroad Avenue, and South Railroad Avenue from SR 77 to South 7th Street during the event. Insurance will be submitted prior to the event.

8. **Special Event Application** – Community Easter Egg Hunt. The Community Easter Egg Hunt will be held on Wednesday, April 1, 2026 from 5:30 p.m. to 6:30 p.m. at Shivers Park.

9. **Resolution No. 26-22** – FY 2025-2026 Budget Amendment No. 1. This resolution will approve a budget amendment for Fiscal Year 2025-2026.

10. **Continuing Engineering Services Work Authorization No. 2026-01** – Pecan Street Resurfacing Project – David H. Melvin, Inc. This will approve the Continuing Engineering Services Work Authorization for the Pecan Street Resurfacing Project with David H. Melvin, Inc in the amount of $153,455.00.

Ms. McCall stated she would like to move #4 to the regular agenda. Mr. Russell asked about the completion date on #2. Mr. Brent Melvin, David H. Melvin, Inc., stated the completion date for the entire project is March 20, 2026.

A motion was made by Council Member McCall and seconded by Council Member Cain to move #4 to the regular agenda and approve the other consent agenda items. The motion passed unanimously.

I. AGENDA ITEMS

1. Ordinance No. 997 – Waste Management Contract Amendment and Renewal.

Mrs. Tanner stated this will approve the first reading of Ordinance No. 997 – amending, renewing and extending the non-exclusive franchise for the collection and disposal of residential and commercial solid waste collection to Waste Management, Inc. of Florida for a period of five (5) years. Section 2 – CPI Adjustment will be amended as follows:

1. All rates shall be adjusted according to the Consumer Price Index – Water, Sewer, and Trash (CPI-WST) for the preceding 12 months.

2. The annual CPI adjustment shall not exceed five percent (5%).

3. The annual CPI adjustment shall not be less than two percent (2%).

We are asking Council to approve two annual amnesty days each year.

Section 9, B, 6 – Community Cleanup will be deleted and replaced with the following.

1. Contractor shall provide four (4) 30-yard roll-off containers twice per year for the City's community cleanup program.

2. Two (2) containers shall be provided at no cost to the City.

3. The City shall pay Contractor for the remaining two (2) containers.

4. Each cleanup event shall last one (1) month.

5. Containers shall be placed at a time and location within the City limits as mutually determined by the City and Contractor.

No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the first reading of Ordinance No. 997. The motion passed unanimously.

2. Request for a Development Order and a Variance – Corner of Watts Avenue and 7th Street – Serene Life Beer Garden. Emily Sparks, 4731 Whitewater Lane, Crestview, FL, introduced the proposed Serene Life Beer Garden, stating it is intended to be a welcoming area for the community.

Anthony Thompson, 4731 Whitewater Lane, Crestview, FL, stated his goal is to complete the development in a responsible manner. He acknowledged concerns regarding parking and noise and stated he would manage both issues while complying with city codes. He added that the business would maintain reasonable hours, closing by 10:00 p.m. Mr. Russell and Ms. McCall voiced concerns regarding drainage. Mr. Thompson stated an engineer has prepared plans addressing drainage issues. Ms. McCall asked if approval for alcoholic beverage sales would affect future uses of the property should the business change. Mrs. Tanner stated the variance would be specific to this request. Ms. McCall stated Watts Avenue is not big enough for two vehicles and you have fifteen parking spaces for sixty people max. It's a wonderful idea, but I just don't think the area is right.

Monica Rehberg, 746 3rd Street, spoke in opposition to the beer garden, citing concerns about noise levels, late operating hours, traffic congestion, and parking.

John Calvery, 746 3rd Street, stated he is not opposed to new businesses but expressed concerns about the location, traffic congestion and the safety of nearby residents.

Thomas Simmons, 1237 Church Avenue, encouraged the Council to remain open-minded. He stated that Chipley is growing and that businesses should be given opportunities to succeed rather than being denied.

Mr. Russell stated that every development order and variance has been approved and none have been denied. I am specifically questioning the location and parking issue. Mayor Andrews stated that additional parking is available throughout town and that residents may need to adjust to the concept of a walkable downtown area.

Chris Edwards, 750 Orange Street, stated that citizens currently travel to other towns for entertainment and that Chipley needs additional amenities. He expressed full support for the development, stating that limited parking could indicate positive growth and encouraged the Council to support the project.

Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the Development Order and a Variance for Serene Life Beer Garden located at the corner of Watts Avenue and 7th Street. The motion passed with four (4) ayes and one (1) naye with Council Member McCall opposed.

3. **Police Car Quote** – Mrs. Tanner stated she is requesting the purchase of a new police vehicle. We have currently added one officer and are in the process of hiring another and are utilizing every vehicle we have. There was one vehicle involved in a wreck over the weekend and we do not know the outcome yet. We currently have several older vehicles that are frequently in and out of the shop. The quote provided is for a vehicle on a lot in Jacksonville which could be delivered within approximately one week. Installation of the necessary equipment would require an additional week. Therefore, the vehicle could be fully operational within two weeks. Mr. Russell stated he would like a rotation schedule for vehicles from all departments that can be consistently followed. Discussion ensued.

   A motion was made by Council Member McCall and seconded by Council Member Cain to approve the purchase of a Ford Police Interceptor from Duval Ford in the amount of $46,317.00. The motion passed unanimously.

4. **Request for Executive Session** – Mrs. Jordan stated an Executive Session was needed for the Chipley Course and asked if March 10, 2026 at 4:00 p.m. would work. Council agreed. No further discussion.

5. **Animal Control Discussion –** Attorney Jordan distributed information to the Council and stated that last May there was discussion regarding suggested and statutory changes. At that time, the Council asked me to review the entire document. There was also extensive discussion concerning cats. Since then, I have met with Mrs. Tanner and Mr. Lane to review the existing regulations. I would ask you to take the information home for review and provide feedback at the Council meeting next month. Discussion ensued.

6. **Discussion Items – Kevin Russell.** Mr. Russell asked about background checks for recreation volunteers. Attorney Jordan stated that portions of the current policy need to be updated. Mrs. Tanner stated she would coordinate with Attorney Jordan to schedule a committee meeting to review and update the policy. Discussion ensued.

Mr. Russell also asked about the downtown parking improvement plan for downtown and wanted to do a social media post to inform citizens about ongoing efforts. Mrs. Tanner stated the City is hoping to obtain funding through a beautification grant and that a plan could be developed once funding is secured. Mr. Lane stated that repainting the parking lot near the Chipley Station would result in an additional two to three parking spaces. Discussion ensued.

Mr. Russell asked who receives evaluations and who does not, and inquired about what system is in place to evaluate the City Attorney and others who work for the City. Ms. McCall asked specifically about contract employees. Mrs. Tanner stated that other individuals either operate under continuing services agreements or are hired on a job-by-job basis. Mr. Russell stated this was not comparing apples to apples and the Council needs some type of evaluation system in place. Mrs. Tanner stated that all agreements are approved by the Council and that the Attorney works for the Council. Mayor Andrews asked what other cities do in this situation. Attorney Jordan stated that most cities do not have contracts for their attorneys. Mayor Andrews asked Mrs. Tanner to contact the FL League of Cities to request examples that the Council could review to determine how other municipalities handle this matter. Discussion ensued.

7. **Request for a Variance** – 966 Lera Lane- WJH FL, LLC Ms. McCall stated that five variances have already been approved within the same subdivision and questioned why the variances continue to be approved. Mr. Russell stated that some confusion exists due to differing setback requirements between the County and the City. Mrs. Tanner stated that the City plans to work with our planners to review and revise the current codes and that this matter can be discussed during that process. Mrs. McCall expressed concern that it appears the City approves everything that comes forward. Mrs. Tanner stated it is unclear who originally approved the matter, but stated that confusion stemmed from differing County regulations. She stated that the County has been informed that the City must approve any changes prior to implementation. She added that procedures will be put in place and communication improved to help prevent similar issues in the future. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Variance for 966 Lera Lane – WJH FL, LLC. The motion passed unanimously.

J. OTHER BUSINESS

Mayor Andrews reminded everyone of the upcoming Easter Egg Hunt and noted that Council traditionally purchases the chips for the children's lunch. Mr. Russell asked Mrs. Tanner if she would be willing to purchase the chips this year and let Council know the total cost to reimburse. Mrs. Tanner stated yes, we can order them and get reimbursement from each Council Member.

Ms. McCall stated the sign at the Farmer's Market looks bad. Mrs. Tanner stated it would be re-done.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:32 p.m.

City of Chipley

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Attest: Tracy L. Andrews, Mayor

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Sherry Snell,
City Clerk