City of Chipley
Council Meeting
Minutes
June 9, 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. 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 Russell and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added an agenda item to #G – Legislative Update – Liberty Partners of Tallahassee, LLC.

A motion was made by Council Member Russell and seconded by Council Member Cain 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.

Mr. Brent Melvin expressed his gratitude to the City for its participation in the Hometown Heroes

Banner Program. He noted that the program serves as an excellent example for other communities and shared that his family appreciated the recognition.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – May 12, 2026 (Form 8b – Voting Conflict attached)

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

F. CONSENT AGENDA ITEMS

1. **Resolution No. 26-41** – Federal Emergency Management Agency (FEMA) for the FY 2025 Assistance to Firefighters Grant (AFG) Program. This resolution will approve the submission of an application to the Federal Emergency Management Agency (FEMA) for the FY 2025 Assistance to Firefighters Grant (AFG) Program for a grant to purchase a fire tanker truck in the amount of $600,000.00. This will replace the 1985 fire tanker that is non-compliant and no longer meets current NFPA safety standards, and it has exceeded its useful life. The grant applications are due on June 22, 2026.

2. **Resolution No. 26-42** – Adopting Updated Internal Controls Policy. This resolution will approve updates to the Internal Controls Policy for the monitoring and oversight of State and Federal Grant awards.

3. **Resolution No. 26-43** – Adopting Community Development Block Grant Labor Standards Policy and Procedures. This resolution will approve the Community Development Block Grant Labor Standards Policy and Procedures.

4. **Professional Grant Administration Services Continuing Contract Extensions** – David H. Melvin, Inc. City Council approved the Professional Grant Administration Services Continuing Contract with David H. Melvin, Inc. on June 14, 2022. The contract provided was for an initial term of three (3) years with the option to renew for two additional one-year terms. The City Council approved two extensions through June 14, 2027, however, the period of service was not identified in the agreement extensions. David H. Melvin, Inc. has prepared two updated extensions to include the period of services dates.

5. **Professional Engineering Services Continuing Contract Extensions** – David H. Melvin, Inc. City Council approved the Professional Engineering Services Continuing Contract with David H. Melvin, Inc. on March 8, 2022. The contract provided for an initial term of three (3) years with option to renew for two additional one-year terms. The City Council approved two extensions through June 14, 2027, however, the period of service was not identified in the agreement extensions. David H. Melvin, Inc. has prepared two updated extensions to include the period of services dates.

6. **Bid No. 2026-01** – Shivers Park Pickleball. Four (4) bids were received on March 12, 2026. The lowest bid was Break-N-Ground at an amount of $129,869.00. We were able to negotiate with Break-N-Ground and lower the cost of the bid to $116,569.00 along with the city using in-house labor and supplies to complete the balance of the project elements that were removed from the bid as noted on the negotiated bid. We will need to use approximately $6,069.00 of park funds to offset the grant amount of $110,500.00 allocated for the project.

No further discussion.

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

G. AGENDA ITEMS

Legislative Update – Liberty Partners of Tallahassee, LLC. Mr. Tim Parsons, Vice President of

Liberty Partners of Tallahassee, LLC gave an update of the 2026 Legislative Session. He discussed proposed Property Tax Reform legislation and noted that, if adopted, it could have potential fiscal impacts. He further stated that additional information is expected within the next two weeks following the Governor's approval of the budget.

1. **Ordinance No. 999 (First Reading) –** Repealing Chapter 6 – Animal Control and Enacting a New Chapter 6 – Animal Control. Mrs. Tanner stated this will approve the first reading of Ordinance No. 999 - Repealing Chapter 6 – Animal Control and Enacting a New Chapter 6 – Animal Control. Attorney Jordan explained the revisions included the removal of Trap-Neuter-Return (TNR); Removal and Disposal of Animal Waste; Dangerous Animal Protocol; and Feral and Domesticated Cat Management. 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.

   No further discussion.

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

2. **Ordinance No. 1000 (First Reading) –** Amending Chapter 9 – Cemeteries. Mrs. Tanner stated this will approve the first 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. 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.

   No further discussion.

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

J. OTHER BUSINESS

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:25 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk