

City of Chipley
Council Meeting
Minutes
April 14, 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. Ambers Carter, Asst./Public Works Dir.
Mr. Hunter Aycock, Fire Chief
Mr. Jimmy Cook, Water Utilities Director

Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Brock Tate, Recreation Director
Mrs. Tamara Donjuan, Code Enf/Planning Officer

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

A motion was made by Council Member Russell and seconded by Council Member Cain 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 – March 10, 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. **Fire Department** – Chief Hunter Aycock. Chief Aycock stated it had been busy and he now has a full fleet in service. Council gave a big salute for the participation at Mr. Kenneth Rustin's funeral services. Discussion ensued.
2. **Attorney** – Attorney Jordan stated there were still two old cases on her report that she needed direction on. One property is 746 West Boulevard and the other is 1167 6th Avenue. Mrs. Tanner stated 1167 6th Avenue has already been approved by Council and has been cleared and should come off the list. Attorney Jordan submitted a draft resolution relating to code enforcement liens that will address these issues and asked that it come before Council for review in May. Discussion ensued.
3. **CRA** – Shirley Parrado. Mrs. Parrado stated they have been very busy resolving some delinquent accounts and updating the website. She also added they are looking to fill some vacancies on the CRA Board. Mr. Russell asked how often we advertise for any of our boards. Mrs. Tanner stated only when we have a vacancy. Mr. Russell asked if we could advertise for them all. Mrs. Tanner stated we can do this. Discussion ensued.
4. **Code Enforcement** – Tamara Donjuan. Mrs. Donjuan stated that courtesy letters were being sent out. Mrs. Tanner added they are definitely helping. No further discussion.
5. **Planning & Zoning** – Tamara Donjuan. Mrs. Donjuan stated it had been steady. Mr. Russell asked about more and more variance requests coming for approval each month. Do we need to look at the ordinances because we are looking at growth, and if we could make the process easier it would help. Mrs. Tanner stated we have an agenda item tonight to apply for a CPTA grant to update the comp plan. As far as updating the code, we are currently working with our planning firm to get a cost to see if we can move forward with that. Attorney Jordan stated for the CDD and CRA the language in the comp plan states development in CDD has to go through P&Z. We have never done that for CRA Projects and there is an overlap with CDD and CRA. Mrs. Donjuan asked if we were going to start taking CRA projects to the P&Z for approval. Attorney Jordan stated she would recommend it as long as it is in the comp plan. It will drag it out. Mr. Russell stated that is his concern that there are so many hoops to jump through. If we can get the comp plan updated and cleaned up to make the process easier. Mrs. Tanner stated there is some grey area in the comp plan for CDD requirements as well about maintenance, redevelopment, or renovations. These items need to be updated. Discussion ensued.
6. **Police Department** – Chief Michael Richter. Chief Richter stated there have been several wrecks. Ms. McCall asked if they were locals or not. Chief Richter stated he was not sure. Ms. McCall asked if the vehicles were good. Chief Richter stated yes, right now they are. Discussion ensued.
7. **Public Works Department** – Ambers Carter. Mr. Carter stated they are in the process of tightening up things downtown. Ms. McCall asked if they were finishing up the parking spaces. Mr. Carter stated they were. Mr. Russell asked about the ordinance for the cemetery relating to the shredded flags. Attorney Jordan stated she had started the ordinance with regulations on this and would bring it back in May. She stated she needed a little more direction on what items can be put out. Mr. Russell stated it needs a timeframe. You don't notice knick-knacks as much as shredded flags. Ms. McCall stated something to give them the right to take the flag poles down if the flags are worn and not maintained. Mrs. Cain stated when someone buys a plot we need to give them something stating what they can and can't do. Mrs. Tanner stated we could also hand out a copy of the Ordinance when someone comes in to buy a cemetery plot. Discussion ensued.
8. **Recreation Department** – Brock Tate. Mr. Tate stated that things are going well. Opening Day went great and the splash pad is open. Discussion ensued.

9. **Water Utilities Department** – Jimmy Cook. Mr. Cook stated they were busy cutting grass and the new permit started April 1st. No further discussion.
10. **Finance Department** – Jamie Richter. Mr. Russell stated he liked the new layout of the report. No further discussion.
11. **City Administrator** – Patrice Tanner. Mrs. Tanner stated the plan for the CDBG – DR project on Griffin Road is to have the road open by May 1st. The Peach Street lift station has been delayed due to the procurement of control panels and different items. They have now received the items but are asking for an extension which is on the consent agenda. This could delay the completion of the mitigation project to July/August. Mr. Russell asked where we are at on the Gilmore Park and Shivers Park projects. Mrs. Tanner stated we opened bids for the Shivers Park Pickleball Court which was over budget so we are working to try to get that to an affordable amount. We will be working on both parks together as far as playground equipment and other things that will be done. No further discussion.

G. PRESENTATIONS

1. Proclamation for Lupus Awareness Month

A representative was not present to accept the proclamation.

H. CONSENT AGENDA ITEMS

1. **Resolution No. 26-28** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Grant Agreement No. D0299 – Brickyard Road Wastewater Project – Amendment No. 1. This resolution will approve Amendment No. 1 for the Florida Department of Commerce Rural Infrastructure Fund (RIF) Grant Agreement No. D0299 – Brickyard Road Wastewater Project. It will add the following: DD. Contracting with Entities of Foreign Counties of Concern Prohibited; EE. Foreign Influence; FF. Human Trafficking; and replace the following: Section 1 – Project Description; Section 2 – Grantee's Responsibilities; Section 4 – Deliverables of Attachment 1, Scope of Work to be amended as follows: The City of Chipley (“Grantee”) will use funding for survey, design, and engineering work that is needed to extend the public sanitary sewer service approximately 3,100 linear feet along Brickyard Road and approximately 3,100 linear feet along Kirkland and Usery Road. The project will include final design and engineering plans to extend the wastewater main, including design elements to accommodate the conversion of existing businesses from individual lift stations or septic to central sewer.; Attachment 2, Audit Requirements; Attachment 3, Audit Compliance Certification.
2. **Resolution No. 26-29** – Updated Parades. This resolution will approve the addition of the T.J. Roulhac School Reunion Parade to be held on June 20, 2026.
3. **Resolution No. 26-30** – Florida Department of Environmental Protection Grant Agreement No. 26PLN63 – Gilbert Acres Drainage Improvements Project. This resolution will approve the Florida Department of Environmental Protection Grant Agreement No. 26PLN63, for a grant in the amount of \$336,000.00 for the Gilbert Acres Drainage Improvements Project. This project will include the engineering, design, and permitting of a drainage improvement project within the existing drainage in the area south of US 90, north of South Boulevard, east of Sinclair Street, and west of Peach Street. The Project will address the impacts of flooding along roadways and critical transportation routes, such as State Road 77.
4. **Resolution No. 26-31** – Community Planning Technical Assistance (CPTA) Grant Program Application Submission. This resolution will approve the submission of an application to the Florida Department of Commerce for the Community Planning Technical Assistance Grant Program to address updates to the City’s Planning Documents to address land use, rural character preservation and economic development issues in the City.
5. **Resolution No. 26-33** – FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) - Chipley Police Department – Amendment Two. This will approve an amendment to the Florida

Department of Law Enforcement Agreement Number 2023-SAFE-SF-052 Adjustment Two, extending the Project End Date and the Overview and Funding Project End Date to 06/30/2026, the Deliverables, Performance and Reports amendment, and the Administration section updated. The requested amount is \$100,000.

6. **Agreement for Professional Services** - Amendment No. 1 – Mott MacDonald Florida, LLC. This will approve Amendment No. 1 for the Professional Services Agreement with Mott MacDonald, Florida, LLC for the Kirkland and Usery Road Project to include final design and engineering plans to extend the wastewater main, including design elements to accommodate the conversion of existing businesses from individual lift stations or septic to central sewer. This will be a fixed price of \$129,500.00. The original agreement amount for this project was \$162,199.00 and the state has agreed to allow the city to utilize the additional funds we were awarded in the grant to do the additional work.
7. **FY 24-25 Updated Minutes.** The FY 24-25 Minutes have been updated by adding explanations to the consent agenda items.
8. **Special Event Application** - The Annual Friends & Family Luau. Nikeh Daniels is requesting approval to hold The Annual Friends & Family Luau on Saturday, June 27, 2026 from 5:00 p.m. to 11:00 p.m. at the field located behind the T.J. Roulhac Enrichment Center. Proof of insurance has been provided.
9. **Special Event Application** – Panhandle Watermelon Festival Parade. This event will be held on Saturday, June 27, 2026 starting at 10:00 a.m. using the standard parade route. Insurance is not required for this event.
10. **Special Event Application** - Community Outreach – Washington County Christian School. Correction of date: This event will be held on Friday, April 17, 2026.
11. **Request for a Variance** – Chipola Area Habitat for Humanity. Chipola Area Habitat for Humanity requests a variance for the signage for the property located at the corner of Pecan Street and 4th Avenue. The proposed variance will allow the sign to be placed in the right of way, which is seventy (70) feet on Pecan Street and fifty (50) feet on 4th Avenue. They are requesting the placement of the sign approximately twenty-two (22) feet encroached into the right of way, diagonally between 4th Avenue and Pecan Street. The sign placement would be between the property line and a fire hydrant.
12. **Bid No. 25-01** – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Changer Order No. 3. This change order is for time extension only. Due to delays in the procurement of the control panel and electrical components, an additional 75 days are needed. This will make the final completion date June 24, 2026.

Ms. McCall stated on page 169 in the minutes it said she stated the data was not correct. I don't think I said that in the discussion on Ronnie's Carwash. Mrs. Tanner stated the only thing different in the minutes was that a brief discussion was added to each consent agenda item, but we can review and make corrections if needed. Ms. McCall also asked about number 10 from last month that had a special event application for the 18th and now it's the 17th. Mrs. Tanner said it was an incorrect date they listed last month. Mr. Russell asked if Mrs. Tanner could just approve something like that instead of having to come back before Council. Council agreed.

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

I. AGENDA ITEMS

1. **CDBG First Public Hearing Notice** – Mayor Andrews closed the regular meeting and opened the public hearing at 5:47 p.m. Mr. Brent Melvin with David H. Melvin, Inc., stated this was the First Public Hearing for the city to apply to Florida Commerce for a FFY 2025-2026 Small Cities Community Development Block Grant (CDBG). He stated the public hearing was noticed. This

funding cycle that is currently open is geared toward low to moderate income areas within the city and consists of projects like stormwater improvements, roadway improvements, sidewalks, parks and other types of community features. This is an opportunity if anyone in the public would like to give input for potential projects. There will be a second public hearing at the end of the month when Council can make a decision on the project to proceed with. No further discussion. The public hearing was closed and the regular meeting was opened at 5:48 p.m.

2. **Ordinance No. 998 (First Reading)** – Florida Power & Light Franchise Agreement. Mrs. Tanner stated his will approve the first reading of Ordinance No. 998 – granting to Florida Power & Light Company an electric franchise for a period of 30 years. Mrs. Tanner read the Ordinance by title:

AN ORDINANCE GRANTING TO FLORIDA POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, AN ELECTRIC FRANCHISE, IMPOSING PROVISIONS AND CONDITIONS RELATING THERETO, PROVIDING FOR MONTHLY PAYMENTS TO THE CITY OF CHIPLEY, FLORIDA, AND PROVIDING 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. 998. The motion passed with four (4) ayes and zero (0) nays. Mayor Andrews abstained due to conflict since she is employed by FPL.

3. **Revolution Road Interpretive Panels & Wayfinding Locations & Driving Tour Directions** – Heather Lopez. The TDC is launching their America 250 driving tour that will include interpretive panels like those we did as part of the Old Spanish Trail project. This time, we will have the painted black metal frames. We are proposing one 24x42 sign that will include the full map of our trail overlaid on the 1776 British Purcell Map used during the Revolutionary War and two 24x24 signs (one on each side of the map) that will describe the Revolutionary War and the Declaration of Independence. We would like to have them placed on the left-hand side of the front door of the building, if you are looking straight at the building. This was the same location we had the Old Spanish Trail sign before it was removed. A 511 was already done for that sign so unless something has been added since 2023, we shouldn't need to do another one, unless this is something the city or state requires.

The trail will be permanent, and the Washington County Chamber of Commerce/Washington County TDC Visitor Center building, located at 672 5th Street, will be the starting point. We are planning to have the frames in hand around May 13th with the panels soon to follow. Washington County Public Works is storing and helping to install the frames for us. We will hold a launch event on July 2nd for the trail. A ribbon cutting will happen at the building around 10 a.m. and then we will travel on to Orange Hill Park for the rest of the event.

Ms. McCall asked about the signs fading. Mrs. Lopez stated they are painted metal and would be UV coated. Mr. Russell asked if the signs could be put over closer to the old library building. Mrs. Tanner stated she could meet with Mrs. Lopez regarding the location of the signs. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Revolution Road Interpretive Panels & Wayfinding Locations & Driving Tour Directions. The motion passed unanimously.

4. **Resolution No. 26-32** – State of Florida Department of Transportation Surplus Property – State Road 77 and Highway 90. This will approve the transfer of ownership of the property located at the corner of State Road 77 and Highway 90 containing 3,252 square feet, more or less from the Florida Department of Transportation to the City of Chipley. The city is asking for the surplus property to be used as a landscaped green space to become a beautiful entryway to our downtown area, to include some type of signage. Mrs. Tanner stated we are required to give them some type of use. Council agreed that the green space would be fine. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-32. The motion passed unanimously.

J. OTHER BUSINESS

Mrs. Cain stated she had several citizens ask about the possibility of a dog park in town. Mayor Andrews stated we would add to the list of possibilities.

Ms. McCall asked if FPL might put a charging station at the train depot. Mayor Andrews stated she would check on that.

Mrs. Tanner stated the benches will be placed over the outlets at the train depot in the grass areas for the Blues & Brews event this weekend.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:01 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk