City of Chipley
Special Council Meeting
Minutes
September 29, 2026 at 5:15 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 5:15 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

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

D. CONSENT AGENDA:

1. **Resolution No. 26-61** – Natural Gas Rate Schedule. This resolution will approve the new Natural Gas Rate Schedule, which includes a CPI increase of 2.4% to be effective October 1, 2026.

2. **Resolution No. 26-62** – Water and Sewer Rate Schedule. This resolution will approve the new Water and Sewer Rate Schedule, which includes a CPI increase of 2.4% to be effective October 1, 2026.

3. **Resolution No. 26-63** – Water & Sewer Tap Rate Schedule. This resolution will approve the new Water and Sewer Tap Rate Schedule, which includes a CPI increase of 2.4% to be effective October 1, 2026.

4. **Bid No. 2026-04** – Natural Gas Odorization System Replacement Contract – Natural Gas

Odorization. This resolution will approve Bid No.2026-04 Natural Gas Odorization System Replacement Contract with Odorization Solutions, Inc. in the amount of $73,454.37.

5. **Bid No. 2025-05** – Bennett Drive Resurfacing Project – Change Order #1 –Anderson Columbia Co. This resolution will approve Bid No. 2025-05 – Bennett Drive Resurfacing Project - Change Order #1 that will decrease the contract amount by $50,400, bringing the outstanding balance of the contract to $0. This will also add 15 days to the contract to account for utility coordination among the different parties during construction.

6. **Fiscal Year 2025-2026 Insurance Renewal** – Brown & Brown. This will approve the insurance renewal with Brown & Brown in the amount of $247,637.

7. **Special Event Application** – First Baptist Church Fall Festival. The First Baptist Church Fall Festival will be held on Sunday, October 25, 2026 from 4:00 p.m. to 6:00 p.m. They are requesting to close 4th Street from the Spivey property to South Boulevard. Insurance is not required for this event.

8. **Appointment of CRA Board Members** – Tierra Franklin and Rasheida Potter. This will appoint Tierra Franklin and Rasheida Potter, to the CRA Board for a four-year term ending on September 29, 2030.

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

E. AGENDA ITEMS

1. **Public Hearing** – Intent to Convey Certain Real Property – 1278 Holley Avenue. Mayor Andrews closed the regular meeting and opened the public hearing at 5:17 p.m. She stated this Public Hearing is required by Resolution No. 26-48 for the conveyance of certain real property located at 1278 Holley Avenue to Grace Assembly @ Chipley Inc. Mrs. Tanner read the resolution by title:

RESOLUTION NO. 26-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, DECLARING THE CITY'S INTENTION TO CONVEY CERTAIN REAL PROPERTY TO GRACE ASSEMBLY @ CHIPLEY INC., A FLORIDA NOT FOR PROFIT CORPORATION, PURSUANT TO SECTION 2-130 OF THE CITY CODE; DESCRIBING THE PROPERTY, THE CONSIDERATION, AND THE PUBLIC PURPOSE; SETTING A PUBLIC HEARING; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Tanner stated official notice to advise the public of Resolution No. 26-48 was published in the Washington County News on September 16th & 23rd, 2026.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:19 p.m. No further discussion.

2. **FDOT Beautification Landscape Concepts for S.R. 77** – Mr. Brent Melvin, David H. Melvin, Inc. Mr. Brent Melvin provided an overview of the proposed Landscape Concepts for the FDOT Beautification Grant. The Council discussed the number and types of trees and plants desired along the downtown corridor, as well as proposed planting materials and color selections. Monument options were also reviewed, however, the monument would not be included as part of the beautification grant. Ms. McCall asked whether marble from the 1st National Bank could be incorporated in the project. Mr. Russell asked whether a portion of the old water tower could also be incorporated into the project. Mr. Melvin stated he would take the Council's ideas and suggestions into consideration and develop a plan addressing ground cover options and tree selections for the project. Ms. McCall stated that the FDOT Maintenance Department should be contacted to coordinate any sidewalk repairs or other

issues that may need to be addressed as a part of the project. She also stated FDOT should be contacted regarding the S.R. 77 project and the turning radius at S.R. 77 & S.R. 90 to ensure coordination with the beautification project. Discussion ensued.

F. **ADJOURN**

The meeting was adjourned by Mayor Andrews at 5:55 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk