



**City of Chipley
City Council Meeting**

July 14, 2026 at 5:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

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.

E. APPROVAL OF MINUTES

- [1.](#) Regular Meeting Minutes - June 9, 2026

F. DEPARTMENT REPORTS

- [1.](#) Attorney Report
- [2.](#) CRA Report
- [3.](#) Fire Department Report
- [4.](#) Code Enforcement Report
- [5.](#) Planning & Zoning Report
- [6.](#) Police Department Report
- [7.](#) Public Works Department Report
- [8.](#) Recreation Department Report
- [9.](#) Water Utilities Department Report

[10.](#) Finance Department Report

[11.](#) City Administrator Report

G. CONSENT AGENDA

[1.](#) **Resolution No. 26-44** – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project

[2.](#) **Resolution No. 26-46** – Florida Department of Financial Services Firefighters Assistance Grant – 5 Self Contained Breathing Apparatus (SCBA)

[3.](#) **Resolution No. 26-47** – Florida Department of Financial Services Firefighters Assistance Grant – Powered Extrication Equipment

[4.](#) **Work Authorization No. 2026-02** – Continuing Professional Engineering Services – FDOT Beautification Grant

[5.](#) **Chipley Housing Authority** – Appointment of Commissioner – Alan Bush

[6.](#) **FY 23-24 Updated Minutes**

[7.](#) **Special Event Application** – Young Professionals Meeting – Washington County Chamber of Commerce

[8.](#) **Modification to Listing Agreement** - Oswald Road Property (Davidson Sprayfield)

H. AGENDA ITEMS

[1.](#) **Ordinance No. 999 (Public Hearing)** – Repealing Chapter 6 - Animal Control and Enacting a New Chapter 6 – Animal Control

[2.](#) **Ordinance No. 1000 (Public Hearing)** – Amending Chapter 9 - Cemeteries

[3.](#) **Resolution No. 26-45** – Microplastics – Legal Services Contract - David Grossman & Associates PLLC

[4.](#) **Request for a Land Use Change and Development Order** - John and Leigh Whittington - 1370 Jackson Avenue

[5.](#) **Code Fines** – 746 West Blvd

[6.](#) **RFQ No. 2025-03** – Real Estate Master Agreement and Task Order No. 2 – Elite Realty

[7.](#) **1278 Holley Avenue Property** - Discussion

I. OTHER BUSINESS

J. ADJOURN

K. ZOOM

1. ZOOM Information

Any subject on the agenda, regardless of how stated, may be acted upon by the Council. The Council reserves the right to add other items to the agenda. Anyone desiring a verbatim transcript of the meeting must make personal arrangements as the City takes only summary minutes. Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 638-6350, at least 48 prior to the proceedings.

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

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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

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
26-001	1/13/2026 10:42:23	tdonjuan@cityofchipley.com	Document/Contract Review	Can you provide me with a total for the lien and attorney fees for Case No. 808, Redd Whyte, LLC, 550 Bennett Drive?	1/13/2026	1/20/2026	Tamara Donjuan	https://drive.google.com/open?id=1cOHBUEjLwtYTVUitPGYBRwkAZ4BskRvm	1/19/2026	Sent total to TD	complete
26-002	2/12/2026 12:28:48	ptanner@cityofchipley.com	Draft Document	City Council asked that you prepare a policy for the cemetery per the discussion at the January meeting. I have attached the minutes and I am emailing the audio of the meeting so you can hear what they are looking for. Thank you.	2/12/2026	3/2/2026	Patti Tanner	https://drive.google.com/open?id=18_QdgmegBGsV6K6mNUAiJc4wUHf4Rnw0	6/8/2026	Sent cemetery and animal control ordinances to PT	complete
26-003	2/17/2026 13:53:15	tdonjuan@cityofchipley.com	Document/Contract Review	Michelle these are two code enforcement cases that have tax deed surplus. Will you complete them for the city. 550 Bennett Dr and 499 Martin Luther King Dr	2/17/2026	3/3/2026	Tamara Donjuan	https://drive.google.com/open?id=1wrdRiuU75-N7alzOg0b4OrceMNRZqFNF , https://drive.google.com/open?id=1JMEJHcp_hxzd8sE4tmsmg-C-9kH06YZW	2/27/2026	Sent surplus claim forms to TD	complete
26-004	2/20/2026 14:06:04	ptanner@cityofchipley.com	Draft Document	We need legal authority letters for the attached resolution please.	2/20/2026	2/24/2026	Patti Tanner	https://drive.google.com/open?id=1dlL0D2P9w5x5UPQlQ1hEHdI4RSddKzk , https://drive.google.com/open?id=1wlJoxcWk7nwbNX7W27M4jpDQpIjLMZm3 , https://drive.google.com/open?id=1IIO8b3H6	3/2/2026	Sent letters to PT	complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
26-005	4/14/2026 10:20:43	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Pamela Moore Etal & David Marshall, 869 Chesnut Hill, has an active code case. I need a lien amount and attorney fees break down. I will attach the order below. Thank you.	4/14/2026	4/21/2026	Tamara	https://drive.google.com/open?id=1OXDhK32GdNYvMmLhpl-PHA28BcJmVf3M	4/17/2026	Sent fines to TD	complete
26-006	4/15/2026 10:25:45	ptanner@cityofchipley.com	Draft Document	Draft amnesty letters to 746 West Blvd/618 Bennett/618 9th Street re: resolution for fees/costs	4/15/2026	4/22/2026	Patrice Tanner		5/1/2026	Sent draft and memo to PT and TD	complete
26-007	4/16/2026 14:11:07	tdonjuan@cityofchipley.com	Draft Document	Can you prepare a release of lien for Latonia McKinnie, 1167 6th Ave.? She paid the attorney fees on 11/13/25. I have attached the order for your reference.	4/16/2026	4/23/2026	Tamara Donjuan	https://drive.google.com/open?id=12lvd4uw7EmgJkpzdDTvKn6t3tmfs2FI9	5/1/2026	Sent draft to TD	complete
26-008	4/24/2026 15:40:18	tdonjuan@cityofchipley.com	Draft Document	Attached is the receipt for 1471 S Railroad Ave. Can you please submit a release and cancel the court hearing?	4/24/2026	5/1/2026	Tamara Donjuan	https://drive.google.com/open?id=11XJOLWBXxH8z261dV2SKeGld9xO5drP5, https://drive.google.com/open?id=14pq2WyyuXlsih7gMCHxRQ4EXFFzo18w	5/1/2026	Sent draft and memo to TD	complete
26-009	5/13/2026 10:20:05	tdonjuan@cityofchipley.com	Document/Contract Review	Can you complete a satisfaction for Code Case 470? Attached are the order and receipt for attorney fees.	5/13/2026	5/20/2026	Tamara Donjuan	https://drive.google.com/open?id=1Vt6TpoBS7X4rXrQShKhvpQ8pt-ZWSNb5, https://drive.google.com/open?id=1yl--dlyJFbNr3l7X1l76DiHusskgI3z7	5/27/2026	Sent draft settlement and release to TD	complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
26-010	6/24/2026 9:26:08	tdonjuan@cityofchipley.com	Draft Document	Michelle has there been a satisfaction done for code case 243, Richard L and Diana Barrentine Estate, 1214 Johnson Ave? I have attached the settlement and release document. Will a separate satisfaction be needed? Document attached.	6/24/2026	6/30/2026	Tamara Donjuan	https://drive.google.com/open?id=1nQ0lduOCwyQ9EVFq0bkX3on0-fCu_hgy , https://drive.google.com/open?id=1NP4UhlVo0o14o2PLSAANVmlGnWwm6L-j	7/2/2026	Sent draft to TD	complete

Attorney	Court Judge	Parties	Case Status	Case Name	Description	Outside Counsel	Opposing Counsel	Defendant Name	
Goldhagen, Matt	Court: Washington Co. - Circuit Civil Case No. 2023-CA-123 Judge: Timothy Register Magistrate Judge: N/A	Plaintiff(s): Chipley Course, LLC Defendant(s): City of Chipley Third Parties: N/A	1/16/26 - NJ Trial scheduled for 5/202/26 and PT Conf scheduled for 4/29/26. 3/30/26 - Scheduling depo of CC's expert, 4/8/26 - Depo of CC' expert scheduled for 4/27. 5/18/26 - NJ trial cancelled & will be rescheduled at a later date. 6/17/26 - NJ Trial scheduled for 9/4/26.	Chipley Course, LLC v. COC	Breach of Contract - Dec. Judgment	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Mitch Dever, Esq. FL Bar No. 0939730 PO Box 9811 Panama City Beach, FL 32417 (850) 234-7677 mitchdever@comcast.net	Chipley Course	
Goldhagen, Matt	Court: Washington Co. - County Civil Case No. 2024-CA-61 Judge: Frederick Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Terry Davis, Washington Co. Clerk of Court and Washington County Tax Collector Third Parties: N/A	5/12/26 - Status Hrg schdeduled for 8/10/26.	COC v. Terry Davis	Foreclosure of Code Enforcement Lien / 504 MLK Drive	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689		Davis, Terry	504 MLK Dr.
Goldhagen, Matt	Court: Washington Co. - County Civil Case No. 2024-CC-094 Judge: Colby Peel Magistrate Judge:	Plaintiff(s): City of Chipley Defendant(s): Impulsive Expressions, LLC Third Parties: N/A	2/18/26 - CMC held. 5/12/26 - Status Hrg schdeduled for 8/10/26.	COC v. Impulsive Expressions, LLC	Foreclosure of Code Enforcement Lien / 746 West Blvd.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9703	R. Wes Adkison, Esq. Kerry Adkison, P.A. P. O. Box 669 Chipley, FL 32428 Phone: (850) 638-2643 office@adkisonfirm.com kayla@adkisonfirm.com	Impulsive Expressions	746 West Blvd
Goldhagen, Matt	Court: Washington Co. - Case No. 2025-CA-30 Judge: Timothy Register Magistrate Judge:	Plaintiff(s): Chipley Police Dept. Defendant(s): Jayson McCoy, Walter McCoy and Heather Flemming Third Parties: N/A	2/10/26 - MSJ filed. 2/20/26 - MSJ hrg scheduled for 5/13/26. 5/19/26 - Final Judgment entered.	CPD v. Jayson McCoy	Forfeiture / 616 Main Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9700		McCoy, Jayson	616 Main St.

Attorney	Court Judge	Parties	Case Status	Case Name	Description	Outside Counsel	Opposing Counsel	Defendant Name	
Goldhagen, Matt	Court: Washington Co. - County Civil Case No. 2024-CA-120 Judge: Federick Peel Magistrate Judge: N/A	Plaintiff(s): City of Chipley Defendant(s): Gwaun Reed & Ken Naker, Washington Co. Tax Collector Third Parties: N/A	2/23/26 - Need to send discovery once approved by MG. 5/22/26 - Need to Draft MSJ.	COC v. Gwuan Reed	Foreclosure of Code Enforcement Lien / 618 Bennett Dr. & 618 9th St	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9688		Reed, Gwuan	618 Bennett Dr. & 618 9th St.



Chipley Redevelopment Agency
P.O. Box 457 – 672 5th St. Chipley, FL 32428
850.638.4157 – director@washcomall.com

July 8, 2026

Dear Mayor and Council Members,

We are pleased to provide this month's update on the continued progress of the Community Redevelopment Agency (CRA). The new fiscal year continues to build momentum, with increased activity in the grant program and steady engagement from property owners and business operators throughout the district.

Project Activity

No projects reached completion during the last quarter; however, several projects are currently in the pipeline. The CRA staff is working closely with grant applicants to support efficient project startups and ensure compliance with program guidelines as work progresses. We reviewed our budget and processes for non-profit organizations and special projects.

Looking Ahead:

The CRA remains committed to fostering revitalization, economic growth, and reinvestment across the district. There has been an influx of requests for applications for various business in the downtown Chipley area. We look forward to another productive quarter of strengthening our community through strategic redevelopment efforts.

Updates:

The CRA Board approved 0 grants for the June meeting.

The CRA Citizens Request – Leonard Blount on behalf of the T.J. Roulhac Enrichment Center requested for funding relating to a special project in their cafeteria. Special meeting was scheduled and approval of a Special Project Grant was submitted for approval.

The CRA Appointed a new Chair and Vice Chair. Director Shirley Parrado facilitated the meeting utilizing Roberts Rules of Order. Interim Summer Thomas was elected Chair and Tracey Bell as Vice Chair. Next election will take place September for a term to begin in October 2026.

Thank you for your ongoing support and partnership as we continue advancing the CRA's mission.

Sincerely,

Shirley Parrado, MA, CRA Director



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
Phone: (850) 638-6350

July 9, 2026

Chipley Redevelopment Agency
Post Office Box 457
Chipley, Florida 32428

Dear Mrs. Parrado:

The Chipley Redevelopment Agency bank accounts have the following balances as of June 30, 2026:

<u>Account Name</u>	<u>SBA Account</u>	<u>Checking Account</u>	<u>Total Amount</u>
CRA Trust Escrow	\$ 14,125.13	\$ 9,991.45	\$ 24,116.58
CRA Trust Fund	128,168.00	43,947.88	172,115.88
CRA Revolving Loan	<u>25,366.36</u>	<u>25,988.90</u>	<u>51,355.26</u>
Total	\$ 167,659.49 =====	\$ 79,928.23 =====	\$ 247,587.72 =====

If you have any questions or if you should need additional information, please contact me at the number listed above or by email at jrichter@cityofchipley.com.

Sincerely,

Jamie Richter

Jamie Richter
Finance Director

City of Chipley
Community Redevelopment Agency
Revolving Loan Acitivity
Fiscal Year 2025 - 2026

Section F, Item2.

Name	Loan Balance As of 10/01/25	New Loans (10/01/25 - 09/30/26)	Principal Paid (10/01/25 to 09/30/26)	Balance As of 06/30/2026
Sister's Southern Charm (11/20/18)	4,831.22	0.00	4,418.63	0.00
Leanne and John Pedraja (07/18/19)	2,997.25	0.00	2,267.75	729.50
Cynthia H. Brown (02/10/22)	9,872.24	0.00	2,406.94	7,465.30
Tiffany Hitchcock (04/12/22)	10,586.37	0.00	2,153.84	8,432.32
Rachel & James Jenkins (05/27/22)	5,412.48	0.00	1,075.19	4,337.27
Mickey Knapp (02/17/25)	18,213.30	0.00	2,038.68	16,174.62
Totals	\$ 51,912.86	\$ -	\$ 14,361.03	\$ 37,139.01

	Due Date	Monthly Payment Due	Last Payment
Sister's Southern Charm - 827 Main St.	20th	262.02	12/02/25
Leanne and John Pedraja - 1261 Church St.	18th	255.35	06/11/26
Cynthia H. Brown - 689 3rd St.	10th	255.35	06/24/26
Tiffany Hitchcock - 795 Main St.	13th	255.37	06/02/26
Rachel & James Jenkins - 1323 Watts Ave.	27th	127.67	06/11/26
Mickey Knapp - 1342 North Railroad Ave.	17th	255.37	06/15/26

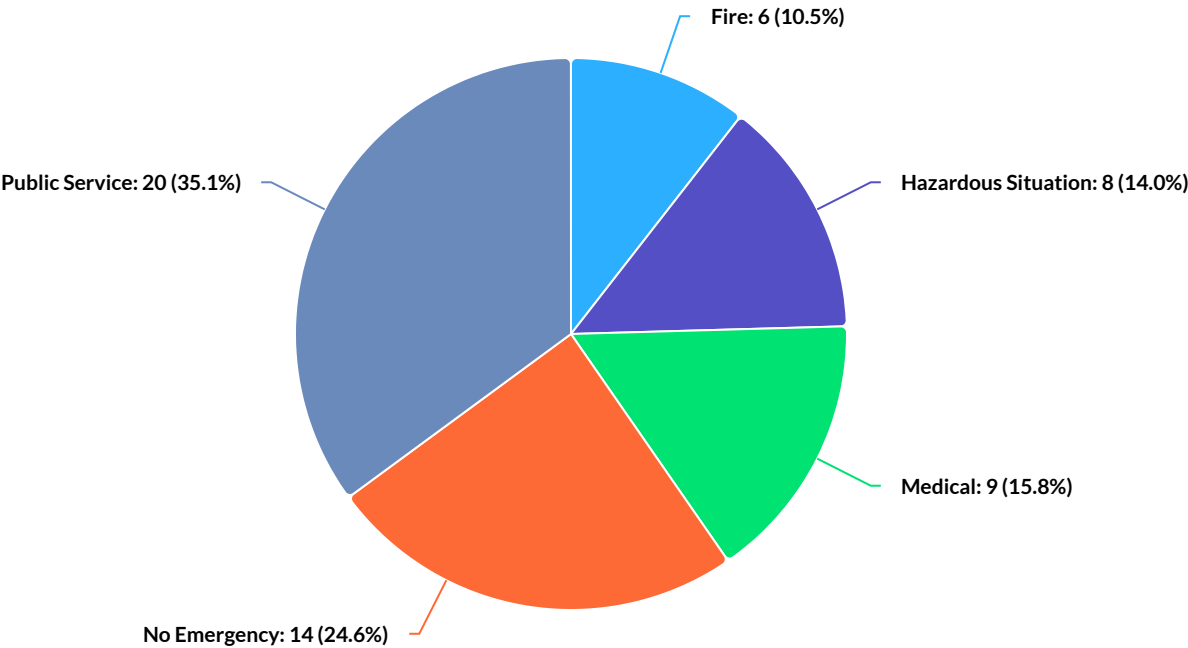
ALL LOANS ARE CURRENT



Breakdown by Major Incident Types (5530)

Start Date: 6/1/2026 0:00:00 | End Date: 6/30/2026 23:59:59

City Calls 34
County Calls 24



Fire	Hazardous Situation	Medical	No Emergency	Public Service
6	8	9	14	20

Primary Incident Type	Count	Percentage
Cancelled	6	10.53%
Citizen Assist / Service Call	3	5.26%

Electrical Power Line Down / Arching / Malfunction	2	3.51%
Fire Alarm	3	5.26%
Fuel Spill / Fuel Odor	1	1.75%
Gas Leak / Gas Odor	1	1.75%
Motor Vehicle Collision	9	15.79%
Motor Vehicle Collision Extrication / Entrapment	1	1.75%
No Incident Found Upon Arrival / Location Error	8	14.04%
Smoke Investigation	3	5.26%
Standby	7	12.28%
Structural Involvement	3	5.26%
Vegetation / Grass Fire	2	3.51%
Vehicle Fire - Commercial	1	1.75%
Weather Response	7	12.28%
Grand Total	57	100.00%

This report runs off of the Dispatch Time. If you do not have a Dispatch Time in a report it will not show here.



emergencynetworking.com
#5530

Chipley Fire Department

Chipley, FL

Section F, Item3.



Total Incidents per Personnel (5274)

Start Date: 6/1/2026 0:00:00 | End Date: 6/30/2026 23:59:00

Record Status

District

Station

Shift

Unit

Select an option

Select an option

Select an option

Select an option

Select an option

Average Personnel Responding

8

Total Runs

57

Personnel On/Off Apparatus

Personnel	On Appatatus	Off Apparatus	Total # of Incidents	% of All Incidents
201 Aycock, Hunter	54	1	55	96.49%
202 Adams, James	20	31	51	89.47%
204 Ostrowski, Steven	30	12	42	73.68%
205 Finch, Donald	38	15	53	92.98%
206 Adams, Bradly	2	25	27	47.37%
207 Cook, Mathew	3	9	12	21.05%
208 Hobby, Brad	31	13	44	77.19%
209 Webb, Corey	7	7	14	24.56%
210 Gavaller, Jason	15	15	30	52.63%
211 Wilson, Sawyer	8	7	15	26.32%
212 Cook, James	4	12	16	28.07%
213 Lane, Noah	35	11	46	80.70%
214 Odom, Matt	6	27	33	57.89%
215 Burnham, Christopher	8	5	13	22.81%
218 Carter, Ambers	8	11	19	33.33%
221 Aycock, Floyd	7	16	23	40.35%

Section F, Item3.

222 Kilgore, JD	1	3	4	7.02%
223 Bass, Adam	5	8	13	22.81%
224 Hall Jr., Gary	2	17	19	33.33%

Total Incidents per Personnel for Date Range



**Emergency
Networking**

emergencynetworking.com
#5274



City of Chipley

CODE ENFORCEMENT
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section F, Item4.

JUNE 2026

1. Total Active Cases: 3

These cases include multiple violations.

- Public Nuisance: **11** Violations

2. New cases opened this month: 2

3. Properties Posted this month: 1

4. Cases brought before this month's Special Magistrate: 0

5. Cases Closed this Month: 0

These cases include multiple violations.

- Public Nuisance: **0** Violations
- **0** of these violations are from previous months.

6. Courtesy Letters Mailed Out: 17

7. Code Enforcement Verification: 2

1. 824 Mary Helen Drive
2. 1037 Main Street

8. Signage Removal: 3

9. Properties with Active Liens: 9

1. 746 West Boulevard 4/12/2023 Sent to attorney.
2. 618 9th Street 6/26/24 Sent to attorney.
3. 618 Bennett Drive 6/26/24 Sent to attorney.
4. 550 Bennett Drive 12/26/2024 **(TD auction 02/10/26 a surplus has been applied for.)**
5. 499 Martin Luther King Drive 01/09/2023 **(TD auction 01/27/26 a surplus has been applied for.)**
6. 504 Martin Luther King Drive 11/21/23 Sent to attorney. **Stay until 02/02/26.**
7. 1257 Plum Ave 03/04/2025 Liens.
8. 737 Pecan Street 1/11/24 Sent to attorney.
9. 566 Martin Luther King Drive 6/26/24 Sent to attorney. **Attorney fees are due.**



**CITY OF CHIPLEY
PLANNING & ZONING REPORT
FOR THE MONTH OF JUNE 2026**



TO: City Council
FROM: Tamara Donjuan – Planning Officer
DATE: July 1, 2026

- (1) Land Use Compliance Certificates: 11**
- (2) Tree Removal Permits: 3**
- (3) Demolition Permits: 1**
- (4) Zoning Changes: 0**
- (5) Planning and Zoning Hearing: 1**
- (6) Signage Permit: 5**
- (7) Variances: 0**
- (8) Development Orders: 1**
- (9) Request to Site Manufactured Home Unit: 0**
- (10) Request for Certificate of Appropriateness: 0**
- (11) Construction Permits: 0**
- (12) Zoning Verifications: 1**
- (13) Solicitor Permit: 0**
- (14) Alcoholic Beverages and Tobacco: 2**

06/01/2026 - 06/30/2026

Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel Address
Alcoholic Beverages Zoning	Cindy Johnson Brown	Alcoholic Beverage License Temporary	Historic Commercial	CITY OF CHIPLEY	685 7TH ST
Alcoholic Beverages Zoning	Chipley Station	Alcoholic Beverage License	Historic Commercial	WOLFPACK ALLIANCE LLC	684 7TH ST
Demolition	Flora Lucas % Alfie Bellemy	Demo	Low Density Residential	LUCAS FLORA EST % ALFRED BELLAMY	604 MARTIN LUTHER KING DR
Development Order / Land Use Compliance	Grace Assembly Church	Addition	Public/Semi-Public/Educational	FIRST ASSEMBLY OF GOD CH INC	567 MAIN ST
Land Use Compliance	Taylor Thompson	Mini-split Installation	Low Density Residential	Florida Gulf & Atlantic LLC	667 Pecan St
Land Use Compliance	Shamus O'Neil	HVAC Replacement	Commercial	O NEILL INVESTMENTS LLC	1314 JACKSON AVE
Land Use Compliance	Cabeeafl LLC	Electrical only for HVAC	Low Density Residential	CABEEAFL LLC % SHERRI WADE	511 5TH ST
Land Use Compliance	Jimmie Cooper	Electrical	Low Density Residential	CHRISTOPHER LEE	1228 CHURCH AVE
Land Use Compliance	Hercules Williams	Window Replacement	Low Density Residential	HERCULES GRIFFITH	1242 COGGIN AVE
Land Use Compliance	Oliver Veronica	Roof Replacement	Low Density Residential	Oliver Vernoicay	728 Pecan St
Land Use Compliance	Washington County	Roof Replacement	Public/Semi-Public/Educational	WASHINGTON COUNTY	1331 SOUTH BLVD
Land Use Compliance	Cheryl Moody	Storage Shed	Low Density Residential	SIMMONS JONI MARIE & C MOODY	454 2ND ST
Land Use Compliance	Tommie Pasley	Fence Installation	Low Density Residential	HARRY W STAKELY	1313 FORREST AVE
Land Use Compliance	Peaceful Pines FL LLC	Roof Replacement	Low Density Residential	PEACEFUL PINES FL LLC	1179 SOUTH BLVD
Sign	Todd Wilder/Crow Signs Inc	Building Signage	Historic Commercial	James and Brittany Wright	1327 S Railroad Ave

Sign	Gude Management Group	(2) Signs	Commercial	ZBC PROPERTIES LLC % DELL CORBIN	1220 JACK AVE
Sign	St Joseph The Worker	Temporary Signage	Public/Semi-Public/Educational	BISHOP OF THE DIOCESE OF	1664 MAIN ST
Tree Removal / Temporary Signage	Stephanie Blankenship	Tree Removal / Temporary Signage	Low Density Residential	BLANKENSHIP STEPHANIE NICHOLE	625 2ND ST
Tree Removal	Willis Raymond Cutchin	Tree Removal	Low Density Residential	Willie Raymond Cutchin	CHURCH AVE
Tree Removal / Temporary Signage	Grace & Glory Christian School	Tree Removal/Temporary Signage	Neighborhood Commercial	GRACE & GLORY WORSHIP CENTER	929 MAIN ST
Zoning Verifications	Ryan Dizenzo	Zoning Verification Letter	Commercial	KOACH CHIPLEY LLC	1329 MAIN ST



Michael Richter, Chief of Police

Chipley Police Department City of Chipley, Florida

1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
PHONE (850) 638-6310 • FAX (850) 638-6327

MONTHLY ACTIVITY REPORT

June 1- June 30, 2026:

OFFENSE	NUMBER
WARRANT SERVICE	7
INFORMATION	2
FOUND PROPERTY	1
VIOLATION OF INJ	2
DISTURBANCE: VERBAL	1
DISTURBANCE	7
DISTURBANCE: PHYSICAL	2
HIT & RUN	2
MISSING PERSON	1
SHOTS HEARD	1
SEX OFFENSE	1
BATTERY	1
DRUG POSSESSION	1
COUNTERFEIT MONEY	1
ANIMAL BITE	1
THEFT	7
BURGLARY: VEHICLE	1
BURGLARY: RESIDENCE	1
AGENCY ASSIST	1
CRIMINAL MISCHIEF	0
STOLEN VEHICLE	0
LOST/STOLEN ARTICLE	1
TRESPASSING	3
SUICIDE THREATS	1
LOST/STOLEN PROPERTY	1
ABANDONED VEH	0
SUSPICIOUS PERSON	0



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SUSPICIOUS INCIDENT	6
DRUG CASE	1
DWLSR	1
TRAFFIC STOP	4
DUI	0
BAKER ACT	3
TOTAL	62



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TRAFFIC TOTALS

Category	MAY (Last Month)	JUNE (This Month)
Traffic Citations	43	29
Traffic Warnings	355	343
Traffic Crashes	16	19

Traffic Crash Summary

JUNE 1- JUNE 30, 2026:

Date	Time	Road	Closest Crossroad	Intersection	Form
6/1	10:30am	Walmart.	Parking Lot	Non Int. Related	Long
6/7	4:23pm	1176 Jackson Ave.	1176 JACKSON AVE	Non Int. Related	Long
6/9	12:30pm	North RR	Main Street	Non Int. Related	Long
6/10	9:50am	Walmart	Parking Lot	Non Int. Related	Short
6/10	2:00pm	5 th St.	South Blvd.	Intersection Related	Short
6/11	1:30pm	US 90	S.R. 77	Intersection Related	Short
6/15	6:30am	1695 Main St.	Parking Lot	Intersection Related	Long
6/16	1:25pm	1611 Main St.	Parking Lot	Non Int. Related	Long
6/19	11:35am	US 90	5 th St.	Intersection Related	Short
6/21	9:50am	US 90	S.R. 77	Non Int. Related	Short
6/21	12:00pm	Main St.	Old Bonifay	Non Int. Related	Short
6/22	5:44am	Main St.	Nearing Hills Rd.	Non Int. Related	Long
6/23	9:15am	Brickyard Rd.	S.R. 77	Non Int. Related	Long
6/23	2:00pm	1695 Main St.	Parking Lot	Non Int. Related	Long
6/23	12:30pm	Courthouse BP	Parking Lot	Non Int. Related	Short
6/24	10:00am	Main St	W Johnson Ave.	Non Int. Related	Long
6/25	1:50pm	S.R. 77	Parking Lot	Non Int. Related	Short
6/29	10:30pm	S.R. 77	State Rd. 8	Non Int. Related	Short
6/30	9:50pm	1430 Motel Dr.	Parking Lot	Non Int. Related	Short



City of Chipley

PUBLIC WORKS DEPARTMENT
671 Rustin Drive
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6346 - Fax: (850) 638-6314



Monthly Departmental Report to City Council

Date: June/2026

Prepared by: Guy Lane

Building Maintenance

1. **Daily-** (Shivers, Gilmore, Northside, Farmers Market) Pick up trash, clean and stock restrooms, and check for vandalism.
2. **Weekly-** (Glenwood Cemetery, Public Works, City Hall, Big Flag) Flag poles, ropes, flags, and lights are checked.
3. **Weekly-** (Glenwood Cemetery, Main Street, North & South Railroad Avenue, Farmers market) Empty the trash cans at these locations.
4. **Monthly-** (Public Works, City Hall, Fire Department, Police Department) Every month the lights, fire extinguishers, HVAC filters, smoke detectors, and timers are checked.
5. **Monthly-** (All traffic signals and crosswalks) The cabinets, filters, buttons and lights are checked at these locations.
6. **Monthly-** (Shivers, Northside, Gilmore) The playground equipment is checked monthly.
7. **Monthly-** Escort Cross Country to Jim Trawick Park and Bill Lee station for monthly service.
8. **Monthly-** Change door codes on bathrooms at Farmer's Market.

June Work Orders

1. Installed 6 new ADA pads, watered trees, put up 6 strands of lights, and put together garbage cans and delivered them to the Mongoven Building.
2. Replaced 2 keypad locks at the Public Works Office.
3. Put up 3 new signs at the Farmer's Market and 3 new signs at the Chamber Office.
4. Sprayed for ants, cleaned, stocked and checked the electricity at the Farmer's Market for two separate different events.
5. Got 3 quotes for repairs to damaged City truck.
6. Put up more bird spikes at the Farmer's Market.
7. Reset one timer downtown.
8. Converted 2 lamp post downtown to LED bulbs on 5th St. & South Railroad Avenue.
9. Moved a filing cabinet and sprayed for wasp at City Hall.
10. Put up 4 new Hometown Hero banners.
11. Capped off broke water line at Jim Trawick Park for Parks & Recreation.

1. **Monthly**- We have 243 fire hydrants in the system. We flush approximately 20 per month. We do this to ensure the hydrant is operating properly. We also weed eat around the hydrants, so they are easy to see and access.
2. **Monthly**- We have 177 water valves in the system. We turn 20 per month. We do this to ensure the valves are not seizing up.
3. **Monthly**- We have 25 dead end lines in the system. We try to flush at least 5 per month. We do this to keep the water from becoming stagnant in these lines.

DEP requires we turn every hydrant, valve, and dead-end line at least once per year. We record the dates and times for our DEP inspections.

Locates	42
Service Leaks	22
After Hours Service Leaks	1
Water Availability Request	8
Water Taps	1
Water Main Breaks	0

June Work Orders

1. Re-reads and disconnect list for City Hall.
2. Assisted Gas Department with upgrading gas service on Old Bonifay Road.
3. Assisted Street Department with putting mill material on roads.
4. Assisted Building Maintenance Department with putting down ADA pads.
5. Weed-eated around all fire hydrants in all Wards.
6. Set meter at 853 1st Street per City Hall work order.
7. Worked on fire hydrant at 8th Street & Brickyard Road.
8. Took garbage cart to 819 5th Street to replace damaged one.
9. Made tap, set meter and box at 747 3rd Street.
10. Added cold mix to patches and re-worked old patches.
11. Unloaded fencing at Jim Trawick Park for the Watermelon Festival.
12. Put lime rock in driveway at 1155 South Blvd.
13. Took lead/copper samples for DEP.

Water Meter Technician

Water Connects	25
Water Disconnects	35
Re-Reads	231
Door Knockers	20
Replaced Meter Boxes	5
Replaced Meter Lids	2
Hydrant Meter Set	0

Street Department

June Work Orders

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special pickups.
5. Limb pickups 4 days.
6. Leaf pickup 2 days.
7. Maintained 2,751 feet of ditches in various Wards for the month of June.
8. Patched potholes in all Wards.
9. Took down fence, asphalt sealed and striped parking lot at old Mongoven Building.
10. Checked all drains during rain events.
11. Cut low hanging limbs over sidewalks and streets in all Wards.
12. Trimmed low hanging limbs at Shivers Park.
13. Swept parking lot & filled in hole at Jim Trawick Park for upcoming Watermelon Festival.
14. Put mill material on roads in Ward 1.
15. Set up road closures for Roulhac Reunion Parade and Watermelon Festival Parade.
16. Cut grass around Public Works yard.
17. Sprayed ditches.

Inmate Crew performed the following:

Ward 1-Finished cutting, cleaning, edging sidewalks, curbs & gutters.

Ward 2-Started 2nd Ward; cutting, cleaning, trash pickup. Cleaned Church Avenue for Roulhac Reunion Parade; cut ditches and weed-eated around culverts.

Ward 3-Started on Ward 3; cutting grass, ditches and sidewalks. Cut drainage ditch on 7th Street, Pecan Street, East Blvd and sidewalk at guardrail on South Blvd. between Orange Street and Pecan Street. Cut Peach Street.

Ward 4- Cut 2nd Street and Forrest Avenue railings

1. **Weekly**- Change Gas Charts.
2. **Weekly**-Check regulator station and odorant station.
3. **Monthly**- Check the voltage at the Rectifier Station.
4. **Monthly**- Conduct field odorant test.
5. **Monthly**- Check odorant station to ensure adequate odorant is injected into the system.
6. **Monthly** -Check cathodic protection in all wards.

Locates	54
Gas Calls	1
New Service – Upgraded	2
Pressure Test	3
Replaced Meters	1
Pulled Inactive Meters	1
Replaced Gas Warning Signs	2
Gas Availability Request	2
Abandonments	3
Gas Connects	0
Gas Disconnects	1

June Work Orders

1. Assisted Water Department with multiple water leaks.
2. Upgraded gas service from steel to plastic at 1426 Old Bonifay Road.
3. City Services performed odorant testing.
4. Sprayed grass and weed killer at Odorant Station and Regulator Station.
5. Assisted Street Department with Watermelon Parade.

Animal Control

Animal Complaints	24
Cats Impounded	7
Dogs Impounded	2
Dog Bite Cases	1
Dead Animal Pick up	2



City of Chipley

RECREATION DEPT.

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6348 Fax: (850) 638-6318

Recreation Department

Report for June 2026

1. Prepared grounds for Watermelon Festival
2. Our Darlings (7-8 softball) won the State Championship.
World Series is July 31st in Bellview, FL.
3. Pressure Washing sidewalks
4. Equipment Maintenance.
5. Field Maintenance.
6. Splashpad Maintenance.
7. Grounds and Janitorial Maintenance.



City of Chipley

**Water Utilities Department
P. O. Box 1007
Chipley, Florida 32428
(850) 638-6347 - Fax: (850) 638-6052**

July 6, 2026

Water Utilities Department Report for June 2026

To: City Council and Administrator

Wastewater Treatment Facility: The analytical results of the Wastewater Reclamation Facility for the month of May 2026 showed one violation for TSS. We have not received all the results from June 2026, but what we have received shows no violations. Continue to smoke test the system. Cut grass X 2. Cut grass at WWTF X3. Repaired blower line at plant.

Lift Stations: Routine inspections. Cut grass at all lift stations X 2. Clean out all lift stations.

Water Wells: The bacteriological samples for the month of June 2026 passed. Check generators weekly. Cut Grass X2

Spray Field: Routine inspections of spray field. Cut grass in spray field.

Main Jetted: 0

Locates: 56

Work orders: 9

Sewer Stoppages: 3

Abonnement Sewer Lateral: 1

Replace Clean Out Caps: 0

Sewer Taps: 0

Replace/Repair Sewer Lateral: 0

Development Order: 6

Install Clean Out Boxes: 1

Replace clean Outs: 0

Demolition Order: 1

Rain Guards installed: 0

Raised manholes: 0

Recorded Rainfall for the month: 7.43 inches

Jimmy Cook
Water Utilities Director



Finance Office Report – March 2026

City of Chipley, Florida

1442 Jackson Avenue • Post Office Box 1007

Chipley, Florida 32428

Phone: (850) 638-6350 • Fax: (850) 638-6318

To:	Mayor and Council
From:	Jamie A. Richter - Finance Director
Date:	July 06, 2026
Subject:	Finance Office Report – June 2026

Monthly Activity Summary

Activity	Previous Month	Current Month
Utility bills (normal billing cycle)	2,050	2,043
New accounts opened	10	08
Accounts closed	08	08
Accounts transferred	02	02
Work orders issued	94	148
Availability of service forms issued	04	08
Demo Permits	00	01
Business License Issued	09	08
Notary Service	09	04
Credit card payments (counter/phone)	300	332
Online payments (credit card/e-check)	430	435
Purchase Orders issued	91 - \$45,029.75	88 - \$46,887.32
Accounts payable – checks issued	178 - \$872,265.21	172 - \$852,345.89

Delinquent Accounts & Service Disconnections

Category	Previous Month	Current Month
Delinquent accounts (early cycle)	319 (05/22/26)	393 (06/18/26)
Customer contacts (door notices & calls)	32	44
Delinquent accounts (late cycle)	185 (05/29/26)	238 (06/25/26)
Service disconnections	67	59

Notes:

Penalties were applied on June 17, 2026.

Disconnects began on **June 25, 2026**, and ended on **July 06, 2026**.

Please contact me if you have any questions or need additional information.

**City of Chipley
Schedule of Projects**

Schedule of Projects						
Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Section F, Item11. End Date
Chipley Water Meter Upgrade Project Northwest Florida Water Management District				\$1,037,119.00		
Consultant: Liberty Partners of Tallahassee						
Project: This funding will upgrade and replace all water meters in the city automatic meter read system. This project was not approved for funding. We are currently working on finding a new funding source for the Water Meter Upgrade project due to our system being 20+ years old.						
2025 PHMSA Technical Assistance Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Technical Assistance Grants		Equipment Purchase	20.710	\$ 78,750		
Consultant: Florida Gas Utility						
Project: The 2026 PHMSA Technical Assistance Grant which will purchase GIS Mapping software and contracting and combustible gas detection equipment. We submitted this project for funding in May 2026 during the new funding cycle.						
Bennett Drive Resurfacing Project Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57	09/10/24	12/31/25
Consultant: David H. Melvin, Inc.						
Project: This funding will be used for drainage and resurfacing improvements to Bennett Drive from East Church Ave. to Glenwood Avenue (approx. 0.52 miles). The engineering agreement was approved by the City Council in January 2025 and the design is 100% complete. The construction and CEI contracts were approved in October 2025. The preconstruction meeting was held and the NTP was issued with a start date of January 12, 2026. The construction is progressing and is 60% complete.						
FDEP I & I Planning Project Florida Department of Environmental Protection, Cleanwater Program		Planning Design		\$ 500,000.00		
Project: This project will fund planning and design of the collection system and pump stations to develop targeted strategies for preventing future sanitary sewer overflowws (SSO's) by working toward inflow and infiltration issues within our sanitary sewer system. The resolution to submit the application was approved and was submitted for funding.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
Chipley Lead Service Line Replacement Florida Department of Environmental Protection, Drinking Water State Revolving Fund		Planning		\$ 275,000		Section F, Item 11.
		Engineering		\$540,000		
		Construction		\$8,800,000		
		Technical Services		\$640,000		
		Consultant: Mott MacDonald		\$ 10,255,000.00		
Project: This grant/loan funding will allow us to replace any lead service lines that are found during the inventory that is currently being completed. The inventory has been completed and we have not received further direction from FDEP at this time.						
Shivers Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000	12/02/24	06/30/27
	Consultant: Fred Fox Enterprises					
Project: The City Council approved the agreement in November 2024. This funding will be used to construct pickleball courts, an ADA playground and sidewalks to the new courts and playground, along with renovations to the existing parking lot, playground area, picnic pavilion and restrooms. The construction of the pickleball courts advertised for bids and closed in March. The bid was negotiated and the construction has started.						
Gilmore Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 50,000	12/02/24	06/30/27
	Consultant: Fred Fox Enterprises					
Project: The City Council approved the agreement in November 2024. This funding will be used to construct a new playground, picnic pavilion and security lighting, along with renovations to the existing playground, restrooms and parking lot. The required commencement documents have been submitted and approved by the State. We are currently working on elements of the project.						
Law Enforcement Equipment Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program		Purchase Equipment	16.738	\$ 59,360	10/01/25	06/30/26
Project: This grant will purchase (6) in-car radios, (5) portable radios, (14) raincoats, (14) traffic vests, (10) duty belts, (14) tourniquets, (16) glock pistols with sights, (16) glock holsters, (50) boxes of 9mm ammunition, (100) boxes CCI target ammo, and (16) rifles. We are currently working on closing out this project.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
2023 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2023 BVP	Bulletproof Vests	16.607	\$ 1,275 Match \$ 1,275	04/01/23	Section F, Item 11.
Project: This funding will be used to purchase three (3) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests. We are working on closeout of this grant.						
Chipley Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Management and Florida Department of Commerce, Comm. Development Block Grant	H0767	Generators	97.039	\$ 117,520	02/07/22	10/31/25
	M0143 Consultant: Wheeler EMC		14.228	Match \$ 38,561	07/25/22	09/30/26
Project: This funding will be used to purchase one (1) generator for John Teal Lift Station and one (1) generator for Vo-Tech Lift Station. These generators will help during power outages related to hurricanes and prevent sewage spills. The generators have been installed, the electrical is complete, the additional fencing has been installed around the generators, and we are working on the closeout.						
NW Stormwater System Restoration U.S. Department of Housing & Urban Development, Florida Department of Commerce, Community Development Block Grant	M0014	Administration Engineering Construction CEI Consultant: David H. Melvin, Inc.	14.228	\$ 2,916,119	04/25/22	09/30/26
Project: This funding will be used to clean, reshape and stabilize ditches, construct new lateral outfall ditches, and expand existing crossdrains in the Northeast section of the City. This will include new culverts and a major box culvert at Griffin Road. Project locations will be on or near the following: west of Griffin Road, Griffin Road, North and South Railroad Avenue, Old Bonifay Road, the corner of North Railroad Avenue and Rustin Drive, 1st Street, Watts Avenue, 2nd Street and Glenwood Avenue. The construction agreement was approved in October 2025 and the preconstruction meeting was held on 10/28/2025. The NTP was issued with a project begin date of January 26, 2026. The construction is complete and DHM is currently working on the design of 2nd Street drainage improvements and it has been advertised for bids.						
Washington County Industrial Park Project				\$ 7,714,100.00		
Project: This is a joint effort between the County and the City to develop water, sewer and gas infrastructure, along with a roadway in the Washington County Industrial Park.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
City Hall and Public Works Generator Project Federal Emergency Management Association, Florida Division of Emergency Management		Purchase Two Generators		\$ 277,200.00		Section F, Item11.
Consultant: Liberty Partners						
Project: We are currently working on applying for a generator for the City Hall and Public Works buildings for storm related backup power through Legislative Appropriations. This project was not approved for funding.						
Comprehensive Plan Update Florida Commerce, Community Planning & Technical Assistance Grant				\$ 75,000.00		
Project: This funding will allow us to update our entire comprehensive plan. The Council approved a resolution last month to submit an application for funding and it was submitted in May 2026. We are awaiting funding approval.						
Chipley Mongoven Building U.S. Department of Housing & Urban Development, Florida Department of Economic Opportunity, Community Development Block Grant	M0041	Engineering Construction CEI	14.228	\$ 1,027,102.81	04/14/22	09/30/26
Consultant: David H. Melvin, Inc.						
Project: This funding will be used to purchase the Mongoven Building property, demolish the building, and build a nice park area. The property has been purchased and the demolition bids have been received. The change order for Phase III was approved at last months meeting and the work is 100% complete. A successful ribbon cutting was held last this month.						
Chipley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant	H2567	Administration Engineering Construction CEI	14.228	\$ 700,000 CDBG-MIT Funds \$ 626,787 City Funds \$ 50,000.00	01/01/23	07/31/26
Consultant: Fred Fox Enterprises						
Project: This funding will be used to replace the Peach Street Lift Station and if the funds are available also complete septic to sewer on 1st Avenue. The Notice to Proceed for construction was issued in July 2025. The construction started on this project on 10/13/2025 and it is currently at 85% complete, with an estimated project completion date of July 2026.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement Section F, Item 11.
Downtown Beautification Grant Florida Department of Transportation, Beautification Grant Program				\$ 100,000.00		
Project: This project funding will assist us in replacing existing landscape trees and bushes to create a more attractive and ADA-accessible corridor. We will include new landscape trees, tree wells, and lower ground cover as part of the improvements. Our application was approved for funding. The grant agreement was approved by City Council. The task order for David H. Melvin, Inc. to prepare the design is on the agenda for approval.						
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program	MT148	Administration Engineering Construction CEI	14.228	\$ 2,936,950	01/19/23	01/19/27
Consultant: David H. Melvin, Inc.						
Project: This funding will be used to clean, reshape and stabilize existing ditches, construct new lateral outfall ditches; restore and expand existing cross drains to ensure proper conveyance to the stormwater management facility. This project has been advertised for construction bids and awarded. The construction is on hold until the Peach Street Lift Station can be completed in July 2026.						
Brickyard Road Wastewater Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning	40.042	\$ 295,000	12/06/24	12/06/26
Consultant: Liberty Partners of Tallahassee and Mott MacDonald						
Project: This funding will be used for the design, engineering, and survey work needed to extend public sanitary sewer service approximately 5,500 linear feet along Brickyard Road. This is a critical east/west corridor, and the extent of the project includes SR-77 to Hoyt Street. The agreement between the City and Mott MacDonald has been approved and the survey data is 100% complete and design is 50% complete. This project is progressing.						
Chipley Fire Tanker Truck U.S. Department of Homeland Security Assistance to Firefighters Grant		Fire Tanker		\$ 650,000.00		
Consultant: Liberty Partners of Tallahassee						
Project: This funding will be used to purchase a new Fire Tanker Truck. This project was submitted during the current grant cycle for funding in the amount of \$650,000.00.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
2024 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2024 BVP	Bulletproof Vests	16.607	\$ 1,045 Match \$ 1,045		Section F, Item 11.
Project: This funding will be used to purchase two (2) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests. We are working on closeout of this grant.						
Firearm Training Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program, Florida JAG Direct		Purchase Ammunition	16.738	\$ 1,360	10/01/25	06/30/26
Project: This grant will purchase non-lethal training rounds of Simunition FX ammunition. This grant has been approved and the ammunition has been received. We are working on closing out this grant.						
Gilbert Acres Stormwater Improvements Florida Department of Environmental Protection, Resilient Florida Program		Planning Design Consultant: David H. Melvin, Inc.		\$ 336,000		
Project: If approved, this funding will be used to improve the outfalls from Gilbert Acres to the west (toward Alligator Creek) and back to the east toward US 90, where the City also has the Peach Street project and lift station project. This project was approved for funding and the City Council approved DHM as the design firm for this project. DHM is currently working on the design.						
Utility Kiosk Project: We have reached out to companies about kiosks and we are currently working with our software provider to determine the best route for us to go in order to be able to make the most efficient use of the equipment we purchase. Some kiosks are compatible and some are not so we are working through that and will know more soon. We plan to include the kiosk in our FY 26/27 budget requests.						
Chipley Downtown Parking Project Florida Department of Commerce, Rural Infrastructure Fund		Design Construction Consultant: David H. Melvin, Inc.		\$911,980		
Project: This funding will be used to construct and rehabilitate a city-owned property (the old Fire Station) to alleviate the parking insufficiency in the downtown area. We have submitted another application for RIF funding for this project during the month of July 2026.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
Old Chipley City Hall - Construction Florida Department of State, Division of Historical Resources		Construction Design/Construction		\$ 338,000 City Match \$75,000		Section F, Item 11.
Project: This funding will be used for a new roof system/blocking/hurricane ties/repair roof framing. The city will be required to match \$75,000 for design and construction. This project was not approved for funding.						
COPS Hiring Grant Program U.S. Department of Justice, COPS Hiring Grant Program				\$ 250,000.00 Match \$ 315,000.00		
Project: This funding will allow us to hire two (2) additional police officers. This grant and the matching funds are over a three year period. We have been awarded this funding and we have hired two Police Officers that will be partially funded by this grant.						
Chipley Wastewater Energy Efficiency Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program	Consultant: David H. Melvin, Inc.			\$ 661,500	07/07/25	07/31/26
Project: This funding will be used to optimize energy consumption, reduce operational costs, and ensure compliance with regulatory standards. The goal is to replace pumps/motors/scada system to enhance the performance and sustainability of our wastewater treatment processes. The grant administration and engineering agreements have been approved and the design is complete. We are working on the bid approval with Florida Commerce at this time.						
Jim Trawick Park - Phase X Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)	Consultant: Fred Fox Enterprises	Development	37.017	\$ 200,000		
Project: This funding will be used for Soccer Field Renovation, Playground Renovation to include ADA Equipment; Baseball Field No. 7 Renovation, Softball/T-Ball Field No. 8 Renovation, Add Exercise Station to Walking Trail, Picnic Facility Renovation, New Batting Cages, New Bleachers, Sidewalk to Batting Cages and Sidewalk to Playground Renovation. This project was not approved for funding, however, we have included this project in the grant application for the Orange/6th Avenue project through Florida Commerce that was submitted last month.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
State of Florida Legislative Appropriations Request - Police Vehicles & Equipment Consultant: Liberty Partners of Tallahassee Project: This funding will purchase new police vehicles along with some much needed police equipment that the city has been unable to purchase during the budget cycle. This project was not funded.		Purchase Vehicles and Equipment		\$ 500,000.00		Section F, Item11.
State of Florida Legislative Appropriations Request - Pecan Street Resurfacing Consultant: Liberty Partners of Tallahassee Project: This funding will allow us to work on the drainage and resurfacing of Pecan Street. This project was funded during the legislarive session and we utilized our continuing engineering services agreement and David H. Melvin, Inc. has started the design on this project.		Design Construction		\$ 750,000.00		10/31/26
State of Florida Legislative Appropriations Request - Construction for Bickyard Road Sewer Consultant: Liberty Partners of Tallahassee Project: This funding will allow us to construct the 5,500 linear feet of gravity sewer main on Brickyard Road that we are currently advertising for engineering services. This project was not funded.		Construction		\$ 1,000,000.00		
Wastewater Facilities Plan Florida Department of Environmental Protection - State Revolving Fund Consultant: Mott MacDonald Project: This funding will allow us to have a Wastewater Facilities Plan prepared in order to allow for us to apply for future State Revolving Fund funding. This project is currently in progress and should be complete by July 2026.		Planning		\$ 90,000.00		08/15/26
Drinking Water Facilities Plan Florida Department of Environmental Protection - State Revolving Fund Consultant: Mott MacDonald Project: This funding will allow us to have a Wastewater Facilities Plan prepared in order to allow for us to apply for future State Revolving Fund funding. This project is currently in progress and should be complete by July 2026.	DW670140	Planning	66.468	\$ 90,000.00		10/15/26

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
FDEP Septic to Sewer Project Florida Department of Environmental Protection , Nonpoint Source Grant Program		Design Construction		\$ 1,325,500.00		Section F, Item11.
Project: This funding will allow us to improve water quality, protect public health, and enhance wastewater infrastructure by moving 32 septic systems onto our city sewer system. This project was not approved for funding.						
Pecan Street Improvements Project Florida Department of Transportation, Municipal SCOP		Design CEI Construction		\$ 1,844,457.98 (\$750,000.00 Legislative Appropriations Approved)		
Project: This funding will allow us to make improvements to Pecan Street from South Boulevard to Church Avenue, which is approximately .738 miles. This project agreement is on the agenda for approval this month.						
Orange Street/6th Avenue/Jim Trawick Park Improvements Florida Department of Commerce, Community Development Block Grant		Design CEI Construction		\$ 2,153,878.32		
Project: The Council approved the resolution to submit for this funding to provide for drainage improvements and resurfacing of Orange Street from South Blvd. to Hwy 90 and provide for milling and resurfacing of 6th Avenue from Orange Street to Peach Street and Jim Trawick Park Improvements.						
2025 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2025 BVP	Bulletproof Vests	16.607	\$1,703.31 Match \$1,703.31		
Project: This funding will be used to purchase four (4) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						
Brickyard Road Vo-Tech Lift Station Improvements Florida Department of Commerce, Rural Infrastructure Fund	Consultant: Mott MacDonald	Design Construction		\$1,006,805		
Project: This funding will be used to upgrade the Vo-Tech Lift Station as Phase I to the Brickyard Road Sanitary Improvement Design Project.						

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-44 – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a State-Funded Grant Supplemental Agreement for the Pecan Street Roadway Resurfacing Project for an additional \$1,844,458.00 for Construction and CEI Services. The total Agreement is in the amount of \$2,594,458.00 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.

RECOMMENDATION

City staff recommend approval of Resolution No. 26-44 – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project.

- ATTACHMENTS
1. Resolution No. 26-44
 2. State-Funded Grant Supplemental Agreement

RESOLUTION NO. 26-44

A RESOLUTION APPROVING A STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the State of Florida Department of Transportation, hereinafter referred to as the “DEPARTMENT”, find it necessary for the City of Chipley, hereinafter referred to as the “RECIPIENT”, to execute and deliver to the FDOT the State-Funded Grant Supplemental Agreement identified as Financial Project No. 457064-1-54-01; 457064-1-54-02 –Pecan Street Roadway Resurfacing Improvements Project, hereinafter referred to as “Supplemental No. 001”.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, THAT:

1. An Agreement identified as the State-Funded Grant Agreement – Pecan Street Roadway Resurfacing Improvements Project, between the City of Chipley, Florida, and the State of Florida Department of Transportation, was approved on September 9, 2025 for the amount of \$750,000.00, and the Recipient agrees to complete the project on or before October 31, 2026.
2. The State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Improvements Project is hereby approved for the additional amount of \$1,844,458.00, and the Recipient agrees to complete the project on or before October 31, 2027.
3. The total Agreement is in the amount of \$2,594,458.00 and is for the Design, Construction and Construction Engineering and Inspection (CEI) Services for resurfacing Pecan Street from South Boulevard to Church Avenue for a total of .739 miles in Chipley.
4. That the Mayor, be hereby authorized and directed to execute the Agreement.
5. A certified copy of this Resolution be forwarded to the FDOT along with the executed Agreement.

PASSED AND ADOPTED THIS 14TH DAY OF JULY, 2026.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell
City Clerk

**STATE-FUNDED GRANT
SUPPLEMENTAL AGREEMENT**

Section G, Item 1.

SUPPLEMENTAL NO.

SA01

CONTRACT NO.

G3147

FPN

457064-1-54-01; 457064-1-54-02Recipient: City of Chipley

This Supplemental Agreement ("Supplemental"), dated _____ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on October 16, 2025 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit A - Project Description and Responsibilities

Exhibit B - Schedule of Financial Assistance

Exhibit C - Engineer's Certification of Compliance

Exhibit D - Recipient Resolution

Exhibit J - State Financial Assistance (Florida Single Audit Act)

Reason for this Supplemental and supporting engineering and/or cost analysis:

This Supplemental Agreement is to add funds for Construction and CEI in the amount of \$1,844,458 to assist the City with completing the project. The amount of the new agreement is \$2,594,458.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:
City of Chipley

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____

Name: Tracy L. Andrews

Title: Mayor

By: _____

Name: Rodney Chamberlain, P.E.

Title: Director of Transportation Development

Legal Review:

EXHIBIT A**PROJECT DESCRIPTION AND RESPONSIBILITIES**FPN: 457064-1-54-01; 457064-1-54-02

This exhibit forms an integral part of the Agreement between the State of Florida, Department of Transportation and
City of Chipley (the Recipient)

PROJECT LOCATION:

- ☐ The project is on the National Highway System.
- ☐ The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 0.739 miles

PROJECT DESCRIPTION: This project is for the design, construction, and CEI services for Pecan Street Roadway Resurfacing Improvements. The project will consist of resurfacing the roadway from South Boulevard to Church Avenue. Project will be constructed within the existing right of way.

FY2025 General Appropriations funds will be expensed on all eligible activities before FY2027 SCOP funds can be utilized.

SPECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities. In accordance with Section 10.c. of this Agreement, the Parties agree as follows:

The Department hereby notifies the Recipient that for projects that are not located on the Department's right-of-way, the Recipient is advised to hire a contractor prequalified by the Department.

In accordance with Section 10.d. of this Agreement, the Parties agree as follows:
For the provision of Construction Engineering Inspection (CEI) services, the Recipient is advised to hire a Department pre-qualified consultant in the appropriate work type.

In accordance with Section 10.e. of this Agreement, the Parties agree as follows:
The Recipient is advised to hire a Department pre-qualified consultant in the appropriate work type for the design phase of the Project.

The Department hereby notifies the Recipient, in accordance with Section 337.14, F.S. the Entity performing Design and Construction Engineering Inspection (CEI) services may not be the same Entity.

The Recipient shall be responsible for all permitting activities related to the project and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall provide a copy of the design plans for the Department's review and approval prior to advertisement. Plans shall be submitted at 60%, 90% and final along with the engineer's cost estimate, Utility Certification, Permit Certification, Right of Way Certification, Railroad Certification, and a complete set of draft bid documents in PDF (Portable

Document Format). The Recipient shall be responsible for addressing all plan review comments in the Electronic Review Comments (ERC) System.

The Recipient shall submit to the Department the bid tabulations and award intent for review and concurrence prior to award and will submit the signed construction contract for records upon execution of the final document.

Off the State Highway System (Off-System) construction projects must be administered in accordance with latest version of the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways Florida (also known as the Florida Greenbook).

On the State Highway System (On-System) construction projects must be administered in accordance with the FDOT Construction Project Administration Manual (Topic no. 700-000-000). Materials will be inspected in accordance with the FDOT Sampling Testing and Reporting Guide by Material Description and the FDOT Materials Manual (Topic No. 675-000-000). Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications must be used. The Recipient will be responsible for all project level inspection, verification testing, and assuring all data are entered into Materials Acceptance and Certification System (MAC) as appropriate. In addition, the following Off the State Highway System (Off-System) and Off the National Highway System projects will be administered as above: all bridge projects; box culverts; and all projects with a construction value of \$10 million or more.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by .
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by .
- f) Construction to be completed by 10/31/2027.

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The Department will provide concurrence to advertise for construction to the Recipient after final plans and construction estimate, and all necessary certifications have been reviewed and approved.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STATE-FUNDED GRANT AGREEMENT

Section G, Item1.

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EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS: City of Chipley PO Box 1007 Chipley, FL 32428		FINANCIAL PROJECT NUMBER: 457064-1-54-01; 457064-1-54-02			
PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION			
		(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	Indicate source of Local funds
Design- Phase 34	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Design Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
Right-of-Way- Phase 44	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Right-of-Way Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
Construction- Phase 54	Maximum Department Participation (Local Transportation Project)	\$750,000.00	\$0.00	\$750,000.00	☐ In-Kind ☐ Cash
FY: 2026	Maximum Department Participation (SCOP)	\$1,844,458.00	\$0.00	\$1,844,458.00	☐ In-Kind ☐ Cash
Total Construction Cost		\$2,594,458.00 100.00%	\$ 0.00 0.00%	\$2,594,458.00 100.00%	
Construction Engineering and Inspection - Phase 64	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Construction Engineering and Inspection Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
(Phase :)	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
TOTAL COST OF THE PROJECT		\$2,594,458.00	\$ 0.00	\$2,594,458.00	

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Maria Showalter - Local Programs Administrator

District Grant Manager Name

Signature

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STATE-FUNDED GRANT AGREEMENT

Section G, Item 1.

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05/21
Page 1 of 1**EXHIBIT C****ENGINEER'S CERTIFICATION OF COMPLIANCE**

Engineer's Certification of Compliance. The Recipient shall complete and submit the following Notice of Completion and, if applicable, Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

NOTICE OF COMPLETION

STATE-FUNDED GRANT AGREEMENT
Between
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and City of Chipley

PROJECT DESCRIPTION: PECAN STREET ROADWAY RESURFACING IMPROVEMENTS

FPID#: 457064-1-54-01; 457064-1-54-02

In accordance with the Terms and Conditions of the State-Funded Grant Agreement, the undersigned provides notification that the work authorized by this Agreement is complete as of _____, 20__.

By: _____

Name: _____

Title: _____

ENGINEER'S CERTIFICATION OF COMPLIANCE

In accordance with the Terms and Conditions of the State-Funded Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification the Recipient shall furnish the Department a set of "as-built" plans certified by the Engineer of Record/CEI.

By: _____, _____ P.E.

SEAL: Name: _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STATE-FUNDED GRANT AGREEMENT

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EXHIBIT D

RECIPIENT RESOLUTION

The Recipient's Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STATE-FUNDED GRANT AGREEMENT

Section G, Item1.

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EXHIBIT J

STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Awarding Agency: Florida Department of Transportation

State Project Title and ALN Number:

- ☐ County Incentive Grant Program (CIGP), (ALN 55.008)
- ☒ Small County Outreach Program (SCOP), (ALN 55.009)
- ☐ Small County Road Assistance Program (SCRAP), (ALN 55.016)
- ☐ Transportation Regional Incentive Program (TRIP), (ALN 55.026)
- ☒ Specific Appropriations 1871A of Chapter 2025-198 , Local Transportation Project, ALN 55.039

***Award Amount:** \$2,594,458.00

*The state award amount may change with supplemental agreements

Specific project information for ALN Number is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for ALN Number are provided at: <https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-46 – Florida Department of Financial Services Firefighters Assistance Grant – 5 Self Contained Breathing Apparatus (SCBA)

MEETING DATEPREPARED BY

Tuesday, July 14, 2026Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the submittal of a Firefighter Assistance Grant with the Florida Department of Financial Services, Division of the State Fire Marshall in the amount of \$54,354.55 to purchase 5 Self-Contained Breathing Apparatus (SCBA)

RECOMMENDATION

City staff recommend approval of Resolution No. 26-46 – Florida Department of Financial Services - Firefighters Assistance Grant – 5 Self Contained Breathing Apparatus (SCBA)

ATTACHMENTS

1. Resolution No. 26-46

RESOLUTION NO. 26-46

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES FOR THE VOLUNTEER FIREFIGHTER GRANT ASSISTANCE PROGRAM FOR STATE FISCAL YEAR 2025-2026.

WHEREAS, the City of Chipley desires to submit an application to the State of Florida Department of Financial Services for the Volunteer Firefighter Grant Assistance Program, (CSFA 43.006); and

WHEREAS, the objective of this program is to have an immediate impact on the safety of firefighters and to improve the emergency response capability of volunteer fire departments and combination fire departments; and

WHEREAS, the infrastructure within the City of Chipley has drastically increased over the past several years with the addition of new businesses, more places of worship, and new school buildings. Traffic counts have soared within the city due to the new multi-lane highways of State Roads 77 and 79; and

WHEREAS, receiving this grant will allow us to not only resolve these issues but ensure our firefighters can continue to safely protect and serve our community without the concern of obsolete equipment; and

WHEREAS, utilizing these grant funds to purchase 5 Self-Contained Breathing Apparatus (SCBA) will have a great impact on the safety of the firefighters of the City of Chipley.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby authorizes the filing of an application for the Volunteer Firefighter Grant Assistance Program in the amount of \$54,354.55.
2. That the Mayor, Mayor Pro-Tem or City Administrator are hereby authorized to execute all documents required in connection with the filing of said application.
3. A certified copy of this Resolution be forwarded to the FDFS along with the application.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 14th day of July, 2026.

CITY OF CHIPLEY

ATTEST:

Sherry Snell, City Clerk

Tracy L. Andrews, Mayor

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-47 – Florida Department of Financial Services Firefighters Assistance Grant Firefighters Assistance Grant – Powered Extrication Equipment

MEETING DATEPREPARED BY

Tuesday, July 14, 2026Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the submittal of a Firefighter Assistance Grant with the Florida Department of Financial Services, Division of the State Fire Marshall in the amount of \$23,720.00 to purchase powered extrication equipment (spreader & cutter).

RECOMMENDATION

City staff recommend approval of Resolution No. 26-47 – Firefighters Assistance Grant – Powered Extrication Equipment

ATTACHMENTS

1. Resolution No. 26-47

RESOLUTION NO. 26-47

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES FOR THE VOLUNTEER FIREFIGHTER GRANT ASSISTANCE PROGRAM FOR STATE FISCAL YEAR 2025-2026.

WHEREAS, the City of Chipley desires to submit an application to the State of Florida Department of Financial Services for the Volunteer Firefighter Grant Assistance Program, (CSFA 43.006); and

WHEREAS, the objective of this program is to have an immediate impact on the safety of firefighters and to improve the emergency response capability of volunteer fire departments and combination fire departments; and

WHEREAS, the infrastructure within the City of Chipley has drastically increased over the past several years with the addition of new businesses, more places of worship, and new school buildings. Traffic counts have soared within the city due to the new multi-lane highways of State Roads 77 and 79; and

WHEREAS, receiving this grant will allow us to not only resolve these issues but ensure our firefighters can continue to safely protect and serve our community without the concern of obsolete equipment; and

WHEREAS, utilizing these grant funds to purchase powered extrication equipment (spreader & cutter) will have a great impact on the safety of the firefighters of the City of Chipley.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, THAT:

1. The City of Chipley hereby authorizes the filing of an application for the Volunteer Firefighter Grant Assistance Program in the amount of \$23,720.00.
2. That the Mayor, Mayor Pro-Tem or City Administrator are hereby authorized to execute all documents required in connection with the filing of said application.
3. A certified copy of this Resolution be forwarded to the FDFS along with the application.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 14th day of July, 2026.

CITY OF CHIPLEY

ATTEST:

Sherry Snell, City Clerk

Tracy L. Andrews, Mayor

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Work Authorization No. 2026-02 – Continuing Professional Engineering Services –
FDOT Beautification Grant

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

This work authorization addresses the necessary services for Landscape Architecture associated with FDOT Grant G3R77 between the Florida Department of Transportation and the City of Chipley. The tasks associated with this project are providing landscape architecture services for SR 77 Main Street from SR 10 (US 90) Jackson Avenue to Church Avenue. The total for these services is a lump sum not to exceed \$9,750.00. The design fees are not included in the grant awarded by FDOT and will be a city expenditure.

RECOMMENDATION

City staff recommend approval Work Authorization No. 2026-02 – Continuing Professional Engineering Services– FDOT Beautification Grant.

ATTACHMENTS

1. Work Authorization No. 2026-02

Work Authorization No. 2026-02
To
Engineering – Professional Services Agreement Between
City of Chipley (Owner)
And
David H. Melvin, Inc. (Engineer)

Effective Date: 07/14/2026

Project: City of Chipley FDOT Beautification Grant

FDOT Agreement No.: G3R77

DHM Project No.: CHI26LA

A. SUMMARY OF SERVICES TO BE RENDERED

This work authorization is issued under master agreement between the parties dated March 8, 2022, and shall be subject to all the terms and conditions of said master agreement. This work authorization addresses the necessary services for Landscape Architecture associated with FDOT Grant G3R77 between Florida Department of Transportation and the City of Chipley.

Tasks associated with this project are providing Landscape Architecture services for SR 77 Main Street from SR 10 (US 90) Jackson Avenue to Church Avenue in Washington County.

Deliverables shall consist of:

1. Provide landscape design of all planting areas as depicted in exhibit submitted by Client for grant proposal.
2. Landscape plan will locate and quantify trees, shrubs, groundcovers, and sod on plan and will include planting details, construction notes, and planting schedules and specifications.
3. If requested by Client, plans may be provided in 60%, 100%, and Final Plans phases.

- B. PROJECT BACKGROUND:** The project proposes to provide hardscape, landscape, and irrigation for the proposed project known as Chipley State Road 77 Main Street from SR 10 (US 90) Jackson Avenue to Church Avenue in Chipley, Florida.

C. PROJECT ASSUMPTIONS: The fees for this project take into consideration the following assumptions.

- 1. Survey and other relevant base files will be provided by others in AutoCad format.
- 2. Irrigation will not be provided.
- 3. A watering schedule will be provided to the City of Chipley.
- 4. Construction documents will be completed as a single set of plans.
- 5. There are no code planting requirements associated with this scope.

D. WORK SPECIFICALLY EXCLUDED FROM THIS CONTRACT:

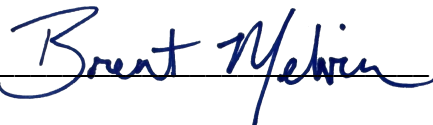
- 1. Archeological studies
- 2. Arborist services, grand tree analysis, determination of tree health.
- 3. Verification of species or tree sizes identified in survey.
- 4. Coordination of tree transplants/relocation.
- 5. Site Renderings or exhibits that are not specifically included above.
- 6. As-built plans.
- 7. Site survey or survey related work.
- 8. Environmental analysis.
- 9. Any work not specifically included in this contract shall be presumed extra to this contract.

E. COMPENSATION: The Owner shall pay Engineer a **lump sum not to exceed \$9,750.00** for these services.

F. PROJECT SCHEDULE: The project schedule shall be in accordance with the FDOT agreement.

IN WITNESS WHEREOF, the parties have executed this Work Authorization with an effective date as indicated hereinabove.

DAVID H. MELVIN, INC.

By: 

Name: Brent Melvin, P.E.

Title: VP / Project Manager

CITY OF CHIPLEY

By: _____

Name: _____

Title: _____

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Chipley Housing Authority – Appointment of Commissioner – Alan Bush

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

This will approve the appointment of Alan Bush to the Chipley Housing Authority for a four-year term, effective July 1, 2026 through June 30, 2030.

RECOMMENDATION

City staff recommend approval of appointment of Alan Bush.

ATTACHMENTS

1. Letter from Chipley Housing Authority

CHIPLEY HOUSING AUTHORITY
1370 OLD BONIFAY ROAD
P. O. BOX 388
CHIPLEY, FLORIDA 32428-0388
TELEPHONE (850) 638-0134
FAX (850) 638-9119

COMMISSIONERS
WANDA OWENS – CHAIRMAN
MARY GREEN – VICE CHAIRMAN
CURTIS CARTER
LENDIA JUSTICE

EXECUTIVE DIRECTOR
TARA FINCH

ADMINISTRATIVE ASSISTANT
TABITHA MORRIS

FAIR HOUSING AND EQUAL OPPORTUNITY

June 24, 2026

Ms. Tracy Andrews
City of Chipley
Chipley, Florida 32428

RE: Commissioner Appointment to Chipley Housing Authority

Dear Mayor Andrews:

I am respectfully requesting the appointment of Mr. Alan Bush to the Board of Commissioners at Chipley Housing Authority.

Mr. Bush has been contacted and agreed to accept the appointment as a member of the Board of Commissioners at Chipley Housing Authority. Mr. Bush is retired from the Florida Department of Transportation and a former Washington County Board of County Commissioner. He is familiar with federal grant funding and low income housing and would be an asset to the board. I have spoken with Mr. Bush regarding serving on the board and he has agreed to do so. I respectfully request that you make this appointment at your next scheduled City Council meeting with approval of the City Council members to be effective July 1, 2026 through June 30, 2030. If you need to contact Mr. Bush, you can reach him at (850) 260-6290. His address is 1932 Hagan Road Road, Chipley, Florida 32428.

Thank you in advance for your assistance.

Sincerely,



Tara Finch
Executive Director

Enclosure

CC: Mr. Alan Bush
Ms. Patrice Tanner, City Administrator

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: FY 23-24 Updated Minutes

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

The FY 23-24 Minutes have been updated by adding explanations to the consent agenda items.

RECOMMENDATION

City Staff recommend approval of the FY 23-24 Updated Minutes

ATTACHMENTS

- 1. FY 23-24 Updated Minutes

City of Chipley
Regular Council Meeting
Minutes
February 13, 2024 at 6:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mrs. Michelle Jordan, City Attorney

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, Asst. City Admin./City Clerk Ms. Sherry Snell, City Clerk
 Mr. Scott Thompson, 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 6:00 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member McCall and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added item # 14 Council Chamber Upgrades & Livestreaming Quotes.

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.

There were no comments.

E. APPROVAL OF MINUTES

1. Regular Council Workshop – January 4, 2024
2. Regular Council Meeting – January 11, 2024
3. Special Council Meeting – January 23, 2024

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

Section G, Item6.

F. PRESENTATIONS

1. **Proclamation** - Recognition of Kenneth Rustin for 50 Years as a Volunteer Fireman. Mayor Andrews and the City Council presented a Proclamation and plaque honoring Mr. Kenneth Rustin for 50 years of service to the City of Chipley Fire Department. The Council unanimously agreed to make February 13, 2024 Kenneth Rustin Volunteer Firefighter Day. Discussion ensued.
2. **Proclamation** - 211 Day 2024. Mayor Andrews read the Proclamation to recognize February 11, 2024 as 211 Awareness Day. No further discussion.

H. CONSENT AGENDA

1. **Resolution No. 24-15** – Chipley Redevelopment Agency – Business Mentoring Program. This resolution, if approved, will approve the adoption of a Business Mentoring Program to be administered by the City of Chipley Redevelopment Agency. The resolution includes program objectives, program funding to come from the Chipley Redevelopment Agency along with grants, partnerships and other means, and reporting obligations.
2. **Resolution No. 24-16** – Chipley Redevelopment Agency – Budget Amendment. This resolution, if approved, will approve a budget amendment for the Chipley Redevelopment Agency for the Fiscal Year 2023-2024. The increase is from the Washington County Board of Commissioners from \$2,325 per month to \$3,824 per month to fund a part time administrative assistant.
3. **Amendment to CRA Administration Agreement** – Chipley Redevelopment Agency. This will amend the CRA Administration Contract for the Chamber by increasing the amount to \$3,824.00 per month to add staffing and administrative services.
4. **Employee Classification Document Change** – Fire Department. This position will change from a title of Fireman to a title of Station Attendant, and will change from a full-time position to a part-time position.
5. **Disposition of Property** – Fire Department. This will approve the disposition of a 2018 Hoshizaki ice machine which had to be replaced due to the machine breaking down and excessive maintenance costs. The vendor will dispose of the machine.
6. **Disposition of Property** – Fire Department. This will approve the disposition of 11 Firehawk Airpacks with cylinders and masks which have been replaced with updated compliant packs. We are requesting approval to donate to Holmes County.
7. **Resolution No. 24-17** – Amendment to Purchasing Policy. This will resolution, if approved, will amend Section 1, 2, and 4 and add Section 5 - Cooperative Procurement.
8. **Special Event Application** – Thursday Night Lights. This event will be held on the third Thursday of each month from 6-8 pm February thru September 2024. Road closures will include North and South Railroad Ave. 7th St. from South alley of Historical Museum to include N. Railroad Ave.

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

I. AGENDA ITEMS

1. **Ordinance No. 981 (First Reading)** – Amendment to the Future Land Use Map – Annexation.

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner explained this is one of the voluntary annexations that we worked on for Parcels #00-2245-0000 located at 1240 Panhandle Lane & #00-2245-0003 located at 1237 Panhandle Lane, a total of approximately 8.96 acres, changing to the Medium Density Land Use Category. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the first reading of Ordinance No. 981. The motion passed unanimously.

2. **Ordinance No. 982 (First Reading)** – Amendment to Chapter 2 – Administration. Mrs. Tanner read Ordinance No. 981 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner explained this is a 2nd voluntary annexation for Parcel # 00-2222-0001 located at 1447 Main Street, a total of approximately 3.52 acres, changing to the Commercial Land Use Category. 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. 982. The motion passed unanimously.

3. **Resolution No. 24-15** – Chipley Redevelopment Agency – Business Mentoring Program. (Moved to Consent Agenda).
4. **Resolution No. 24-16** – Chipley Redevelopment Agency – Budget Amendment. (Moved to Consent Agenda).
5. **Amendment to CRA Administration Agreement** – Chipley Redevelopment Agency. (Moved to Consent Agenda).
6. **Code Enforcement Fine Forgiveness** – Case No. 375 – 653 Bennett Drive. Mrs. Tanner explained this is for a fine forgiveness in the amount of \$100 for Case No. 375, Stephanie Broxton. The building has been demolished and the property has been cleaned up and the

property is now in compliance. No further discussion.

Section G, Item 6.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Code Enforcement Fine Forgiveness for 653 Bennett Drive in the amount of \$100.00. The motion passed unanimously.

7. **Employee Classification Document Change** – Fire Department. (Moved to Consent Agenda).
8. **Disposition of Property** – Fire Department. (Moved to Consent Agenda).
9. **Disposition of Property** – Fire Department. (Moved to Consent Agenda).
10. **Award of Bid No. 2024-02** – Public Works Building – Solar Panel Project. Mrs. Tanner explained the City had advertised for Solar Panels which will power the Public Works Facility to offset increasing energy costs, improve energy resilience, and reduce the city's environmental footprint. Bids were received and reviewed by David H. Melvin, Inc. Funding is from the Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program in the amount of \$200,000.00. She stated the lowest bid was from Alternative Energy Services, Inc. in the amount of \$88,190.00 and is contingent on the Florida Department of Agriculture & Consumer Services approval. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Award of Bid No. 2024-02 to Alternative Energy Services, Inc. in the amount of \$88,190.00 contingent on the Florida Department of Agriculture & Consumer Services approval. The motion passed unanimously.

11. **Mongoven Building Demolition Contract** – Break-N-Ground, LLC. Mrs. Tanner explained Council approved the award to Break-N-Ground, LLC last month and this will approve the Mongoven Building Demolition Contract with Break-N-Ground, LLC in the amount of \$273,500.00. Bids were received and reviewed by David H. Melvin, Inc. They also contacted references for other projects they have done, one of them they noted was the administration building for Lynn Haven. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Mongoven Building Demolition Contract to Break-N-Ground, LLC in the amount of \$273,500.00. The motion passed unanimously.

12. **Resolution No. 24-17** – Amendment to Purchasing Policy. (Moved to Consent Agenda).
13. **Special Event Application** – Thursday Night Lights. (Moved to Consent Agenda).

14. **Council Chamber Upgrades & Livestreaming Quotes.** Mrs. Tanner explained she had received two quotes for the upgrades that Council wanted to have done as soon as possible. She stated in lieu of bidding we received two quotes from local companies and anything under \$35,000 can be approved without bids. The quotes were from Studio D in the amount of \$24,349.00 and Mitchell Sight & Sound in the amount of \$33,169.64. She added that with Mitchell Sight & Sound the total would come down if the tv's were not the same brand, which would make the cost \$26,269.67. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the bid from Studio D in the amount of \$24,349.00. The motion passed unanimously.

J. OTHER BUSINESS

Mrs. Cain asked about Dollar General and the property adjacent to it. Mrs. Tanner stated she

spoke with Tyler Graybel with Terramore Development and he stated they will need look for potential environmental concerns on the property and look at the price. He would let her know something by the end of the month.

Section G, Item 6.

Mrs. Tanner explained she had given Council a printout of the website redevelopment timeline. She stated it is progressing but it is very time consuming. The timeline has been approved and the website will be finished in July.

Mrs. Tanner stated she had reached out to Legendary Lawn Maintenance regarding the bushes in front of City Hall. They can demo the bushes, backfill, sod one wall for a few thousand dollars. She added that they are not landscapers and maybe we could get the Garden Club to give some low maintenance plant ideas. Mr. Russell stated he would like Public Works to be involved as well. Mrs. Tanner stated she has been working on it with Mr. Lane. She stated the Garden Club would be a great help in this project. Ms. McCall stated she would discuss with them. Mrs. Tanner added that Legendary gave a price for winter seed where the grass would stay green year-round. The costs for City Hall - \$1725.00 per year; Farmer's Market - \$1050.00 per year; and Chamber of Commerce - \$1050.00 per year. The Council agreed that they were not in favor of the additional cost for the winter grass.

Mrs. Tanner stated ArtKidDoo would be held this Saturday at Shivers Park from 11 am – 2 pm and the City would have a tent with employees for children to do painting and handing out coloring books.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:38 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell
City Clerk

City of Chipley
Council Meeting
Minutes
March 12, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mrs. Michelle Jordan, City Attorney

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Michael Richter, Police Lieutenant
 Mr. Guy Lane, Public Works Director
 Mrs. Tamara Donjuan, Planning/Code Enf. Officer
 Mr. Michael Maxwell, CRA Executive Director

Ms. Sherry Snell, City Clerk
 Mr. Jimmy Cook, Water Utilities Director
 Mr. Hunter Aycock, Fire Chief
 Mr. Brock Tate, Recreation Director

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 item # 13 Agreement – Fisher Arnold and # 14 Ward 4 Position - Discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall 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 welcomed and appreciated.

There were no comments.

E. APPROVAL OF MINUTES

Section G, Item 6.

1. Regular Council Workshop – February 8, 2024
2. Regular Council Meeting – February 13, 2024

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

Fire Department – Hunter Aycock. Chief Aycock explained they were a little slow with calls but have been busy with day to day activities. He stated they completed the hydrant testing. The new truck still needed lettering and striping and they will go down on the 28th for the final inspection. He added hopefully we will have it here mid-April and will try to do a push in ceremony the end of April but the date is not set yet. Mayor Andrews asked about photo ops with City of Bonifay for equipment donated to them. Mr. Aycock stated he hasn't worked on it yet. Ms. McCall asked about painting the fire hydrants. Mr. Aycock stated Mrs. Tanner was going to talk to CRA about painting them since the ones that need painting are located in that district. Mrs. Tanner stated they are looking at approximately \$2,500 for the painting. Mr. Aycock stated most departments paint their own, but the quote he received was roughly \$30-\$35 for each hydrant and there are approximately 75 hydrants in that district. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained the CRA meeting was relatively light and didn't have a lot of grant requests, but we did accept the resignation of Reverend Malcolm Nelson. He added that he wanted to thank Reverend Nelson for his many years of service and stated that he will be missed. We have a nominee in place for that position. Mayor Andrews asked how many years he had. Mr. Maxwell stated he thought it was 12 years. Mrs. Cain stated she hates to see him leave. Mr. Russell asked about the loan concept and how to deal with loan payments and people not making payments. Mr. Maxwell stated he's working with Mrs. Tanner and starting in April they will send courtesy notices to people with loans to help keep them informed of where they are with their loans. This will be handled by Crystal Abel. Discussion ensued.

City Attorney – Michelle Jordan. Attorney Jordan stated there were no updates. No further discussion.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was a little slow. She stated Guy has Amnesty scheduled for next month. She added that next month we have a couple of cases scheduled for special magistrate and we received a surplus for a property. Ms. McCall asked on page 2 of the report that Church Avenue didn't have an address. Mrs. Donjuan said it was a vacant lot. Mrs. Cain asked if it had an address. Ms. McCall asked where it was it. Mrs. Donjuan stated down by the old barber on the left. Ms. McCall asked if it was on the North side covered with kudzu. Mrs. Donjuan stated yes. Mr. Russell asked about the 1278 Holley Avenue property. Mrs. Donjuan stated it is still in litigation. Attorney Jordan stated they are still searching for the heirs of that estate. Mr. Russell asked how long that takes. Attorney Jordan stated they have to exhaust all options and if no heirs are identified then we do publication and notice of action for foreclosure. Mayor Andrews stated she noticed people are leaving trash cans out and not pulling them back in. She asked if we are doing a bill insert or anything. Mrs. Donjuan stated we can put something on FB again and go out and put stickers on the cans again. Ms. McCall asked about the housing project by the cemetery because there is a bicycle and a grill that has been left out for a month as you go into the cemetery. Mrs. Donjuan stated that is a code issue that she would look at. Ms. McCall added that also last year it took 9 months for them to get the ground stumps done and it's been over a month and she doesn't want it to linger again that long. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been a little more active but slower than it has been. We do have a couple of cases on the agenda for approval. No further discussion.

Police Department – Michael Richter. Lieutenant Richter explained it was a pretty typical with 55 criminal cases. He stated the numbers for traffic warnings are skewed due to one of the officers having issues with his MCT which caused it to not calculate like it should. We had 18 traffic crashes. He stated we did get news today from CLS that the project for the cameras in the Entertainment District will actually start working tomorrow. No further discussion.

Public Works – Guy Lane. Mr. Lane stated everything is going good. Ms. McCall stated the work they did on the fountain at the cemetery was gorgeous. Mr. Lane stated the grass has started growing so we will be jumping for a little while. Ms. McCall asked about a Bradford pear tree at the chamber that's split in half and needs looking at. Mr. Lane stated he would look into it. Discussion ensued.

Recreation – Brock Tate. Mr. Tate explained they have been really busy. We finished basketball season and started softball. We picked teams and started practice, but they still need one more coach. He added there will be a travel ball tournament this weekend. Mr. Russell asked about the port-o potties located at the park. Mr. Tate stated the bathrooms will be open tomorrow. Mrs. Tanner stated they are only there due to work being done at the park and the bathrooms will be open tomorrow. Mayor Andrews asked when was Opening Day. Mr. Tate stated April 6th at 8:30 a.m. Mrs. Cain asked about any hopes for the coach that is still needed. Mr. Russell asked if anyone on the Rec Board has volunteered. Mr. Tate stated he will reach out to them. Ms. McCall asked about the new system. Mr. Tate stated he loves the new Team Pass platform. Mayor Andrews asked about any vacant positions on the Rec Board and asked for a list of the current members. Mrs. Tanner stated we will send an email with the members and added that we have also just listed all P&Z, Rec Board, and CRA members on the website. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been pretty busy doing a lot of maintenance. He added the rain in February caused a few issues. Ms. McCall stated the grounds look good. No further discussion.

Finance – Patrice Tanner. Mrs. Tanner explained we have started working on the kiosks that is a process because we have to make sure that our software is going to be compatible. We are working through that and by next month I hope to have the information to the Council; The Performance Management software is actually in place, it's just not usable yet. It's going to take 4-6 weeks to get all of the employee information uploaded and the actual evaluation questions completely identified. It will give the department heads the ability to go into the performance management system, discuss goals with their employees, discuss things they would like to see them accomplish as well as documenting notes throughout the year. I look forward to it being a great system for the city. A good month would probably be June to do all evaluations for this fiscal year. If Council wants to do it at a different time next year we can. Mr. Russell stated he thinks June is a good time right before we start looking at the budget; The GPS systems, we have gathered all the information, we have gotten prices from a few different vendors. We should be able to use the Sourcwell contract or another cooperative purchasing contract to move forward however we have one more department to get the vehicles from and once we have that we can move forward and find out what our cost is going to be. Just an example of one vendor is between \$16.50-18.00 per vehicle for that GPS system to run monthly. You don't pay any upfront costs in some cases, some vendors charge their cost up front. Some vendors require if you take the vehicle out of service for you to remove the equipment and send it back, others do not. We should have a contract for Council to approve by April; As you can see we have a new system here in the Council chambers that includes live streaming to FB. We ended up not being able to do portrait tv's in the corners due to the HDMI cords and how they had to be connected to the system. We were able to do the tv in the front center that we didn't think we could due to the size. These show the packet and the one in the lobby shows what is livestreaming to FB with the corner that shows the packet. Mayor Andrews asked the audience if it was readable. The audience stated it was too small. Mrs. Tanner stated we can enlarge screens but if it's enlarged it won't show the entire document on the screen. We will work with our guy on increasing the size of each document. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained the following project updates: Chipley

We were not able to get an extension on this grant. They made it very clear that they would not allow it, we would either have to give up the grant or get it done. At the end of a grant period, they do normally allow 60 days to close out a grant so they did say they will allow us to finish the project by July 31st and then get all the documentation in to them by August 31st. We received two RFQ's and the selection committee did rank them. Fisher Arnold is the one we are recommending for award based on the selection committee results. I was able to negotiate their contract to help speed up the project a little bit and it was added to the agenda for tonight. Mr. Russell asked if they were the first group to say they could do the job before we realized we were going to be on a strict timeline. Mrs. Tanner stated no, we had one company that said they could not submit and the other two companies did submit. When they found out there were things they could do to alleviate time and that the state is willing to work on deliverable due dates and things of that nature, they were willing to move forward. Heather spoke with them and they said they would do whatever it takes to make sure the job is complete utilizing whatever resources they have on their staff; Historical Society Museum – We have received a draft report that was reviewed and there were a couple of things that were requested to be changed in it. Now Baker Design is making the amendments and will resubmit it. Then we should be able to move forward with a final document and approval of it. This is also a June 30th deadline; First Responder Emergency Equipment – There was an extension approved in the legislature but not put in writing yet, that our lobbyist worked on. They were successful in getting it approved to extend out another year because we are not expecting our tanker truck until sometime in 2025. However what the state is going to do is since we have a PO package for the truck and a signed proposal from the company that we are purchasing from, they are going to see about going ahead with doing an amendment and getting the funds disbursed prior to the deadline. Since we have the funds, we will place in deferred revenue until the truck is received. They said they thought this would be the smoothest way to handle it; Chipley Lead Service Line Replacement – We are currently working on agreement documents. That's still an ongoing process going thru all different types of documents that they have to have in place prior to getting an agreement in hand. Hopefully the next month or so we should have that. I also found out today there is funding possible available thru FL Rural Water Association. They were given some money to be used toward lead service line replacement and it will be for entities with a population of 10,000 or less. It was originally 2,500-3,000 population but it has been increased to 10,000 so we fall into that category. It will be \$75,000 that we should be able to be utilize toward our project with FDEP, per our engineers, which is a loan and grant project; City Hall Generator – We are continuing to work with the state on RFI's. We ended up having to have a vendor come out even though it hasn't been bid or approved by FDEM yet. They wanted to see specs specifically from a vendor that sells generators. They wanted to see all the documentation to make sure the size generator that we are requesting will be the size that we need for City Hall. Hopefully the process will start moving faster in the next 30 days; Chipley Mongoven Building – John Udochi, DHM, is here if you have any questions. We are looking at possibly the 3rd week in March as the start date. Mr. Udochi stated he just received an email stating work would start on March 27th. Mrs. Tanner stated that we met with DHM, the contractor and the business owners next to the Mongoven building to discuss any concerns that they had and feels that they are all confident in what was discussed. The CEI inspector from DHM will keep in touch with the business owners regularly to address any concerns. Mayor Andrews asked if there will be any detour coming off SR 90 to 5th Street. Mr. Udochi stated not yet, but it depends on how they plan to access in and out. Mr. Russell asked if we could do it for safety. Mayor Andrews asked if Mr. Lane could handle that; Public Works Building Solar Panel Project – Alternative Energy Systems contract is on the agenda for approval this month. They have already done a site visit and if approved plan to start March 25th and it will be a pretty quick process; Communications Tower – This got set back about a month for construction due to EPA environmental issues and instead of March 15th it moved to April 12th and hopefully it won't extend far beyond that to start construction; Voluntary Annexation Project – This will be completed tonight if the two ordinances are passed. Emerald Coast will complete the necessary paperwork to get the annexations approved by the State; Website Redesign – I gave the Council the timeline last month and we are still on the same one. We have a deliverable due this week that we will meet with no problem. We will continue working on that.

Mrs. Tanner stated back in January I had asked Council about the possibility of doing a RFQ and

hiring a contract planner. I wanted to get the ok for that if you want to move forward with that so that we have someone that can help work with the city thru the Live Local Act as possibly putting procedures in place. I will come up with a scope of work and we will advertise. Mr. Russell stated he thought that was necessary and the Council agreed.

Section G, Item 6.

G. CONSENT AGENDA

1. **CDBG-MIT #MT148 Grant Administration Services Agreement** – David H. Melvin, Inc. This event will be held on the third Thursday of each month from 6-8 pm February thru September 2024. Road closures will include North and South Railroad Ave. 7th St. from South alley of Historical Museum to include N. Railroad Ave.
2. **CDBG-MIT #MT148 Professional Services Agreement** – David H. Melvin, Inc. This will approve the CDBG-MIT #MT148 Professional Services Agreement for Chipley Drainage Improvements Project with David H. Melvin, Inc. in the amount of \$252,000.00. This has been updated to include additional CDBG Federal requirements and is the final approval needed for this agreement. Florida Department of Commerce has now approved our procurement for these services and will not have any additional changes to the agreement.
3. **Peach Street Lift Station Professional Engineering Services Agreement** - Mott MacDonald. The Professional Engineering Services Agreement has been updated to include additional CDBG Federal requirements.
4. **Special Event Application** – Law Enforcement Torch Run for Special Olympics Florida – Northwest Florida Reception Center. This event will be held on Monday, April 1, 2024 from 9-10:30 a.m. They will be walking a pre-determined route to bring awareness to the Special Olympics of Florida. The route will depart at the Washington County Courthouse and head east for .2 miles then turn South onto SR 77 and continue for 2 miles to end at PeoplesSouth Bank. The East Bound lane of Jackson Ave/South Bound lane of Main Street will be closed by transport vehicles during event.
5. **Special Event Application** – Community Outreach - Washington County Sheriff's Office. This event will be held on Friday, May 10, 2024 from 5-7 p.m. at Shivers Park to make contact with the community for fellowship and to answer questions.
6. **Reappointment of Planning & Zoning Commission Member** – Holland Kent. This will reappoint Mr. Holland Kent to the Planning & Zoning Commission for a three-year term beginning March 10, 2024.
7. **Resignation of CRA Board Member** – Reverend Malcolm Nelson. This will approve the resignation of Rev. Malcolm Nelson effective February 20, 2024.
8. **Appointment of CRA Board Member** – Summer Thomas. This will appoint Ms. Summer Thomas to the CRA Board for a four-year term ending on April 1, 2028.
9. **Reappointment of CRA Board Member** – Angela Grantham. This will reappoint Ms. Angela Grantham to the CRA Board for a four-year term ending on January 14, 2028.

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

H. AGENDA ITEMS

1. **Ordinance No. 981 (Final Reading)** – Amendment to the Future Land Use Map – Annexation. Mayor Andrews closed the regular meeting and opened the public hearing at 5:45 p.m. Mrs. Tanner read Ordinance No. 981 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA,

PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

Section G, Item 6.

Mrs. Tanner stated official notice to advise the public that the proposed adoption of Ordinance No. 981 was published in the Washington County News on February 28, 2024 and the ad complied with the legal requirements of the city code and the Florida Statutes.

There were no comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:46 p.m. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the final reading of Ordinance No. 981. The motion passed unanimously.

2. **Ordinance No. 982 (Final Reading)** – Amendment to Chapter 2 – Administration. Mayor Andrews closed the regular meeting and opened the public hearing at 5:46 p.m. Mrs. Tanner read Ordinance No. 982 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner stated official notice to advise the public that the proposed adoption of Ordinance No. 982 was published in the Washington County News on February 28, 2024 and the ad complied with the legal requirements of the city code and the Florida Statutes.

There were no comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:48 p.m. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the final reading of Ordinance No. 982. The motion passed unanimously.

3. **Resolution No. 24-18** - FY23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) - Chipley Police Department. Mrs. Tanner explained this will approve an agreement identified as the State Assistance for Fentanyl Eradication (S.A.F.E.) in Florida program CSFA 71.122 between the Florida Department of Law Enforcement, Department, and the City of Chipley, Recipient in the amount of \$56,600.00. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 24-18. The motion passed unanimously.

4. **Resolution No. 24-19** - FDOT Municipal Small County Outreach Program (M-SCOP) Grant Submission. Mrs. Tanner explained this resolution will authorize the submission of an application for the Municipal Small County Outreach Program (MSCOP) to the Florida Department of Transportation and this includes both projects: Martin Luther King Drive that we have put in for in the past which did not get approved as well as Pecan Street. Ms. McCall asked who made the recommendations. Mrs. Tanner stated we utilized projects that we have already applied for that were necessary projects. Mrs. Cain asked if Guy made a list of projects. Mrs. Tanner stated yes they are on the list but we have applied for these a couple of times and we are trying to get them approved. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-19. The motion passed unanimously.

5. **Planning & Zoning Recommendation** - Small-Scale Amendment – 1218 Campbellton Avenue – Debra McGhee-Davis. Mrs. Donjuan explained this is for a Small-Scale Amendment at 1218 Campbellton Avenue for Mrs. Debra McGhee-Davis. This is switching from low density to high density so they can do more houses. Mrs. Cain asked how many houses. Mrs. Donjuan stated they will either do 1 duplex or 1 quadplex depending on funding. It was approved through Planning & Zoning five to zero. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Small-Scale Amendment for Debra McGhee-Davis located at 1218 Campbellton Avenue. The motion passed unanimously.

6. **Planning & Zoning Recommendation** - Request for Development Order - 1680 Main Street - Waffle House, Inc. Mrs. Donjuan explained Waffle House is requesting a development order for vehicle charging stations. Mrs. Cain asked how many stations will they put there. Ms. McCall stated they show four stalls with two charging spaces and one is ADA and there are two per space. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Development Order for Waffle House located at 1680 Main Street. The motion passed unanimously.

7. **Code Enforcement Fine Forgiveness** – Case No. 65 – 589 Main Street. Mrs. Tanner explained that Mr. & Mrs. Suggs are asking for fine forgiveness on 589 Main Street due to Code Case No. 65 from a previous owner for overgrown grass and vegetation. A lien was placed on the home due to code violations in the amount of \$20,700.20, the property was sold at auction and Mrs. Suggs purchased the property in which the city has now received a surplus from the sale in the amount of \$11,188.75, leaving a lien balance of \$9,511.45. There are attorney fees in the amount of \$3,581.62. And I believe the attorney may have additional fees for February. Mrs. Jordan stated there were no additional fees. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the forgiveness of the lien excluding the attorney fees. The motion passed unanimously.

Mrs. Tanner stated once the attorney fees are paid at City Hall then the release of lien could be done. Mrs. Donjuan asked if they want attorney fees. Mrs. Cain asked if Mrs. Suggs will pay the attorney fees. Mrs. Tanner stated it was brought up for the fines to be forgiven excluding the attorney fees. Mrs. Cain asked if we usually charge the attorney fees. Mrs. Jordan stated yes. Mrs. Suggs stated she requests no attorney fees and questioned the total. Mrs. Tanner stated the attorney fees are \$1,975.00 but there are additional fees like filing fees, title search fees and

process service costs that are added to the attorney fees because they are part of our cost brings the total to \$3,581.62. Mayor Andrews stated they have already voted unless someone wants to make an amendment. Mr. Russell asked Mrs. Jordan to explain about the surplus amount. Mrs. Jordan stated it was a tax deed sale and our lien exceeded the amount that was collected. Mrs. Cain asked if the attorney fees could be paid from the surplus amount. Mrs. Jordan stated you were entitled to collect \$20,700.20 in fines and that information was part of the information when the property was sold. Mrs. Suggs stated in the past there was not a surplus on other properties. Mrs. Tanner stated that it was just a little different situation that this case was not her case to begin with, but as Attorney Jordan stated, the owner should have known about the lien when it was purchased. Mrs. Tanner stated it was a little different situation but it was the Council's decision. Mrs. Cain stated it could still be in the same condition but she has started cleaning it up. Mayor Andrews stated it would need a motion and second to amend. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to make an amendment and forgive the attorney fees in the amount of \$3,581.62. The motion passed with three (3) ayes and one (1) nay with Council Member McCall opposed.

Mrs. Kristy Malloy asked if you dismiss attorney fees for one person would it be across the board for everyone. Mayor Andrews stated it would be case by case and this case may be different because there was surplus and a little different situation. As a general rule it will be case by case and it is the discretion of the board to review all the information for the best result. Mrs. Tanner stated there are some cases where nothing is forgiven. Discussion ensued.

8. **Award of RFQ No. 2024-03 - Professional Services for a Florida Department of Commerce Community Planning Technical Assistance Grant.** Mrs. Tanner explained this is the Award of the RFQ to Fisher Arnold that the selection committee reviewed. She stated that Fisher Arnold ended up with the best score and we were able to negotiate a fair and reasonable compensation for the contract that was added to the agenda. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Award of RFQ No. 2024-03 to Fisher Arnold. The motion passed unanimously.

9. **Chipley Communications Tower Change Order No. 2 - Sabre Industries.** Mrs. Tanner explained this change order will increase the size of the foundation due to water depth issues which were unknown at the time of the bid. The original quote was for a mat pier 4 ft in depth, but the Geotech report, which was not done until after the contract was awarded, showed water at the 4ft level. They will have to change to a pier foundation which will increase the concrete by 12 cubic yards to overcome the issue. The change order is in the amount of \$11,750.00 to Sabre Industries which will bring the total contract price to \$421,817.00. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Change Order No. 2 with Sabre Industries in the amount of \$11,750.00. The motion passed unanimously.

10. **Contract for Construction – Alternative Energy Services, Inc. - Public Works Building – Solar Panel Project.** Mrs. Tanner explained this will approve the Contract for Construction with Alternative Energy Services, Inc. for the Public Works Building Solar Panel Project in the amount of \$88,190.00. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Contract for Construction with Alternative Energy Services in the amount of \$88,190.00. The motion passed unanimously.

11. **Purchase of 2024 Freightliner Debris Loader - Sanitation Fund.** Mr. Guy Lane explained the

Council approved this year to purchase a new knuckle boom for our trash pick-up. Mrs. added that this happened quickly and the council already approved the budget with this to be purchased this budget year. Under normal circumstances we wouldn't bring it to council unless it was a bid. We didn't have to bid, we used the Sourcwell contract. It had already been approved by Council prior to now. We were bringing it to the council on the agenda to basically inform you and let you know we already have the truck but we followed proper procurement because Council had approved the truck at budget time and we used the Sourcwell contract. The truck came in unexpectedly on Friday because they only had one truck that Guy had to get or else it would go to someone else. Mr. Lane stated they were not expecting it that quick. Discussion ensued.

- 12. Support for Closure of Dalton Street Railroad Crossing.** Mr. Lane stated they had a meeting with FDOT and the railroad and there are safety concerns at that crossing that were brought to the railroad's attention by FDOT. What they are going to do is close that crossing and they want Council support. Mrs. Cain stated they can close it without Council support. Ms. McCall asked if this would be a permanent closure. Mr. Lane stated yes it would be. Mrs. Cain asked if it was found before they did the upgrades or after. Mr. Lane stated it was during one of the parades due to a float getting hung up at the crossing. Mrs. Tanner stated they can close it without City Council support but they did ask for the support of the City. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Support for the Closure of Dalton Street Railroad Crossing. The motion passed unanimously.

- 13. Agreement – Fisher Arnold.** Mrs. Tanner stated this was the agreement that we discussed during the award. The Council awarded the project tonight and this is the agreement in the amount of \$50,000.00 that we were able to negotiate with them. We started out at \$60,000.00 and they did request a couple of things, nothing that I feel we will run into a problem with. They have local staff that will handle the largest part of the project so they will be here at any public meetings we have. Their staff that is not located in Chipley, they asked for them to be able to meet via ZOOM so they won't have travel expenses. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Agreement with Fisher Arnold in the amount of \$50,000.00. The motion passed unanimously.

- 14. Ward 4 Position Discussion.** Mayor Andrews stated Ward 4 has been vacant for a couple of months. I did have a couple of people that live in Ward 4 that I talked to about possibly serving on the board. The names are Ms. Trish Duce, Mrs. Paula Cunningham, and Mr. Ashley Williams and those three said at this time they would not like to be placed in a position here at the city. Mr. Brett Butler who used to sit in Ward 4 said he would gladly like to sit back in that seat and had intentions of running in June for that seat. Mr. Russell stated the term comes up in June and asked if we could just float it out the last two months and let someone run for the position due to costs, like portraits, of adding new members. Mrs. Cain stated it will actually be October before the position is filled. She added that she feels we should go ahead and fill it. Mayor Andrews stated she followed the Council's lead and talked to those requested and this is the end result. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to fill the Ward 4 Council Seat vacancy with Mr. Brett Butler. The motion passed unanimously.

J. OTHER BUSINESS

Mayor Andrews reminded Council about the March 27th Community Easter Event at Shiver's Park and said she would purchase the potato chips.

Ms. McCall stated she likes doing one meeting and asked if there is anything keeping u
doing just one meeting so people don't have to come back. Mrs. Tanner stated the work
not in the code, only the meeting which is the 2nd Tuesday. She added that the workshop is not
required. Mayor Andrews stated this agenda was pretty lengthy, but having the consent agenda
items helped not having to go through everything. Mrs. Cain stated she liked the way it was
tonight so the public can hear everything that goes on. Mrs. McCall asked what needed to be
done to make it happen. Discussion ensued.

Section G, Item 6.

A motion was made by Council Member McCall and seconded by Council Member Cain to do away with the separate day of having a workshop and start the meetings an hour earlier at 5:00 p.m.

Mrs. Jordan stated the regular meeting would be the second Tuesday at 5:00 p.m. Mrs. Tanner stated that might require a change in the code but we can do an Ordinance which is pretty simple. Discussion ensued.

There was no other business.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:15 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
May 14, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Michael Richter, Police Lieutenant
 Mr. Guy Lane, Public Works Director
 Mrs. Tamara Donjuan, Planning/Code Enf. Officer
 Mr. Michael Maxwell, CRA Executive Director

Ms. Sherry Snell, City Clerk
 Mr. Jimmy Cook, Water Utilities Director
 Mr. Hunter Aycock, Fire Chief
 Mr. Brock Tate, Recreation Director
 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 5:02 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Cain and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews moved item # 9 - Live Local Act Discussion to Attorney Jordan's department report; added Brett Butler - Letter of Resignation before agenda item #1; added #9 - FDOT Response Letter; added #12 - Confirmation of Dual Role Assistant City Administrator; moved the Recreation Department report to follow the City Attorney report. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall 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 participation is welcomed and appreciated.

There were no comments.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – April 9, 2024

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

City Attorney – Michelle Jordan. Attorney Jordan stated she would have new things added to her report in June.

Live Local Act – Discussion. The legislature has authorized certain residential developments that are multifamily units to bypass the local zoning boards and council approval and have an administrative approval process. There seems to be an area the legislature hasn't thought about which is an overlay district like our CRA and Historic districts, that in our code it still requires a public hearing and Planning and Zoning review. I've reached out to my local attorney groups and received mixed feedback. I think the legislature overlooked these districts but ours are not that detailed or complicated that we couldn't rely on administrative approval for projects. I need to know what official you want to designate to approve those developments. I have some paperwork from a developer that needs to be certified. It's my recommendation that we do approve this administratively. Mayor Andrews recommended the City Administrator to be the designee. Tara Tedrow, attorney for the developer, was present on ZOOM, and stated all we needed was confirmation on who would be signing the forms to send to the FL Housing Finance Corporation. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the City Administrator as the designee to make the approvals.

Recreation – Brock Tate. Mr. Tate explained everything was going good and tonight is the last night of regular baseball, then All Stars will start. We are not hosting a district tournament this year which rotates to other locations. The District baseball tournament will be held June 8, 2024 in Holmes County and the softball tournament will be held June 14, 2024 in Vernon. Mr. Russell asked about termites swarming on the ball fields. Mr. Tate stated the problem seems to be resolved. Ms. McCall asked if Mr. Tate could give the total of kids on the teams on his report. Mr. Tate said he would add them in the future. Ms. McCall asked if there would be another travel ball tournament. Mr. Tate said they plan the whole year in advance, so no more this year, but possibly next year. Mayor Andrews stated she had talked with the TDC Director about capturing that data from sporting events and other community events to see how we are doing. This information can also be used as a marketing feature. Discussion ensued.

Community Redevelopment Agency (CRA) – Michael Maxwell. Mr. Maxwell explained the CRA last met on April 16, 2024 and approved an extension on several grants to Billy and Brittany Wright until July 1st. We approved a standard package, working closely with Mrs. Tanner, for upgrading the CRA portion of the City's website. We are working on a grant opportunity through T-Mobile called "Main Street America – Investing Big in Small Towns" for up to \$50,000. The deadline for the application is June 30, 2024. The next CRA meeting will be May 21, 2024. Mrs. Cain asked if Our Dessert Island had talked with him about a grant. Mr. Maxwell stated yes and we have some ideas that we think we can help them on. Mayor Andrews congratulated Mr. Maxwell on his next step and thanked him for all he's done for Washington County. Discussion ensued.

Fire Department – Hunter Aycock. Chief Aycock explained it was a busy month. We ran a lot of

calls to other departments helping them out. All the hydrants have been repainted and the good. There is some visual progress on the tower which will hopefully be done by the end of the month. Mayor Andrews stated she was excited about the “Push In” Ceremony at 7:30 p.m. this evening. Discussion ensued.

Code Enforcement – Tamara Donjuan. Mrs. Donjuan explained it was extremely busy. We did have nine (9) cases for the special magistrate. I did more garbage cans in Ward 1 and 2. Mayor Andrews asked Mrs. Donjuan to explain what that means. Mrs. Donjuan explained that garbage cans should be removed from the curb after pick up. Ms. McCall asked how long Maybell’s Trailer Park has to get into compliance. Mrs. Donjuan stated they are working on it. Mrs. Tanner confirmed that work was being done. Ms. McCall stated two years is a long time when other people get thirty (30) days. Mrs. Tanner stated Mrs. Donjuan had recently reached out to the owner and explained what he needs to do. Mr. Russell stated the roof at the old fire station was peeling back and the grass is growing up around the old beauty shop that we purchased and he has a hard time explaining to citizens why they are getting code violations when the city has violations. Mrs. Tanner stated the Dollar General still hasn’t responded but we have advertised for the sidewalks and included the sidewalks at the Dairy Dip as an alternate bid. Mr. Lane has mowed the property and will keep it up until a time that it no longer belongs to the city. We will go ahead and do an ad for the demolition of the other buildings and will list the Dairy Dip as an alternate bid. Council Member Russell stated this needs to be on Facebook with pictures and addresses of the buildings that will be demolished so the public will know. Discussion ensued.

Planning & Zoning – Tamara Donjuan. Mrs. Donjuan explained it has been the slowest month in a long time. No further discussion.

Police Department – Michael Richter. Lieutenant Richter explained it was a busy month being proactive. He went over his report and stated they are still moving forward with businesses actively gathering contact information and addressing concerns they have. We have secured a vendor for radar recertifications that are scheduled for May 21st. We have issues with two of our vehicles, the 2016 Dodge Chargers, the motors need replacing. They’ve been in and out of the shop recently. I would like to get on some sort of rotation for our vehicles. Mayor Andrews asked if she could get a list of his vehicles. Mrs. Tanner stated she is checking with USDA to see if money is available through the Community Facilities Program. If there is money, then we can look and see what vehicles are in dire need of replacement. Mayor Andrews stated we appreciate the hard work being one position down. Mr. Russell stated he appreciates the PR on social media as well. Discussion ensued.

Public Works – Guy Lane. Mr. Lane stated it was a good month with the Spring Clean Up. He said the dumpsters were dumped once or twice each week and he would have the official count at the meeting next month. Council Member Russell thanked him for cutting the bushes downtown. Mrs. Tanner added that there are concerns with mowing the Dairy Dip and other areas, but asked Council to remember he is down three positions and they have been working hard to keep up and are doing a great job, but some things get delayed due to this issue. Mr. Russell stated very few things are delayed. Discussion ensued.

Water Utilities – Jimmy Cook. Mr. Cook explained they have been pretty busy doing a lot of maintenance. He added the rain has them working around the clock. Discussion ensued.

Administration – Patrice Tanner. Mrs. Tanner explained we have been trying to get pictures posted on Facebook and the website on the progress of projects for the citizens to see. She gave the following project updates: Chipley Downtown Redevelopment Plan – we will move forward with the third public meeting in June for the Downtown Redevelopment Master Plan with Fisher Arnold; Chipley WW Effluent Disposal Project - we are getting ready to close out the sprayfield project with USDA as well as DEP; We are working on ordering the flowers for the front of City Hall, and the bushes downtown and benches have been removed for safety reasons; First Responder Emergency Equipment – we obtained the \$500,000 funding from FL Department of Commerce through our lobbyist, Liberty Partners, and it has been paid to the city. The tanker truck has not

been received yet. There is an extension and we will keep the funds in deferred revenue until the truck is received next year and we will then pay for the truck in full; Website Redesign – continuing and still on schedule for the end of July. They offered a department header that CRA decided they would like to proceed with. This is still part of our website but identified as their own header. This will be a lower cost than having their own website and they will have control of updating it; NW Stormwater System Restoration – the FL Department of Commerce grant for \$2.9 million, is 75% complete with design and could be 90% complete by the end of the week. We are really close to bidding the project out; Chipley Fire Truck and Equipment – we will close on the grant loan with USDA on May 21st; Chipley Peach Street Lift Station – this is still in the environmental review phase; Public Works Building Solar Panel Project – this is complete. I received notification today that FPL has installed a bi-directional meter and we will start seeing savings from this point forward. We did reach out to them about the additional funds to purchase solar lights downtown, but it was not identified in the original application so we cannot get an amendment to the agreement. They stated we do need to reapply because they do have additional funds; Communications Tower – progress is ongoing and should be done by the 1st of June; GPS System for City Vehicles – The first ten units have been installed and as soon as we receive the balance of the units, the different departments will install the units on the 43 remaining vehicles; Employee Performance Management System – this is still on schedule for June; We advertised for a Contract Planner that should be on the agenda next month for approval. I am checking into a USDA Grant for Police Cars and I am still working on the audit for 6-7 more weeks. Discussion ensued.

G. PRESENTATIONS

1. **Yes Lord Deliverance Church Youth Ministries** – The City Council honored the Yes, Lord Deliverance Church Youth Ministries with certificates for their outstanding achievements.
2. **National Police Week Proclamation** – The City Council honored the Chipley Police Department with a proclamation for National Police Week, May 12-18, 2024, to recognize and honor the selfless and heroic service provided by the men and women of the Chipley Police Department.
3. **National Public Works Week Proclamation** – The City Council honored the Public Works Department with a proclamation for National Public Works Week, May 19-25, 2024, to recognize the Public Works services provided in our community are an integral part of our citizens' everyday lives.

H. CONSENT AGENDA

1. **Resolution No. 24-23** – Florida Department of Commerce Agreement Amendment One. This resolution will approve Amendment One to the Florida Department of Commerce Agreement No. P0501 updating the Agreement Period. The agreement will extend the agreement through July 31, 2024, will amend the scope of work; and will delete the Deliverables in its entirety and replace.
2. **K-9 Agreement** – Officer James Webb. This agreement will approve the use of Officer James Webb's trained K-9 named Chase. Chase will be used for narcotics detection with the City of Chipley Police Department.
3. **CDBG-Mitigation Grant MT148** – Professional Services Contract Amendment. This will amend the CDBG-Mitigation Grant MT148 – Professional Services Contract for drainage improvements to include required language.
4. **Interlocal Agreement** – Fire Protection – Campbellton Fire Department. This will approve an agreement with Campbellton Fire Department, to provide fire assistance as both departments are able to. The agreement will be for a period of ten (10) years commencing on October 1st of every tenth year.

5. **Reappointment of CRA Board Member** – Heather Lopez. This will reappoint Heather to the CRA Board for a four-year term ending on June 14, 2028.

Section G, Item 6.

6. **Special Event Application** – Annual Trunk or Treat. This event will be held on Saturday, October 26, 2024 from 4:00 p.m. – 6:00 p.m. at the Jim Trawick Park Soccer Field.

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

H. AGENDA ITEMS

1. **Ordinance No. 983 (First Reading)** – Amendment to the Future Land Use Map. Mrs. Tanner read Ordinance No. 981 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-2698-0001 LOCATED AT 1218 CAMPBELLTON AVENUE, FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map changing the land use designation of Parcel # 00-2698-0001 located at 1218 Campbellton Avenue, a total of approximately .417 acres, from Low Density Residential to the High-Density Residential Land Use Category. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the first reading of Ordinance No. 983. The motion passed unanimously.

2. **Resolution No. 24-24** – USDA Bond Closing. Mrs. Tanner explained this resolution will approve the issuance of \$238,000 in aggregate principal amount of its public improvement revenue bond, series 2024 to finance the cost of the acquisition, construction and equipping the new 2024 Pierce Saber Pumper fire truck. The annual payment amount will be \$16,748. The city was also approved for \$100,000 in USDA grant funds toward the new fire truck. The balance of the funds will come from ARPA funding. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve Resolution No. 24-24. The motion passed unanimously.

3. **Resolution No. 24-25** – Supplemental. Mrs. Tanner explained this will amend and supplement the Authorizing Resolution and provide for the issuance of a single Public Improvement Revenue Bond in the principal amount of \$238,000. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-25. The motion passed unanimously.

4. **Resolution No. 24-26** – FDLE JAGD Grant. Lieutenant Richter explained this grant is for \$1,579.00 and we want to use these funds to assist us in identifying problem streets with things like speeding. We want to use the funds for a radar traffic counter to identify the amount of

traffic speed and very detailed graphs and feedback that will help us. We can deploy the cameras to collect the data to see if it's an ongoing issue and direct patrol accordingly. No discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-26. The motion passed unanimously.

5. **Resolution No. 24-27 – COPS Hiring Grant.** Lieutenant Richter explained we are looking at hiring two (2) new patrol positions. This would allow us to have the proper staffing to work traffic like it needs to be and dedicate officers to be more community oriented. This grant will cover up to \$250,000.00 for two (2) Officers, for a period of five (5) years with the grant covering up to 75% of each Officers salary for three (3) years, but no more than \$125,000.00 in the three (3) year period for each officer, which means the city will be responsible for all salaries not paid by the grant. Mr. Russell stated he appreciates the proactiveness that's going on in the Police Department right now. Mrs. Tanner stated she wanted to make the Council aware that those numbers identified would make the city responsible for them if the grant is approved. It's a great thing but down the road it becomes a continuous expense. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-27. The motion passed unanimously.

6. **Resolution No. 24-28 – Annual Election.** Mrs. Tanner explained this will approve the election qualifying dates of July 8-12, 2024 and election dates of September 3, 2024, and if necessary, September 24, 2024. This will be for Council Member Ward 1, Ward 4, and Member at Large. Mr. Russell stated we talked about putting it before the public to change this from a two (2) year to a four (4) year position. Mrs. Tanner stated she spoke with the attorney who had to do additional research. Attorney Jordan stated she needs direction if the Council wants that to go to a referendum. We have to adopt by ordinance, but you can put it on the ballot in September. It could be the only thing you have on the ballot. Mrs. Tanner stated you can have the ordinance approved prior to qualifying week if necessary. Attorney Jordan stated it has to be sixty days before the election. Mrs. Tanner stated we have to order the ballots the day qualifying ends, at that point the ordinance would be approved and finalized. The question is, if there happens not to be an election and if there isn't more than one person running for each seat, does the council still want to go ahead with the expense of having the election for that one item. Mayor Andrews stated she thinks it is important and we brought it up last year because two years is not an easy task, but four will allow people to flourish in that particular role and see all facets of the city. Mr. Russell stated the city is having to plan elections every single year. Mrs. Tanner stated you would be able to save the money you spent this year if it was passed, so that is an option. Attorney Jordan stated she needs more direction in how to stagger the terms and what seats will turn over in two years. Mr. Russell stated the three that go in this year will go in for four years and then the next time they go in for four years. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-28. The motion passed unanimously.

7. **Halfway Houses in the City – Discussion.** Mr. Holland Kent stated a halfway house is a center helping former drug addicts, former inmates, former psychiatric patients or others to adjust to life in general society. A professionally run halfway house can benefit the community by providing treatment to our citizens who desperately need it. However, if they are not managed properly our community will suffer. These private rehab centers taking in individuals in the residence or homes will not get the professional help they need. Law enforcement will be repeatedly called to the location for whatever reason. Neighbors would notice this and be increasingly concerned for family, neighborhood, and property. This will resort to even more calls to the police who are already overburdened now with calls. The solution would be to regulate these to ensure they are being managed properly under state and city guidelines. The very first interaction with Code Enforcement or Police, would find these residences are out of

code. This will allow the city to take the necessary steps to shut it down. The city could help the individuals to a permanent halfway house and receive the help they actually need.

Section G, Item 6.

Andrews asked what issue or concern that he is raising in reference to what we already have in place as it pertains to halfway homes here within the city. Mr. Kent stated he was not sure if anything is in place. Attorney Jordan stated there is nothing specific to that type of facility, but if one were operating in a single-family residence, that would be a violation of our code. Mr. Russell asked if we need an ordinance. Attorney Jordan stated it would help to get a clear definition. Mrs. Vanessa Rhynes, citizen, asked if there is currently an established halfway house in the community of Martin Woods. Council stated not that they are aware of. Mr. Kent stated he has observed a household with people going in and out with repeated law enforcement presence at times. Lieutenant Richter stated there have been issues there over the years with visits to the home and arrests being made. He stated the problem is identifying the criminal activity. Attorney Jordan stated we have to do a circular analysis and define a group home by what it is not. Mayor Andrews asked Attorney Jordan if she has enough information to draft an ordinance. Attorney Jordan stated she did and would draft the ordinance. Discussion ensued.

8. **Land Lease Agreement** – Chipley Station. Mrs. Tanner explained this is the land lease agreement that the council reviewed months ago. We had to get the survey done in order to get a legal description. This is to approve the 30-year lease with Wolfpack Alliance, LLC for the six parking spaces to be used for the food trucks at the Chipley Station. Mr. Russell asked when the start date would be. Council agreed that the date should start today. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Land Lease Agreement to Chipley Station with a start date as of May 14, 2024. The motion passed unanimously.

9. **FDOT Letter** – Mayor Andrews stated she met with Secretary Phillip Gainer and went over some of the questions that were submitted. She stated FDOT had submitted a response letter and she would like for it to be reflected in the minutes. Mr. Russell stated we need to reach out to the County to discuss the issues on South Boulevard. Mr. Guy Lane stated he had spoken with the County on the drains on South Boulevard, and they were going to contact their engineer to see how to fix the issue. Ms. McCall stated they did not address the additional signage for beach traffic on SR 77 South to take them to Old Bonifay and then Griffin Road. Mrs. Tanner stated she had contacted Kim Toole's office and they would look into it further. Ms. McCall stated they don't seem to react to the safety issues that we have. Discussion ensued. (Letter attached).
10. **Ordinance No. 984 (First Reading)** – Amendment to Chapter 2, Administration. Mrs. Tanner explained this Ordinance, if approved, will amend Chapter 2 – Administration to change the time of the regular council meeting from 6:00 p.m. to 5:00 pm. Mr. Russell asked if it is necessary for department reports, we get them and can look over them and sometimes we have no questions so it's a waste of time for them. Mayor Andrews stated maybe they can come quarterly. Mrs. Tanner stated if there are any questions from Council that you can email or call me and I will get answers for you. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the first reading of Ordinance No. 984. The motion passed unanimously.

11. **Statewide Mutual Aid Agreement – 2023.** Mrs. Tanner explained this agreement will approve a Statewide Mutual Aid Agreement for all City departments to request assistance for a "major disaster" or "catastrophic disaster" as defined in section 252.34, Florida Statutes, minor disasters, and other such emergencies as lawfully determined by a Participating Party. The SMAA is a written agreement between the Florida Division of Emergency Management (FDEM) and the City. It supersedes other agreements when it comes to mutual aid reimbursement whether the city is answering the call for assistance or requesting assistance due to a declared disaster if there is a mission request submitted. Signing this SMAA does not obligate the city to provide or request assistance during a declared disaster. However, if this

agreement is not in place the city cannot provide or request assistance and be reimbursed for it. No further discussion.

Section G, Item 6.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Statewide Mutual Aid Agreement - 2023. The motion passed unanimously.

12. Confirmation of Dual Role Assistant City Administrator. Mrs. Tanner explained in the code it allows for an Assistant City Administrator. The City Administrator shall nominate an Assistant City Administrator for confirmation by the City Council. In the absence of the City Administrator, the Assistant City Administrator shall have the same responsibilities and duties as assigned by the City Council to the City Administrator. In my absence I would like to nominate this position as a dual role position which is what it was in the past when I was in that position. I would like to nominate Mr. Guy Lane for that position, so he would be the Assistant City Administrator and the Public Works Director as a dual role position. This would also allow his assistant to continue learning more about their department so he would be 100% capable of the Public Works position when the time came for Mr. Lane to retire. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the confirmation of Guy Lane as the Assistant City Administrator/Public Works Director. The motion passed unanimously.

J. OTHER BUSINESS

Mayor Andrews reminded everyone that the “Push In” ceremony at the Fire Department would start at 7:30 p.m. this evening.

There was no other business.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:47 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
June 11, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member

Mrs. Linda Cain, Council Member

Absent:

Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Michael Richter, Police Lieutenant
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Director

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 Mayor Andrews and Council Member Cain led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added #10 - Reappointment of Chipley Housing Authority Commissioner.
No further discussion.

A motion was made by Council Member McCall 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.

There were no comments.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – May 14, 2024

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

F. PRESENTATIONS

1. **Proclamation** - Rogers Insurance Agency 50th Anniversary – The City Council honored Rogers Insurance with a Proclamation for their 50th Anniversary of doing business in Chipley.
2. **Proclamation** - Robert Sapp 60 Years on Main. The City Council honored Robert Sapp with a Proclamation for 60 years of working on Main Street in Chipley.

1. **Resolution No. 24-29** – FDOT Traffic Signal Maintenance and Compensation Agreement. This resolution will approve the FDOT Traffic Signal Maintenance and Compensation Agreement for a period of twenty (20) years beginning on July 1, 2024. The agreement is for the annual reimbursement for the maintenance and continuous operation of the traffic signals listed in Exhibit A in the amount of \$32,585.00.
2. **Resolution No. 24-30** - FY 23-24 Budget Amendment. This resolution will approve an increase in the Fiscal Year 23-24 Budget by \$1,563,552.
3. **Award of Bid No. 2023-03** - New Sidewalks - 2nd Street. The City advertised for new sidewalks on 2nd Street. One bid was received from S.H. Hayes in the amount of \$44,910.00. Mr. Hayes has done work for the city in the past and we are confident he will do a great job on this project, and complete it in a timely manner.
4. **Affirmation of Finance Director** – Jan Bossert. City Code Section 2-64 states the City Administrator shall nominate a Finance Director for confirmation by the city council.
5. **Affirmation of Police Chief** – Michael Richter. City Code Section 2-64 states the City Administrator shall nominate a Finance Director for confirmation by the city council.
6. **Employee Classification Document** – Changes. This will approve changes to the Employee Classification Document changing the Project Manager to a Grants Specialist in the Administration Department; and changing the Lieutenant position to a Captain in the Police Department. These changes better identify the positions in these departments.
7. **Special Event Application** - Annual July 4th Community Fun Day - Southern Splash & Dash. The Annual July 4th Community Fun Day will be held on Thursday, July 4, 2024, from 3:00 p.m. – 10:00 p.m. at the former T.J. Roulhac field. A road closure is requested for Deermont Circle during the event.
8. **Special Event Application** - DiscoverLife Church - Free Community Summer Event. The Free Community Summer Event is to give back to the community by offering a free event featuring waterslides, snow cones, food and refreshments for everyone. This event will be held on Friday, July 19, 2024, from 5:30 p.m. – 7:30 p.m. at Jim Trawick Park.
9. **Special Event Application** - Early Learning Coalition of Northwest Florida (ALCNWF) - Outdoor Children's Art Festival - Tami Valdez. The Free Community Summer Event is to give back to the community by offering a free event featuring waterslides, snow cones, food and refreshments for everyone. This event will be held on Friday, July 19, 2024, from 5:30 p.m. – 7:30 p.m. at Jim Trawick Park.
10. **Chipley Housing Authority** – Reappointment of Commissioner - Curtis Carter. This will reappoint Mr. Curtis Carter to the Chipley Housing Authority for a four-year term ending on June 30, 2028.

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

The Council recognized Ms. Mary Jan Bossert as the new Finance Director. Ms. Bossert stated she looks forward to serving the citizens of Chipley.

Police Chief Scott Thompson introduced Michael Richter as the new Police Chief. He stated he has been employed with the city for thirteen years and is well prepared for the position. Police Chief Richter thanked Mrs. Tanner and the Council for being so supportive of the Police Department. Mrs. Tanner stated Mr. Thompson is retiring at the end of June. Mayor Andrews stated how honored the Council was to work with Mr. Thompson and appreciated how he transferred his knowledge to his team leaving us in good hands. Mr. Thompson stated it was an honor to serve as Police Chief.

H. AGENDA ITEMS

1. **Ordinance No. 983 (Public Hearing)** – Amendment to the Future Land Use Map. Mayor Andrews closed the regular meeting and opened the public hearing at 5:19 p.m. Mrs. Tanner read Ordinance No. 983 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA,
AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING
FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT;
PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF
PROPERTY WITH PARCEL NO. 00000000-00-2698-0001 LOCATED
AT 1218 CAMPBELLTON AVENUE, FROM LOW DENSITY
RESIDENTIAL TO HIGH DENSITY RESIDENTIAL; PROVIDING
FOR AMENDMENT TO THE FUTURE LAND USE MAP;
PROVIDING FOR A SMALL SCALE AMENDMENT TO THE**

Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map changing the land use designation of Parcel # 00-2698-0001 located at 1218 Campbellton Avenue, a total of approximately .417 acres, from Low Density Residential to the High-Density Residential Land Use Category. Mrs. Tanner stated official notice to advertise the public that the proposed adoption of Ordinance No. 983 was published in the Washington County News on May 29, 2024 and the ad complied with the legal requirements of the city code and the Florida Statutes.

There were no comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:21 p.m. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the final reading of Ordinance No. 983. The motion passed unanimously.

2. **Ordinance No. 984 (Public Hearing)** – Amendment to Chapter 2, Administration. Mayor Andrews closed the regular meeting and opened the public hearing at 5:22 p.m. Mrs. Tanner read Ordinance No. 984 by title:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA AMENDING CHAPTER 2,
ADMINISTRATION, ARTICLE II. CITY COUNCIL;
PROVIDING FOR SEVERABILITY; PROVIDING FOR
CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will amend Chapter 2 – Administration to change the time of the regular council meeting from 6:00 p.m. to 5:00 p.m. on the second Tuesday of each month. Mrs. Tanner stated official notice to advertise the public that the proposed adoption of Ordinance No. 984 was published in the Washington County News on May 29, 2024 and the ad complied with the legal requirements of the city code and the Florida Statutes.

Mrs. Suzan Gage stated she understands the change, but to keep in mind the undue burden for citizens to be there earlier. She also asked if the city could provide the public with technology assistance to be able to view the meetings online. Mayor Andrews stated the workshops were always at 5:00 p.m. and combining the meetings into one allows people with agenda items to only come to one meeting. She stated we will make sure citizens know how to be more involved.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:25 p.m. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the final reading of Ordinance No. 984. The motion passed unanimously.

3. **Ordinance No. 985 (First Reading)** – Election Referendum. Mrs. Tanner read Ordinance No. 985 by title:

**AN ORDINANCE OF THE CITY OF CHIPLEY PROPOSING AN
AMENDMENT TO THE CITY CHARTER CHANGING THE
ELECTION CYCLES FROM YEARLY TO EVERY TWO YEARS AND
THE TERMS OF OFFICE OF THE CITY COUNCIL MEMBERS
FROM TWO (2) YEARS TO FOUR (4) YEARS; EXTENDING THE
TERMS OF THOSE COUNCIL MEMBERS WHOSE TERMS ARE
DUE TO EXPIRE SEPTEMBER 2025 BY ONE ADDITIONAL YEAR;
PROVIDING FOR SUBMISSION OF THE PROPOSED CITY
CHARTER AMENDMENT TO THE ELECTORS OF THE CITY AT
THE REGULAR ELECTION IN SEPTEMBER 2024; PROVIDING
FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING
FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will amend the City Charter changing the election cycles from yearly to every two (2) years and the terms of office of the City Council members from two (2) years to four (4) years. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the first reading of Ordinance No. 985. The motion passed unanimously.

4. **Resolution No. 24-31 - DOJ Body Worn Cameras Grant.** Chief Richter explained the been using body worn cameras since 2013 and they are crucial for evidence collection for prosecution of cases and also for clearing officer complaints. Our current cameras are no longer supported by the manufacturer and are at the end of their life cycle. Some have already failed and some are malfunctioning. The new cameras are necessary, but are incompatible with our current system. We have to replace the system to support any new cameras, but they can work with our in-car cameras. The quote is for the new system, new body cameras and is for all the equipment we need to modify the in-car cameras. The grant should cover about 50% of the cameras and batteries which is substantial, but the department will have a considerable amount to come up with. The quote is for approximately \$30,000. Mrs. Tanner stated if the grant is approved he will include the new system in his budget. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 24-31. The motion passed unanimously.

5. **Request for a Variance and Amended Development Order - 684 7th Street - Wolfpack Alliance, LLC.** Mrs. Tanner explained a variance is needed to allow alcoholic beverages sales for the property located at 684 7th Street, Parcel ID: 00-1430-0000 also known as the Chipley Station. The amended development order will reflect the correct type of development as an entertainment establishment. This property is located in the Historic Commercial District with an overlay of the Corridor Development District and Entertainment District. Mrs. Tanner stated during the Planning & Zoning Commission meeting there was concern if there were no food trucks there, would it become just a bar. She stated her understanding was it would not be able to become just a bar because the original intent when it was approved was for an establishment with food trucks. That was the purpose of the city leasing the food truck parking spaces. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve a Variance and Amended Development Order at 684 7th Street for Wolfpack Alliance, LLC. The motion passed unanimously.

6. **Award of RFQ No. 2024-04 – Professional Planning Consultant.** Mrs. Tanner explained the City advertised for a Professional Planning Consultant and received two (2) RFQ's on June 4, 2024 and the Selection Committee scored them. Staff recommendation is to approve Kimley Horn and for staff to negotiate per CCNA for fair and reasonable compensation based on the scoring of the Selection Committee. Once we can negotiate a contract then we will bring it back to Council for approval. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Award of RFQ No. 2024-04 to Kimley Horn. The motion passed unanimously.

7. **Final Historic Structure Assessment Report & Expansion Plan – Heather Lopez.** Mrs. Lopez stated this is the final report that has been reviewed by the Division of Historical Resources. We took into account some of the comments from the state preservation office which is included in the report. The report will be submitted to the state for final close out of the grant. Mrs. Lopez stated there was one minor change on page 19 on the color of the roof. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Final Historic Structure Assessment Report & Expansion Plan. The motion passed unanimously.

8. **Spanish Trail Playhouse – Donation of Surplus Property.** Mrs. Tanner explained Hunter Williams with the Spanish Trail Playhouse is requesting a donation of five (5) restaurant booths from the old Dairy Dip building to be used in their set designs to enhance the overall theatrical experience. They will handle the removal and transporting of the booths. These booths are scheduled to be included in the demolition of the building and hauled off to the landfill. We were not going to utilize them and they will be removed before the demo is done. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the donation of surplus property to the Spanish Trail Playhouse. The motion passed unanimously.

9. **Speeding on City Streets – Discussion.** Mrs. Tanner explained the City Council had a discussion in April 2024 about Speeding on City Streets due to the high volume of speeding within the city. At that meeting there was discussion about speeding on city streets and what could the city do to address this issue. There was discussion about speed control devices as well as other forms of speed bumps/humps. At that time, it was discussed this topic needed to be brought back to the City Council for further discussion. We included a copy of the Speed Hump Policy in the packet. Ms. McCall stated there has been issues since 2008 with speeding. Speed humps were placed on North 2nd Street in the past which has slowed traffic down. Then

in 2012 a Speed Hump Policy was approved by Council. We need speed control devices on some city streets. Mr. Riley Shields, 1333 Forrest Ave, stated he had recently submitted an application for a speed hump in front of his home. He has noticed speeding issues in other areas of town. In October he got a petition for speed humps signed by citizens on Forrest Avenue. Mrs. Tanner stated the policy can be reviewed by the Attorney, Police Chief and Public Works Director to see what we can do to come up with something that will better suit us at this time. Mayor Andrews stated we have more time to look at and compare with our current situation. Mr. Larry Zezula, 835 Maple Street, stated officers are needed elsewhere. He has experienced a lot of speed humps in Georgia and the amount of money you would save in payroll without having an officer on those streets. Mr. Brian Bloomfield, present via Zoom, 632 5th Street, stated the speeding on 5th Street is out of control and unnerving to have his daughter outside. The officers have other things to do instead of sit and monitor the street. Anything for the safety of the kids and pedestrians is needed. Mrs. Suzan Gage, 626 5th Street, stated that as we grow and become more pedestrian friendly we must make sure pedestrian safety is considered. Dana James Straight, 659 5th Street, stated the speeding and not stopping for stop signs is an issue. They use Watts Street as a cut off when Hwy 77 is backed up. Children are playing and people are walking down the sidewalk. Monica Rehberg, 650 5th Street, stated 5th Street is worse than ever, her granddaughter rides her bike along with other children and the speeding is an issue. Mayor Andrews stated we are grateful for the feedback and will take one area at a time to incorporate some things in place and review our policy because safety is number one within our city. Mrs. Tanner stated there are some streets that have speeding issues and also have no sidewalks which makes the situation even more dangerous. Juanita Finley, 562 Bennett Drive, stated Bennett Drive is one of those streets with no sidewalks and is a cut through road that people use a lot. She asked for Bennett Drive to be put on the list. Mayor Andrews stated we would add that to the list. Discussion ensued.

J. OTHER BUSINESS

Attorney Jordan stated if you have not filed your Form 6 yet, there was a class action lawsuit filed seeking injunctive relief against the Ethics Commission on behalf of municipal officers throughout the state. The Ethics Commission is working to get their electronic records updated. As of right now, you will file Form 1 instead of the Form 6. Mrs. Tanner asked Attorney Jordan that if anyone has already filed their Form 6, they are not required to also file Form 1. Attorney Jordan stated that was her understanding. Discussion ensued.

She stated an executive session was needed on July 22, 2024 at 5:00 p.m. for the Golf Course Land Lease Agreement. Discussion ensued.

There was no other business.

K. ADJOURN

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

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
August 13, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Michael Richter, Police Chief
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Director
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 Consent Item # 5 and added it as # 10 on the regular agenda items; added #11 Continuing Professional Services Agreement – Kimley-Horn and Associates, Inc.; added #12 Resilient Florida Grant – Brent Melvin. Mrs. Tanner stated she had some discussion items that she would bring up at the end of the meeting. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda with the changes. 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.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – July 9, 2024
2. Special Council Meeting – July 22, 2024

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. PRESENTATIONS

Mayor Andrews stated there are no presentations but wanted to say it was good to have Council Member McCall back with us after a beautiful memorial service for her mother.

G. CONSENT AGENDA ITEMS

1. **Fiscal Year 2024-2025 Budget and TRIM Schedule.** This will approve the Budget and TRIM

schedule with the required dates and times for the tentative and final public hearings as all other steps required for the annual millage and budget process. The Tentative Millage Budget Hearing will be held on September 12, 2024 at 5:05 p.m. and the Final Millage and Budget Hearing will be held on September 30, 2024 at 5:05 p.m.

2. **Florida Recovery Obligation Calculation (F-ROC) Program** - 2025 Participation Request and Renewal Form. This will approve the 2025 Participation Request and Renewal Form for the Florida Recovery Obligation Calculation (F-ROC) Program that will assist applicants in identifying risk in their organization and develops a clear action plan that will abate those risks, while standardizing and streamlining the Public Assistance process. Mrs. Tanner and Mr. Lane have taken the required training at this time.
3. **Reappointment of CRA Board Member** – Amy Wiwi. This will reappoint Mrs. Amy Wiwi to the CRA Board for a four-year term ending on September 13, 2028.
4. **Request for Development Order and Certificate of Appropriateness** - 1600 Main Street - Arbys Restaurant Group. This will approve a Development Order and Certificate of Appropriateness for Arby's located at 1600 Main Street, Parcel ID:00000000-00-2340-0000, 1.05 acreage for renovations to existing structure.
5. **Request for Development Order and Certificate of Appropriateness** - 976 Main Street - Innovations Financial Credit Union. (This item was moved to agenda items #10). This will approve a Development Order and Certificate of Appropriateness for Innovations Financial Credit Union located at 976 Main Street, Parcel ID:00000000-00-1893-0000, .964 acreage for redevelopment.
6. **Request for Development Order and Certificate of Appropriateness** – 1440 Main Street – PanCare. This will approve a Development Order and Certificate of Appropriateness for the property located at 1440 Main Street, Parcel ID:00000000-00-2218-0032, 1.268 acreage for redevelopment and new construction.
7. **Request for Development Order and Certificate of Appropriateness**– 1610 Main Street – AutoZone. This will approve a Development Order and Certificate of Appropriateness for AutoZone located at 1610 Main Street, Parcel ID:00000000-00-2340-0002, 8.791 acreage for redevelopment.
8. **Special Event Application** – Blues and Brews – Washington County Chamber of Commerce. The Blues and Brews Outdoor Music Festival will be held on Saturday, October 19, 2024 from 2:00 p.m. to 9:00 p.m. A road closure is requested for MLK Drive and 7th Street from the alley behind the Farmer's Market to N Railroad Avenue during the event.
9. **State Revolving Fund Amendment 2** – Loan Agreement WW670111 & Grant Agreement SG670112. This will approve the State Revolving Fund Amendment 2 with the State of Florida Department of Environmental Protection for Loan Agreement WW670111 & Grant Agreement SG670112. This will allow for an extended completion date to May 15, 2024, due to final paperwork approval. This will defer the loan payment due date to November 15, 2024 in the amount of \$47,150, and semiannually thereafter on May 15 and November 15 of each year until all amounts due under the Agreement have been fully paid.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the consent agenda items with the removal of #5 - Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union. The motion passed unanimously.

G AGENDA ITEMS

1. **Ordinance No. 986** – (First Reading) - Property Rights Element. Mrs. Tanner stated this will approve the first reading of Ordinance No. 986 – adding a Property Rights Element to the Comprehensive Plan. This Ordinance is being approved a second time due to the State not approving the first Ordinance that we submitted. It was due to an underlining issue. What has happened is any Ordinances pertaining to the comp plan that were approved since the property rights element was adopted have to be reapproved. We have a few Ordinances on the agenda that have to be reapproved due to this. Instead of doing a second reading next month, we will submit the Ordinance to the state for approval after the first reading and will bring it back for the second reading in October. 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. 986. The motion passed unanimously.

2. **Ordinance No. 987** – Land Use Amendment (First Reading). Mrs. Tanner explained this Ordinance if approved, will amend the Future Land Use Map changing the land use designation from Public/Semi Public/Educational to Low Density Residential. Mrs. Tanner read Ordinance No. 987 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1941-0001 LOCATED ON 5TH STREET, FROM PUBLIC/SEMI-PUBLIC/EDUCATIONAL TO LOW DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY; AND DECLARING AN EFFECTIVE DATE.

Section G, Item6.

No further discussion.

A motion was made by council Member Cain and seconded by Council Member Russell to approve the first reading of Ordinance No. 987. The motion passed unanimously.

3. **Ordinance No. 988** – Future Land Use Map – Annexation (First Reading). Mrs. Tanner explained this Ordinance, if approved, will amend the Future Land Use Map annexing Parcels #00-2245-0000 located at 1240 Panhandle Lane and #00-2245-0003 located at 1237 Panhandle Lane, a total of approximately 8.96 acres, to the Medium Density Land Use Category. Mrs. Tanner read Ordinance No. 988 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the first reading of Ordinance No. 988. The motion passed unanimously.

4. **Ordinance No. 989** – Future Land Use Map - Annexation (First Reading). Mrs. Tanner explained this Ordinance, if approved, will approve an amendment to the Future Land Use Map annexing Parcel #00-2222-0001 located at 1447 Main Street, at total of approximately 3.52 acres, to the Commercial Land Use Category. Mrs. Tanner read Ordinance No. 989 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR ANNEXATION OF CONTIGUOUS LANDS AS DESCRIBED HEREIN TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE DESIGNATION OF AFFECTED LANDS AS COMMERCIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF STATE; AND DECLARING AN EFFECTIVE DATE.

No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the first reading of Ordinance No. 989. The motion passed unanimously.

5. **Ordinance No. 990** – Future Land Use Amendment (First Reading). Mrs. Tanner explained this Ordinance, if approved, will approve an amendment to the Future Land Use Map changing the land use designation of Parcel #00-2698-0001 located at 1218 Campbellton Avenue, a total of approximately .417 acres, from Low Density Residential to the High Density Residential Land Use Category. Mrs. Tanner read Ordinance No. 990 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-2698-0001 LOCATED AT 1218 CAMPBELLTON AVENUE, FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN;

No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the first reading of Ordinance No. 990. The motion passed unanimously.

6. **Resolution No. 24-34** - FDOT Small County Outreach Program (SCOP) Agreement – Bennett Drive. Mrs. Tanner explained this will approve Resolution No. 24-34 – FDOT Small County Outreach Program (SCOP) Agreement for the Bennett Drive Resurfacing Project from East Church Avenue to State Road 273 for a total of .53 miles, in the amount of \$784,760.00. I sent out an updated agreement to Council because the state failed to include our local funds for raising manholes and adjusting boxes. That is an additional \$20,500 that we will include in our budget this year. Ms. McCall asked if they are milling the road. Mrs. Tanner stated she would check on that. Ms. McCall stated it needs to be standard in our projects to do milling. Mrs. Cain asked if we could table the item until more information is received. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to table agenda item #6 - Resolution No. 24-34 - FDOT Small County Outreach Program (SCOP) Agreement – Bennett Drive. The motion passed unanimously.

7. **Partial Release of Lien** - Old Metric Engineering Building - Main Street. Attorney Jordan explained this has already gone before the CRA Board and they recommend approval. This is the partial release of our mortgage for the Hitchcock and Pedraja parcels. There is a discrepancy in the legal descriptions existing on this property. Mrs. Tanner stated they both have CRA mortgages and in order to release the lien it requires Council approval. Jennifer Corbitt, 912 Hwy 277, stated she had the property surveyed in which the boundary line needed to be corrected. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Partial Release of Liens for Hitchcock and Pedraja. The motion passed unanimously.

8. **CRA Grant Documents.**

- a. CRA Grant Application for Property Improvement
- b. CRA Real Property Improvement Grant Agreement
- c. Declaration of Restrictive Covenant

Attorney Jordan explained the CRA Board has approved the documents. We have re-vamped the three documents to streamline the process. All of the grants are going to a three-year lien. Under this process we will have a residential improvement grant program and a commercial improvement grant program. Mr. Russell stated the Council needs to look at putting Ordinances in place for those historic buildings downtown to eliminate people from having free range with what they want to do with those buildings. We could work with realtors to give potential buyers a copy of the Ordinance so they will know the guidelines before they purchase any building downtown. Attorney Jordan stated the CRA Board had discussion on historical preservation standards, architectural standards and colors. Mrs. Tanner explained we have the Corridor Development District (CDD) which is all of Hwy 90 within the city limits and it goes from I-10 to Watts Avenue on Hwy 77 that has not been enforced in the past for changes that were being made. There is an Ordinance that states things that have to be approved by Planning & Zoning, that as far as we can find, has not been enforced. It is not very specific so moving forward with an Ordinance, the specifics would help. We also need to determine how you want to handle the buildings that are on Hwy 77 which are getting CRA grants, that also need to go before Planning & Zoning before the work is done, which holds up the process. This is something you need to consider when the attorney looks at it. Jennifer Corbitt stated there's a lot of information and stipulations that some citizens find daunting in the CRA process. We need to think about those that are not pursuing CRA funds due to blight in the downtown area. Mrs. Tanner stated we need to look at the current Ordinances overall and see what needs to be changed. We need to listen to the CRA's opinions because they are already talking about it and trying to come up with a plan for colors and requirements for them. Mr. Mickey Knapp, 1342 N Railroad Ave, asked how you let people know that are trying to sell or buy about the new rules. Mayor Andrews stated once we have it in place, we will promote and educate our citizens on what has changed and what is new within our community. Attorney Jordan stated legally we can require them to comply with the Ordinances as they exist. We can probably look to Kimley-Horn to work with us on bringing those guidelines up to date, then look at a process that is a little speedier than what the Ordinances currently call for. They probably don't need to go before Planning & Zoning, City Council and CRA Board, but could actually be done administratively. Mrs. Tanner stated we have sped up the process, but if there was an easier process for everyone, then the four P & Z items on the agenda tonight would not have required Council approval. We have to make sure the things the CRA Board are already discussing align with whatever the Council decides for our code. Jennifer Corbitt stated design review boards are very common in municipalities and organizations. The CRA could very easily have one person designated for design review which would avoid going to Council. She also stated the Declaration of Restrictive Covenant states the CRA reserves the

right to enter the property at reasonable times to inspect for compliance with these covenants. Attorney Jordan stated this is ambiguous and you need to think about the types of businesses and entering the property at reasonable times. Attorney Jordan stated the expectation of the CRA Board is that when someone implements these improvements that they will maintain those improvements during the life of our lien which is three years. Heather Lopez stated they ask what times are best and schedule any visits that are needed. We explain to the CRA applicants that when the project is complete, a final inspection is required to check off everything on the original scope of work that was approved. Once that is done, we can close out the grant. We are working on a fact sheet to walk applicants thru the process step by step that will be a separate document online to help them understand everything. It will be given out with the applications. Discussion ensued.

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

9. **Award of Bid No 2024-04 – Building Demolition.** Mrs. Tanner explained the City advertised for building demolition for the old fire department building located at 1388 N Railroad Avenue and the building next door located at 1384 N Railroad Avenue. Seven bids were received with the apparent low bid from Chapel Branch and Lagniappe LLC, in the amount of \$117,927.27. We will submit a request to CRA to see if they are able to assist in funding this project. We do not know if they will have the funds available to do that so I am recommending that the Council award the bid, but the contract agreement will not be signed off on and approved until we know where we will be funding it from. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to award Bid No. 2024-04 to Chapel Branch Lagniappe, LLC in the amount of \$117,927.27. The motion passed unanimously.

10. **Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union.** Mrs. Donjuan explained Innovations Financial Credit Union is requesting a development order and certificate of appropriateness because it is located in the Corridor Development District at 976 Main Street. The Planning & Zoning Commission met on August 8, 2024 and approved 3-0 with the exception of parking and ADA, which they wanted them to correct and come back for approval within sixty days. They did approve temporarily so they could go ahead and open. Mr. Kenny Ray Mitchell with Innovations Financial Credit Union, stated based on ideas discussed at the Planning & Zoning Commission meeting we had some plans drawn up for parking. This is a temporary branch and hopefully we will be able to build in the next year and a half. In the meantime, we are trying to do it as cost effective as possible, because it is temporary.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Request for Development Order and Certificate of Appropriateness for 976 Main Street. The motion passed unanimously.

11. **Continuing Professional Services Agreement – Kimley-Horn and Associates, Inc.** Mrs. Tanner explained the attorney did draw up a new agreement that was just received today with the final approval between Kimley-Horn and Attorney Jordan. If you are okay with Attorney Jordan's recommendations for the contract then we can move forward with approving it. Also included is the rate schedule and the first task work order for the Affordable Housing Live Local Act in the amount of \$13,500.00. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Continuing Professional Services Agreement with Kimley-Horn and Associates. The motion passed unanimously.

12. **Resilient Florida Grant – Brent Melvin.** Mr. Melvin stated this is an opportunity that the Florida Department of Environmental Protection has for Resilient Florida which is targeted towards helping communities to improve their infrastructure against flooding. One of the opportunities is to do drainage improvements. In talking with Mr. Guy Lane, one historical problem for the city is the Gilbert Acres area. The grant is through FDEP for fiscally constrained communities which we are. There's no match requirement for it, so it is 100% grant funded. We would look at doing ditch cleaning, stabilization and looking for ways to do construction that's going to lower the maintenance burden on the city. Another thing we will look at is improving cross drains. I would like to ask for Council approval to work with staff on the grant submittal for the Resilient Florida program. The due date for that is September 1, 2024.

A motion was made by Council Member McCall and seconded by Council Member Cain to approve the FDEP Resilient Florida Grant submission. The motion passed unanimously.

J. OTHER BUSINESS

Mr. Brent Melvin stated for the old fire department parking lot project, another grant that is open right now is the Rural Infrastructure Fund. As part of that, they actually have made a lot of great changes to it, and now if you identify infrastructure needs, such as parking, you can apply for that

grant to fund the construction. The applications for that are open now and are due September 2024. Mrs. Tanner stated we are already applying for it and have been discussing projects. V bring a resolution to Council for approval the first week of September. Discussion ensued.

Section G, Item 6.

Mrs. Tanner stated we are looking into a monument for the Fire Department and Chief Aycock is working on it. In reaching out to get prices, Rustin Vault has a fire emblem made of concrete that they are willing to donate. We can place that as part of our monument. The Fire Chief and volunteers are discussing what kind of monument they want to do and incorporate the fire emblem into it as well as having some history from the fire department engraved on it. We could also place the placards on it in the future for members that have had years of service. Discussion ensued.

Mrs. Tanner stated the old Dairy Dip site looks great, and there was discussion about possibly putting a sunshade and possibly some benches there. My question is, does Council want to keep the property or sell it. Ms. McCall stated the impervious surface and setbacks would not allow anything to be put on it. Mrs. Cain stated we had talked about a pocket park with a shade and some benches because there are a lot of people that walk to the Dollar General could sit there and rest before going home. Mrs. Tanner stated she was contacted by Walmart yesterday, and their foundation has a grant up to \$20,000 for recreation. We put our name in the hat, we don't know if we will get it, but if we do then it could possibly be utilized for this project. Ms. McCall asked if the Transportation Alternative Grant from FDOT would cover that. Mr. Brent Melvin stated he would look into it and see. Mayor Andrews stated it sounds like we are not wanting to sell it. Mrs. Tanner stated she just wanted to make sure before we start spending additional money on it. Discussion ensued.

Mrs. Tanner stated we were reached out to about a grant opportunity through the National Fitness Campaign. This is not an approval at this time, just a discussion to determine what direction the Council wants to go in with our next FRDAP grant. We scored very well, Gilmore Park which was scored number one for \$50,000 and Shivers Park was scored number nineteen for a \$200,000 FRDAP grant. Once we get official notification of these two grants, we are allowed to have a third FRDAP grant that we can apply for, but it has to be at a different park. There are a couple of options: 1) NFC fitness court. I know a lot of people cannot afford to go to gyms because of inflation and cost being so high. The fitness court would be a 40' by 40' concrete slab with different types of workout equipment for outdoors. They also offer an additional 40' by 40' workout area for people to do classes and things out in the open. Mr. Lane and I joined a teams meeting and looked at this concept for an outdoor fitness court. If the Council is interested, due to it being costly we would have to look at possibly combining it with a FRDAP grant. It would have to be located at the Jim Trawick Park, but we have not come up with a firm place to put it yet. This would take up \$140,000 of the \$200,000 grant. Mr. Russell stated he liked the concept, but he was worried about possible vandalism. Mrs. Tanner stated it is funded through health insurance companies and other companies that have sponsored the program. This grant is only for up to \$50,000, so the city would have to fund the remaining amount, but it could be done in conjunction with the FRDAP grant for \$200,000. There are other things that we can work toward in order to get the third FRDAP grant approved without this, but it is an option. Our walking trail only has 2 exercise areas and that is an option for the FRDAP grant to add additional exercise stations along the trail. We are going to put this on the backburner for now and Mr. Lane and I will look at different aspects for the third FRDAP grant at Jim Trawick Park and bring back to council in September. Discussion ensued.

Attorney Jordan gave a quick update. She spoke last week to the attorney representing Jerusalem Missionary Baptist Church and he indicated at this time his client does not intend on pursuing litigation against the city. They did want to ask the city to consider assisting the church if, at all possible, with the repairs of the structure. I directed him to the CRA. The church currently has a loan but they would be eligible for other funding opportunities as well. Their attorney stated he would take that under advisement. Mrs. Tanner stated the attorney reached out to her yesterday and she directed him to Leah Pettis and Heather Lopez at the chamber who are doing research to try to determine if the grant funds can be used for nonprofits. However, it has been done in the past which may be something the Council wants to consider.

Ms. McCall asked for an update on the speed humps. Mrs. Tanner stated Attorney Jordan is currently working on the speed hump policy and we hope to bring that to Council in September.

Mr. Russell asked for an update on the First National Bank property. Mrs. Tanner stated it is in the design phase. We have a meeting scheduled for tomorrow to look at the possibility of incorporating bathrooms. Council will have final approval on the design. If they cannot be put there we will look at another area for them. Discussion ensued.

Mayor Andrews stated the CRA is having an ethics training on August 26, 2024 if you were not able to do the Florida League of Cities online. Florida League of Cities is having a conference that I will be attending tomorrow.

Mrs. Tanner stated last Thursday and Friday she requested the department heads to attend the Global Leadership Summit in Marianna. Chief Richter, Mr. Guy Lane, Mr. Jimmy Cook, Mr. Brock Tate and myself all attended. It was a great two days and I appreciate them attending and being willing to be a part of that. Mayor Andrews thanked them for attending.

Mayor Andrews stated she was at the funeral service for Mr. Don Brown and our Fire Department was there in rare form. They brought one of the old engines that I believe Mr. Brown rode in as a part of the processional in honor and respect for him. Our Fire Department is doing everything they need to do, our Police Department is everywhere they need to be, and we are grateful for having a great team here at the City.

Section G, Item 6.

Mrs. Cain stated she’s had so many good comments about the Police Department. She is thankful for whoever is doing the posting on Facebook about the City because it looks good. Mrs. Tanner stated she takes pictures of things going on to post and we try to add as much information as we can to keep the citizens informed.

Mrs. Tanner stated we are participating in the Thursday Night Lights Touch A Truck event this week with Public Works, Police Department and the Fire Department bringing vehicles or equipment.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:34 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
September 10, 2024 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Michael Richter, Police Chief
 Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
 Mr. Guy Lane, Asst. City Admin./Public Works Director

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.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – August 13, 2024
2. Special Council Meeting – August 29, 2024

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. Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union.** This will approve a Development Order and Certificate of Appropriateness for Innovations Financial Credit Union located at 976 Main Street, Parcel ID:00000000-00-1893-0000, .964 acreage. The Planning and Zoning Commission met on August 8, 2024, granting a temporary permit for 60 days to allow the business to move forward with opening to the general public.
- 2. Resolution No. 24-35 - Florida Department of Commerce Agreement No. M0143 - Amendment Two.** This resolution will amend the Florida Department of Commerce Agreement No. M0143, extending the agreement end date to September 30, 2025, unless otherwise terminated as provided in the Agreement and to include required language.
- 3. Special Event Application – Chipley High School Homecoming Parade.** The Chipley High School Homecoming Parade will be held on Friday, November 1, 2024 at 12:30 p.m. using the new parade route.
- 4. Special Event Application – First Baptist Church Fall Festival.** The First Baptist Church Fall Festival will be held on Sunday, October 27, 2024 from 4:00 p.m. to 6:00 p.m. They are requesting to close 4th Street from the Spivey property to South Boulevard.

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

- 1. Resolution No. 24-36 - Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – Downtown Parking Improvements.** Mrs. Tanner read the resolution by title:

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR DOWNTOWN PARKING IMPROVEMENTS TO SPUR ECONOMIC DEVELOPMENT AND TOURISM.

Mrs. Tanner explained this resolution is to submit an application for funding through Florida Department of Commerce, Rural Infrastructure Fund Program and it will include the parking lot that the city would like to build where we are demoing the old fire department and beauty shop. It will also include resurfacing the alleyway just behind that parking area for easier access to the parking lot, as well as resurfacing and striping the city parking lot south of the railroad tracks. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-36. The motion passed unanimously.

- 2. Resolution No. 24-37 - U.S. Department of Transportation (DOT) - Reconnecting Communities Pilot (RCP) Discretionary Grant Program.** Mrs. Tanner read the resolution by title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AUTHORIZING THE SUBMISSION OF AN APPLICATION TO

Mrs. Tanner explained there is a map attached that includes from BJ's on east Hwy 90 over to 5th Street on Church Avenue, as well as North and South Railroad Avenue. The third area is Bennett Drive up to Campbellton Avenue and down North 8th Street. This is a smaller version of the grant that we applied for last year with the U.S. Department of Transportation that was not funded. This will include pulling information from the Downtown Development Plan that was just completed by Fisher Arnold. It will be some design, feasibility assessments and preliminary plans to get a shovel ready project to be able to do ADA compliance in those areas. Anywhere there are not sidewalks presently, to place sidewalks, and some landscaping downtown. This project will be for a total of \$250,000 and requires a match of \$50,000. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-37. The motion passed unanimously.

3. Affirmation of CRA Executive Director, CRA Chair, and CRA Vice Chair

Mrs. Leah Pettis stated she is the new CRA Executive Director, the new CRA Chair will be Crystal Abel, and the CRA Vice Chair will be Summer Thomas. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Affirmation of the CRA Executive Director – Leah Pettis, CRA Chair – Crystal Abel, and CRA Vice Chair – Summer Thomas. The motion passed unanimously.

- 4. Speed Hump Policy - Attorney Update.** Attorney Jordan explained she has reviewed similar policies all over the state looking at counties and municipalities. I did not find any that differed substantially from our policy. Almost every policy required some sort of engineering review, neighborhood petition, or neighborhood meeting. They require some kind of public review process. I could try to condense our policy down some, but anytime that we are dealing with potentially displacing water off of an impervious surface, I think we will need to look at engineering. I can't recommend any substantial changes to our policy at this time. Ms. McCall stated we have an ordinance that we can't enforce due to not being able to afford the actual studies. Attorney Jordan stated in some communities, as part of the petition process, there is a fee to do a study. Mrs. Tanner stated since this comes up consistently for the same streets, maybe Council would like to consider getting a cost for the study. Once a cost is established, then Council can specify the street(s) that they want the study done on. Council agreed that they would like Mrs. Tanner to get a cost for the study. Discussion ensued.

- 5. Resolution No. 24-38 - State of Florida - Division of Historical Resources Grant Agreement– Old Chipley City Hall.** Mrs. Tanner read the resolution by title:

**A RESOLUTION APPROVING AN AGREEMENT IDENTIFIED AS THE
STATE OF FLORIDA, DEPARTMENT OF STATE, DIVISION OF
HISTORICAL RESOURCES, BETWEEN THE FLORIDA DEPARTMENT
OF STATE, AND THE CITY OF CHIPLEY, FLORIDA.**

Mrs. Heather Lopez explained this is for Phase II for the Old City Hall Project. Last year we completed Phase I and we had to go back due to inflation of cost to deal with the electrical and mechanical systems, ADA compliance, and a mold inspection for the building. Ms. McCall asked about the exterior doors. Mrs. Lopez stated last year we did structural and architectural and this year we will finish up and move to the construction phase. Mrs. Tanner stated we checked into replacing the doors and the roof with the state to determine what type can be put back there and we plan to do something with the doors in the next fiscal year and we will be using insurance and FEMA funds to redo the roof. We are waiting on a FEMA amendment approval so we can utilize a different type of shingle. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 24-38. The motion passed unanimously.

Section G, Item 6.

6. **Resolution No. 24-39** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – Brickyard Road Wastewater Project. Mrs. Tanner read the resolution by title:

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR THE PLANNING FOR THE BRICKYARD ROAD WASTEWATER PROJECT.

Mrs. Tanner explained this is the second RIF application that we will be submitting this year for this funding. It will be for planning services for the Brickyard Road Wastewater Project. We had applied for a RIF grant as well as legislative appropriations but were not funded. We are working with Liberty Partners on this application, and if we do the planning first and have a shovel ready project, then we will be better prepared to apply for funding for construction from other funding sources. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 24-39. The motion passed unanimously.

7. **Resolution No. 24-40** – Florida Department of Commerce Rural Infrastructure Fund (RIF) Application – I-10 and SR 77 Interchange. Mrs. Tanner read the resolution by title:

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, CHIPLEY, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE FOR A RURAL INFRASTRUCTURE FUND (RIF) GRANT FOR THE PLANNING AND DESIGN FOR NEEDED INFRASTRUCTURE AT THE I-10 AND SR 77 INTERCHANGE.

Mrs. Tanner explained we are working with Liberty partners on this application also, and this is for expansion of utilities south of the I-10 and SR 77 interchange area for planning and design purposes so we can have a shovel ready project in order to possibly apply for construction through legislative appropriations or other grant funding opportunities. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve Resolution No. 24-40. The motion passed unanimously.

J. OTHER BUSINESS

Attorney Jordan stated in the last year she has attended the CRA meetings regularly and it's moving in a good direction, but because of all of our leadership now being new to the CRA, I am working on a new agreement for the city and the chamber to lay out in more detail the city's expectations for the CRA administration. This will be a clearer document that will be helpful for both parties. No further discussion.

Mr. Russell asked about a plan for the small library building next to the chamber. He explained he thought moving it to the current library site might be a good idea, and then utilizing the free space for additional parking. Mrs. Cain stated it needs to be maintained; it is deteriorating. Mrs. Tanner stated we have it on our list to look for a grant to refurbish the old library building. Mrs. Cain stated something needs to be done quick so it does not get worse. Discussion ensued.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:32 p.m.

Section G, Item 6.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Young Professionals Meeting – Washington County Chamber of Commerce

MEETING DATEPREPARED BY

Tuesday, July 14, 2026Patrice Tanner, City Administrator

SUMMARY

The Washington County Chamber of Commerce is requesting approval to hold a Young Professionals Meeting at the First National Bank Parkette on Wednesday, August 12, 2026, from 5:30 p.m. to 7:30 p.m.

This will be a networking event for young professionals in Washington County.

RECOMMENDATION

City Staff recommend approval of the Special Event Application – Young Professionals Meeting – Washington County Chamber of Commerce

ATTACHMENTS

1. Special Event Application



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350



Special Event Application

Name/Organization: WASH Co. Chamber of Commerce

Address: 672 5th Street Chipley FL 32428

Contact person: Shirley Barrado Phone: 850-638-4157 Fax:

E-mail: Director@WASHAMALL.COM

Type of Event: Washington County Chamber Young Professionals Meeting

Purpose of Event: Formation of WYP committee + 3rd Thursday Event
Meet and greet, show case park + and offer the community
an opportunity to see the potential of the location.

Location of Event: Historic First National Bank (Mongoven) Indoors/Outdoors

Date(s) & Time(s) of Event: Wed, Aug 12th @ 5:30 pm

Amount of Liability Insurance: _____ (attach copy of policy)

Concert Yes/No If yes, What type of music? _____

Will food and nonalcoholic beverages be sold? NO

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? NO

Number of participants anticipated per day: 30

Are security and/or medical services provided? NO

Applicant Signature: Shirley Barrado Date: 7/8/20

Approved { } Denied { }

Mayor's Signature: _____ Date: _____



Inaugural Meeting

Join us

**Wednesday, August 12th
5:30pm-7:30pm**

**Come network with young professionals in Washington County!
Join us for a fun, social evening with apps and drinks provided!**

**Kent Smith Media
1367 B S Railroad Ave
Chipley, FL 32428**



UNITED WAY
Northwest
Florida



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Modification to Listing Agreement - Oswald Road Property (Davidson Sprayfield)

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

This will extend the listing agreement with Elite Realty for the sale of the Oswald Property (Davidson Sprayfield) for one additional year with a termination date of 07/09/2027.

RECOMMENDATION

City Staff recommend approval of Modification to Listing Agreement - Oswald Road Property (Davidson Sprayfield)

ATTACHMENTS

1. Modification to Listing Agreement



Modification to Listing Agreement

City of Chipley _____ ("Owner") or ("Seller")

and
brokerage Elite Realty _____ ("Broker")

agree to amend Florida Association of Realtors® (**Check one**) ☒ Exclusive Right of Sale Listing Agreement, ☐ Exclusive Brokerage Listing Agreement, or ☐ Exclusive Right to Lease Listing Agreement, regarding the Property described as:

Oswald Road Chipley, FL 32428

By use of this form, the parties agree to add the following language to all Listing Agreements where it is not already included:
Brokerage commissions are not set by law and are fully negotiable.

(Check as applicable)

☒ The Termination Date will be 07/09/2027.

☐ The price and terms will be _____

☐ Compensation to Broker will be:

(a) _____ % of total purchase price plus \$ _____ OR \$ _____.

(b) _____ % of gross value of the lease; _____ % of the first month's rent; OR \$ _____.

☐ Seller authorizes compensation to buyer's broker as follows:

(a) _____ % of total purchase price OR \$ _____ paid by Broker.

(b) _____ % of total purchase price OR \$ _____ paid by Seller.

(c) ☐ check here if Seller does not authorize compensation to buyer's broker.

Brokerage commissions are not set by law and are fully negotiable.

☐ Compensation to tenant's/consumer's broker will be: _____ % of the gross value of the lease;
_____ % of the first month's rent; or \$ _____.

☐ Compensation is owed to Broker if Property is transferred within _____ days after Termination Date.

☐ Check to add the following to a Listing Agreement dated prior to March 31, 2024: **The National Association of REALTORS® proposed settlement prohibits any requirements conditioning participation in a REALTOR® MLS on offering or accepting offers of compensation to buyer/consumer brokers or other buyer/consumer representatives; accordingly any reference to a requirement that compensation be offered in order to list the Property on an MLS is hereby deleted.**

☐ Fee to Broker if deposit is retained by Owner/Seller will be _____ % of deposit.

☐ Leasing fee to Broker will be \$ _____.

☐ Cancellation fee to Broker will be \$ _____.

☐ The parties agree to conditionally terminate the Agreement. Consumer will pay the agreed upon cancellation fee and the conditional termination date will be _____.

☐ Broker and Owner/Seller hereby agree to unconditionally terminate the Agreement. Owner/Seller agrees to reimburse Broker for all direct expenses incurred in marketing the Property. Broker and Owner/Seller mutually release each other from all obligations under the Agreement and release each other from any and all claims and actions arising from or related to the Agreement.

☐ Other: _____

This Modification to Listing Agreement amends the above-referenced Agreement between Owner/Seller and Broker. All other non-conflicting provisions of that Agreement remain in full force and effect.

Owner/Seller:

Date: _____

Owner/Seller:

Date: _____

Broker or Authorized Sales Associate:

Cindy Birge

dotloop verified
07/14/26 8:31 AM CDT
F0XJ-QXAC-03HE-HWUC

Date: _____

Copy returned to Owner/Seller on _____ by ☐ email ☐ text attachment ☐ mail ☐ personal delivery.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 999 (Public Hearing) – Repealing Chapter 6 - Animal Control and Enacting a New Chapter 6 – Animal Control

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

This Ordinance will repeal Chapter 6 – Animal Control and a new Chapter 6 – Animal Control will be established. This is essential to protect the health and welfare of the citizens and animals of Chipley.

RECOMMENDATION

City staff recommend approval of the final reading of Ordinance No. 999 – Repealing Chapter 6 - Animal Control and Enacting a New Chapter 6 – Animal Control.

ATTACHMENTS

- 1. Ordinance No. 999
- 2. Exhibit “A”

ORDINANCE NO. 999

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.

WHEREAS, the City Council of the City of Chipley, Florida, finds that the existing Chapter 6 of the City Code has become cumbersome due to multiple, piecemeal amendments and that a full repeal and replacement is necessary to create a comprehensive, clear, and legally compliant animal control ordinance; and

WHEREAS, the City Council of the City of Chipley, Florida, has further determined that it is essential to protect the health and welfare of the citizens and animals of Chipley; and that it is therefore in the best interest of all of the citizens and residents of the City that Chapter 6 of the Code of the City of Chipley be repealed in its entirety and replaced with a new, comprehensive Chapter 6 in accordance with this ordinance;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA:

Section 1. Repeal in Toto. Chapter 6, "ANIMAL CONTROL," of the Code of the City of Chipley is hereby repealed in its entirety.

Section 2. Enactment of New Chapter 6. A new Chapter 6, "ANIMAL CONTROL," of the Code of the City of Chipley is hereby enacted and adopted, which shall read as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

Section 3. Severability. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. Repealer. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed and revoked.

Section 5. Effective Date. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED at a regular meeting of the City Council of the City of Chipley, Florida, on the 9th day of June, 2026, and **PASSED** at a regular meeting of the City Council of the City of Chipley, Florida, on the 14th day of July, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell
City Clerk

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

CHAPTER 6 - ANIMAL CONTROL

ARTICLE I. IN GENERAL

Sec. 6-1. Enactment, authority and applicability. This chapter shall be known and cited as the "Animal Control Ordinance" of the city. Pursuant to the authority of F.S. chs. 166, 767, and 828, these regulations are hereby established in the interest of public health, safety, and welfare to provide protection for and to regulate and control domestic animals. The powers and authority granted under this chapter shall be supplemental to those already provided in the Florida Statutes concerning local animal control, the regulation of dangerous animals, cruelty to animals, and the sale or transfer of dogs and cats. This chapter shall be applicable to all areas of the city.

Sec. 6-2. Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section:

Animal control officer means any person employed or appointed by a county or municipality who is authorized to investigate, on public or private property, civil infractions relating to animal control or cruelty and to issue citations as provided in Sec. 6-3. An animal control officer is not authorized to bear arms or make arrests; however, such officer may carry a device to chemically subdue and tranquilize an animal, provided that such officer has successfully completed a minimum of 16 hours of training in marksmanship, equipment handling, safety and animal care, and can demonstrate proficiency in chemical immobilization of animals in accordance with guidelines prescribed in the Chemical Immobilization Operational Guide of the American Humane Association. State law reference(s): Animal control officer defined, F.S. 828.27(1)(b).

Animal shelter means Animal Control of West Florida, or any facility contracted by the City of Chipley for animal control, and its authorized agents, for the purpose of impounding or caring for animals held under the authority of this chapter and the Florida Statutes.

Citation means a written notice, issued to a person by an officer, that the officer has probable cause to believe that the person has committed a civil infraction in violation of a duly enacted ordinance and that the county court will hear the charge. The citation must conform to the requirements set forth in Sec. 6-3.

Control means the regulation of the possession, ownership, care and custody of animals.

Cruelty means any act of neglect, torture or torment that causes unjustifiable pain or suffering of an animal, or every act, omission, or neglect whereby unnecessary or unjustifiable pain or suffering is caused, permitted, or allowed to continue when there is reasonable remedy or relief, except when done in the interest of medical science. State law reference(s): Definitions, F.S. 828.02.

Dangerous animal means an animal designated as dangerous pursuant to the criteria and procedures set forth in Sec. 6-39 of this chapter.

Domesticated cat means a cat that is socialized to humans, kept as a pet, and relies primarily on humans for sustenance and shelter.

Endangerment means any act or omission that places an animal at substantial risk of death, permanent injury, or severe physical pain or suffering.

Exposed to rabies means a dog or cat or other animal that has been bitten by or exposed to any animal known to have been infected with rabies.

Feral cat means a cat that exists in a wild or untamed state, is not socialized to humans, and does not exhibit signs of domestic ownership.

Licensed means that the animal has been vaccinated for rabies and that current tags or other evidence is available to show current rabies vaccination. State law reference(s): Rabies vaccination of dogs, cats, and ferrets, F.S. 828.30.

Necessary sustenance includes adequate food, clean water, shelter from extreme weather conditions, and veterinary care needed to prevent suffering. (This section shall be construed consistent with F.S. § 828.073 standards.)

Officer means any law enforcement officer defined in F.S. § 943.10, or any animal control officer.

Owner means any person owning, keeping or harboring one or more animals. An animal shall be deemed to be harbored if it is fed or sheltered for three consecutive days or more.

Public nuisance means any animal or bird which: (1) Molests passersby or passing vehicles. (2) Attacks other animals. (3) Trespasses on school grounds. (4) Is repeatedly at large. (5) Damages private or public property. (6) Barks, whines, howls or make noises in an excessive, continuous or untimely fashion. (7) Creates noxious and offensive odors. The term "public nuisance" also includes animal quarters found to be unhealthy or unsanitary.

Restraint means any dog secured by a leash or lead; under the control of a responsible person and obedient to that person's commands within the real property limits of its owner; or within a structure or a fenced enclosure within the real property limits of its owner.

Stray animal means any animal observed on property other than that of its owner without the owner's control or supervision.

Tether means a rope, chain, cord, cable, or other device that attaches a dog to a stationary object or trolley system.

Sec. 6-3. Requirements of Citation.

A citation, as defined in Sec. 6-2, must contain: (1) The date and time of issuance. (2) The name and address of the person. (3) The date and time the civil infraction was committed. (4) The facts constituting probable cause. (5) The ordinance violated. (6) The name and authority of the officer. (7) The procedure for the person to follow in order to pay the civil penalty, contest the citation, or appear in court. (8) The applicable civil penalty if the person elects to contest the citation and is found in violation. (9) The maximum civil penalty that may be imposed by the court if the person contests the citation and is found in violation. (10) The applicable civil penalty if the person elects not to contest the citation. (11) A conspicuous statement that if the person fails to pay the civil penalty within the time allowed or fails to appear in court to contest the citation, it shall be deemed a waiver of the right to contest the citation and that, in such case, judgment may be entered against the person for an amount up to the maximum civil penalty. (12) A conspicuous statement that if the person is required to appear in court as mandated by F.S. § 828.27(6), the person does not have the option of paying a fine in lieu of appearing in court.

Sec. 6-4. Required Restraint and Confinement.

- (a) All animals, when not on the owner's premises or on the premises of another who consents thereto, shall be and remain under the direct control of a person competent to control such animal at all times.
- (b) The owner or custodian of any animal found running or remaining at large shall be responsible for any violation of this article.
- (c) All animals must be kept under restraint, as defined in Sec. 6-2, when off the owner's or custodian's premises, except when on the premises of another person who consents to the animal's presence and the animal remains under the direct control of a person competent to control it.
- (d) Owners and custodians of dogs and cats must exercise diligence and reasonable care to prevent their animals from leaving their premises.

Sec. 6-5. Authority of animal control officer.

- (a) General authority. The city animal control officer shall have full and complete authority in the enforcement of this chapter and may pick up or apprehend any animal under any circumstance which constitutes a violation of this chapter or Florida Statutes and impound such animal in the animal shelter.
- (b) Entrance upon public and unfenced private property. The animal control officer may enter public or unfenced private property within the city to carry out the enforcement of this chapter or Florida Statutes.
- (c) Entrance upon fenced private property. The animal control officer may enter fenced private property, exclusive of buildings, when the animal being sought was at large immediately prior to the animal control agency or officer receiving a sworn complaint regarding a violation, but subsequently the animal returned to its owner's or custodian's fenced private property; provided, however, that an attempt to contact the owner or custodian, if known, was unsuccessful.
- (d) Removal of neglected or mistreated animals. The animal control officer may enter fenced private property for the purpose of enforcing the provisions of F.S. § 828.073 concerning the removal of neglected or mistreated animals.
- (e) Chemical capture devices. The animal control officer may carry and utilize a humane chemical capture device to subdue and tranquilize an animal.
- (f) Issuance of Citations. Any officer, as defined in Sec. 6-2, shall have authority to issue a citation to any person when the officer has probable cause to believe that person has committed a violation of this chapter, including but not limited to violations arising under Article IV of this chapter (Feral and Domesticated Cat Management), such as failure to comply with vaccination requirements under Sec. 6-51. A citation may be issued in addition to, or in lieu of, impoundment and associated fees as provided herein. With respect to dangerous animal violations under Article III, citations predicated on an animal's dangerous animal status shall only be issued following a final designation pursuant to F.S. 767.12; provided, however, that citations for procedural violations of Sec. 6-39(b) - including failure to maintain required enclosure, insurance, muzzling, or registration - may be issued at any time following such final designation. Nothing in this subsection shall be construed to limit the mandatory court appearance requirements imposed by F.S. 828.27(6), and any citation issued hereunder shall conform to all requirements of F.S. 828.27.

Sec. 6-6. Interference with animal control officer.

- (a) Prohibited. It shall be unlawful for any person to hinder, obstruct or otherwise interfere with an officer while such officer is discharging the officer's duties under this chapter; or to take or attempt to take any animal from any vehicle used by the officer to transport animals; or to take or attempt to take any animal from the animal shelter without proper authority; or to knowingly interfere with any animal trap set by an officer or persons obtaining such traps from the animal control agency.
- (b) Penalty. Any person who tears down, burns, defaces, destroys or otherwise damages any animal control vehicle, animal shelter, or enclosure thereof shall be deemed guilty of a violation pursuant to Sec. 6-64 and subject to the applicable penalties set forth therein, and may additionally be subject to criminal penalties under applicable Florida law.

Sec. 6-7. Shelter; protection from the weather; humane care.

- (a) It shall be unlawful for any person owning or responsible for confining or impounding any animal to fail to provide the animal with proper shelter, protection from the weather or humanely clean conditions as prescribed in this section. State law reference(s): Neglected or mistreated animals, F.S. 828.073; Confinement or abandonment of animals, F.S. 828.13.
- (a) **Indoor standards.** Indoor housing facilities shall be adequately ventilated by natural or mechanical means to provide for the health of the animal at all times.

- (b) **Outdoor standards.** Minimum outdoor standards of shelter shall be such that sunlight is not likely to cause heat exhaustion of an animal housed outdoors. Sufficient shade by natural or artificial means shall be provided to protect the animal from direct sunlight.
- (c) **An artificial shelter.** If confined outdoors or in an unheated enclosure, a shelter of suitable size with a floor above ground and waterproof roof shall be provided to accommodate the animal and protect it from the weather and, in particular, from severe cold.

(b) It shall be unlawful to fail to provide an animal with wholesome exercise and a sufficient quantity of good and wholesome food and water adequate to nutritional requirements of the species or to fail to provide veterinary care when required to prevent suffering.

(c) Subject to the provisions of this section, it shall be unlawful to confine any animal in a building, enclosed vehicle, boat, vessel, or other enclosed space without adequate ventilation when such conditions - whether due to temperature, humidity, wind chill, or combination thereof - are likely to be harmful to the animal's health. Any animal control officer is authorized to remove animals from these conditions immediately if the animal is in imminent danger, or after a reasonable attempt to locate the owner if the situation is not immediately life-threatening, and shall provide written notice to the owner. A violation of this subsection is subject to the penalties set forth in Sec. 6-64.

(d) It shall be unlawful for any person owning or responsible for confining or impounding any animal to fail to provide for systematic waste removal and prevent the accumulation of waste or matter that causes offensive odors or unsanitary conditions.

Sec. 6-8. Cruelty to animals.

It shall be unlawful to unnecessarily torture, torment, deprive of necessary sustenance or shelter, or unnecessarily or cruelly beat, mutilate or kill any animal, or cause the same to be done, or carry in or upon any vehicle or otherwise any animal in a cruel or inhumane manner. Nothing in this section shall be construed to limit prosecution under applicable state criminal law. State law reference(s): Animal cruelty (misdemeanor of the first degree), F.S. 828.12(1); Aggravated animal cruelty (felony of the third degree), F.S. § 828.12(2).

Sec. 6-9. Proper Tethering Requirements.

It shall be unlawful to improperly tether any dog. "Proper tethering" of a dog means:

- (a) Using a tether that is at least five times the length of the dog's body, as measured from the tip of the nose to the base of the tail, or 10 feet, whichever is greater;
- (b) Using a tether that has swivels at both ends to prevent entanglement;
- (c) Ensuring the tether's weight does not exceed 1/8 of the dog's weight;
- (d) Attaching the tether to a properly fitting harness or collar, not a choke, pinch, or prong collar;
- (e) Bringing dogs inside during extreme weather conditions, including temperatures below 40°F (4°C) or above 95°F (35°C), or during severe weather events such as thunderstorms, hurricanes, or flooding;
- (f) Never tethering a dog for more than 8 consecutive hours in any 24-hour period.

Sec. 6-10. Harboring and feeding stray animals.

(a) Persons who harbor any stray dog or cat shall be required to notify the animal control agency of the presence of the stray dog or cat, including a description of the animal, which

information will assist the animal control agency and/or animal owner in locating missing pets.

(b) Prohibition on feeding stray or feral animals on public property. It shall be unlawful for any person to feed or provide sustenance to stray or feral animals on any public property within the city limits. This prohibition is enacted to prevent the congregation and proliferation of stray and feral animals, which can pose a threat to public health and safety. This prohibition shall not apply to activities conducted or authorized by the city, including temporary feeding necessary for animal capture.

Sec. 6-11. Reporting motor vehicle injury to animals.

Any operator of a motor vehicle that has injured an animal shall immediately notify the owner (if known), the animal control agency, the city police department, or the county sheriff's office and advise as to the location of the injured animal.

Sec. 6-12. Animal bites; rabies control.

(a) It shall be the duty of the owner or harbinger of an animal having knowledge that an animal has bitten any person, and any medical person/facility which treats a person bitten by an animal, to report the incident to the county health department within 24 hours of the bite or of the owner's/facility's knowledge thereof. A person who has been bitten is also encouraged to report the incident. State law reference(s): Rabies vaccination of dogs, cats, and ferrets, F.S. 828.30; Public health - county health departments, F.S. ch. 381.

(b) When it is known that an animal has been exposed to rabies, or when rabies is suspected by a licensed veterinarian, or when the animal dies while under suspected rabies observation, the animal control officer shall immediately notify the county health officials for final disposition.

Sec. 6-13. Performing animal exhibitions.

No person shall conduct, sponsor or participate in a performing animal exhibition, display, circus, or rodeo in which animals are induced or encouraged to perform through the use of chemical, mechanical, electrical or manual devices in a manner which will cause, or is likely to cause, physical injury or suffering. State law reference(s): Animal fighting or baiting, F.S. 828.122; Exhibition of mutilated or deformed animals, F.S. 877.16.

Sec. 6-14. Sales or permitting exposure of animals with, or having been exposed to, infectious disease.

Whoever within the city, being the owner or having the charge of any animal, knowing such animal to have any contagious or infectious disease or to have been recently exposed thereto, sells, barter, or disposes of such animal without first disclosing to the person to whom the animal is sold, bartered, or disposed of that such animal is diseased or has been exposed, or knowingly permits such animal to run at large, or knowing such animal to be diseased, knowingly allows the animal to come into contact with any such animal of another person without such other person's knowledge or permission, shall be deemed guilty of a civil infraction pursuant to Sec. 6-64.

Sec. 6-15. Negligence in care of animals.

Whoever impounds or confines any animal in any place and fails to supply such animal during such confinement with a sufficient quantity of good and wholesome food and water, or who keeps any animal in any enclosure without wholesome exercise and change of air, or who abandons to die any animal that is maimed or sick, infirm or diseased, shall be deemed guilty of a civil infraction pursuant to Sec. 6-64.

Sec. 6-16. Damaging or killing an animal belonging to another.

It shall be unlawful to willfully or wantonly kill, maim or disfigure any animal belonging to another person. Whoever willfully or wantonly kills, maims or disfigures any animal of another person, or willfully or wantonly administers poison to any such animal, or exposes any poisonous substance with intent that such substance shall be taken and swallowed by such animal, shall be deemed guilty of an infraction pursuant to Sec. 6-64. State law reference(s): Cruelty to animals, F.S. 828.12; Killing or maiming registered horses and cattle, F.S. 828.125; Leaving poison on property not owned by such person, F.S. 828.08.

Secs. 6-17 through 6-26. Reserved.

ARTICLE II. NUISANCES

Sec. 6-27. Animal nuisances.

It shall be unlawful for the owner or custodian of an animal to permit the following nuisances to be committed, either willfully or through failure to exercise due care or control: State law reference(s): Places declared nuisances, F.S. 823.01; Abatement of nuisances, F.S. 823.05.

- (a) No dog or cat shall be permitted to habitually chase after or otherwise harass persons or vehicles.
- (b) No dog or cat shall be permitted to bark, bay, cry, whine or howl or make any other noise continuously and/or incessantly in an excessive, habitual or untimely fashion for such a duration that it annoys or disturbs a reasonable person of normal sensitivities residing in or occupying premises in close proximity to the premises on which the animal is located.
- (c) Removal and disposal of animal waste. It shall be the duty of every owner or custodian of a domestic animal to immediately remove any feces or other solid waste deposited by such animal upon public property or upon the private property of another, and to dispose of such waste in a sanitary manner by placing it in an appropriate trash container or other receptacle designated for the disposal of such waste. Every owner or custodian, when accompanying a domestic animal off the owner's premises, shall have in their possession a suitable device or container for the removal and disposal of animal waste. This section shall not apply to a service animal accompanying a person with a disability where compliance would be impractical due to the nature of the disability. A violation of this section shall be subject to the penalties set forth in Sec. 6-64.

Sec. 6-28. Livestock and Domestic Fowl.

Prohibited generally; exception. No livestock shall be kept within the city except for the purposes of the animal industry and shall be limited to areas designated by the City's zoning and land use regulations. Notwithstanding the foregoing, the keeping of backyard chickens and miniature pigs on residentially zoned property is permitted subject to the specific conditions set forth in subsections (c) and (d) of this section.

- (a) Prohibited generally; exception. No livestock shall be kept within the city except for the purposes of the animal industry and shall be limited to areas designated by the City's zoning and land use regulations.
- (b) Cleanliness standards; responsibility. Where any person shall keep any cattle, horses, mules, swine, goats, chickens or other domestic fowl within the corporate limits of the city, the lot, stall, barn, stable, hen house, pen or other place where the same are kept shall be regularly cleaned and kept in a sanitary condition. Owners of backyard chickens and miniature pigs shall additionally comply with the requirements of subsections (c) and (d), respectively.
- (c) Backyard Chickens. The keeping of backyard chickens on residentially zoned property within the city is permitted subject to the following conditions:

- (1) Number. No more than six (6) hens may be kept per residential lot. No roosters shall be permitted within the city limits.
- (2) Enclosure. All chickens must be kept within a secure, covered enclosure (coop and run) at all times. The enclosure must be of sufficient size to provide a minimum of four (4) square feet of interior coop space and ten (10) square feet of exterior run space per bird.
- (3) Setbacks. All enclosures must be located in the rear yard and set back a minimum of ten (10) feet from any property line and a minimum of twenty-five (25) feet from any neighboring dwelling.
- (4) Sanitation. Owners must remove waste and soiled bedding from enclosures at least twice per week. Composting of chicken waste is permitted only in an enclosed compost system.
- (5) Feed storage. All feed must be stored in sealed, rodent-proof containers.
- (6) Slaughter. The slaughter of chickens on the premises is prohibited.
- (7) Commercial activity. The sale of eggs or poultry products from residentially kept chickens for commercial purposes is prohibited.
- (8) Nuisance. Chickens shall not be permitted to create a nuisance as defined in Sec. 6-2, and owners shall be subject to enforcement under Sec. 6-64 for any violations thereof.
- (d) Miniature Pigs. The keeping of miniature pigs (also known as micro-pigs, teacup pigs, or pot-bellied pigs) on residentially zoned property within the city is permitted subject to the following conditions:
 - (1) Definition. For purposes of this subsection, a "miniature pig" means a pig of a breed recognized as miniature by a nationally recognized swine registry, with a verified adult weight not to exceed 150 pounds. Standard farm swine are not permitted on residentially zoned property regardless of current size or weight.
 - (2) Number. No more than two (2) miniature pigs may be kept per residential lot.
 - (3) Enclosure. All miniature pigs must be kept within a secure, fenced enclosure adequate to contain the animal at all times. Miniature pigs shall not be permitted to roam freely on the property without direct owner supervision.
 - (4) Setbacks. All enclosures must be located in the rear yard and set back a minimum of fifteen (15) feet from any property line and a minimum of thirty (30) feet from any neighboring dwelling.
 - (5) Sanitation. Owners must remove waste from enclosures on a daily basis to prevent odors and unsanitary conditions.
 - (6) Licensing and veterinary care. All miniature pigs must be spayed or neutered and must receive regular veterinary care. Owners must provide proof of sterilization upon request by an animal control officer.
 - (7) Nuisance. Miniature pigs shall not be permitted to create a nuisance as defined in Sec. 6-2, including but not limited to excessive noise or noxious odors, and owners shall be subject to enforcement under Sec. 6-64 for any violations thereof.

Secs. 6-29 through 6-38. Reserved.

ARTICLE III. DANGEROUS ANIMALS

Sec. 6-39. Dangerous Dogs and Dangerous Animals.

(a) Definitions.

- (1) Dangerous Dog. Pursuant to F.S. 767.11 and the city's authority under F.S. 767.14 to impose restrictions more stringent than state law, a 'dangerous dog' is a dog that has, when unprovoked:
 - (a) Bitten, attacked, or inflicted severe injury on a human;
 - (b) More than once severely injured or killed a domestic animal while off the owner's property, where 'severe injury' means physical injury that results in broken bones, multiple lacerations requiring veterinary sutures, permanent disfigurement, or death;
 - (c) Been previously declared dangerous and engages in further aggressive behavior.

(2) Other Dangerous Animals. Pursuant to the city's authority under F.S. chs. 166 and 828, and independent of the dangerous dog provisions of subsection (a)(1), a non-dog animal may be designated as a dangerous animal by the animal control officer where such animal has, when unprovoked: (i) bitten, attacked, or inflicted severe injury on a human being on public or private property; (ii) more than once killed or inflicted severe injury on a domestic animal while off the owner's property; or (iii) been previously designated as dangerous under this chapter and engaged in further aggressive behavior. Designations under this subsection shall not be governed by F.S. ch. 767, which applies exclusively to dogs, and shall be processed in accordance with the procedures set forth in this section as adapted to the applicable authority.

(b) Requirements for Owners of Dangerous Dogs and Dangerous Animals.

Upon the final designation of a dog as dangerous following any required hearing or appeal period under F.S. 767.12, the owner shall register the dog with the animal control authority within 14 days of such final designation, as required by F.S. 767.12, and shall comply with all remaining requirements set forth below within 30 days of such final designation. For non-dog animals designated as dangerous under subsection (a)(2), the owner shall comply with all applicable requirements within 30 days of final designation. Failure to comply within the applicable timeframe shall constitute a separate violation of this chapter and may result in immediate impoundment of the animal by the animal control officer pending the owner's compliance:

- (a) Secure enclosure with warning signs;
- (b) Muzzle and physical restraint when off owner's property;
- (c) Liability insurance coverage of a minimum of \$500,000 per incident. This elevated threshold is expressly imposed as a more stringent local restriction pursuant to the city's authority under F.S. 767.14, which permits local governments to enact requirements more stringent than state law with respect to dangerous dogs. The current state law minimum is \$100,000 per incident pursuant to the 2025 amendments to F.S. 767.12;
- (d) Registration with Animal Control.
- (e) Microchipping by a licensed veterinarian, with the microchip number registered to the current owner, as required by F.S. § 767.12.

(c) Penalties for Dangerous Animal Violations. Violation of this section shall be punishable by a fine not to exceed \$500.00 per violation, in addition to any other remedies available under this chapter or state law. State law reference(s): Civil penalty maximums for local animal control ordinances, F.S. 828.27(4).

Sec. 6-40. Compliance with State Law. The dangerous dog provisions of subsection (a)(1) of Sec. 6-39 and all associated owner requirements shall be implemented in compliance with F.S. 767.11-767.16. Pursuant to F.S. 767.14, local governments are authorized to impose restrictions on dangerous dogs more stringent than state law, provided such restrictions are not breed-specific; the elevated insurance minimum in Sec. 6-39(b)(3) and any other requirements exceeding state law minimums are imposed on that basis. The dangerous animal provisions of subsection (a)(2) of Sec. 6-39 are independently grounded in the city's authority under F.S. chs. 166 and 828 and are not subject to F.S. ch. 767.

Sec. 6-41. Confiscation and Destruction of Dangerous Dogs.

(a) Applicability. This section applies to dangerous dogs as defined in Sec. 6-39(a)(1) and shall be implemented in compliance with F.S. §§ 767.12, 767.13, and 767.135. Nothing in this section shall be construed to authorize destruction of an animal in a manner inconsistent with applicable Florida law.

(b) Post-Designation Attack. Injury or Bite. Pursuant to F.S. § 767.13(1), if a dog that has been finally designated as dangerous under Sec. 6-39 and F.S. § 767.12 thereafter attacks or bites a person or domestic animal without provocation, the following shall apply: (1) The dangerous dog shall be immediately confiscated by the animal control officer, placed in quarantine if necessary for the proper length of time, impounded, and held for ten (10)

business days after the owner is given written notification pursuant to F.S. § 767.12; (2) After the expiration of the ten (10) business day notice period, and provided no timely written appeal has been filed pursuant to subsection (e) of this section, the animal shall be destroyed in an expeditious and humane manner consistent with F.S. § 828.065; (3) The owner shall be responsible for payment of all boarding costs and other fees incurred in humanely and safely keeping the animal during any notice or appeal period.

(c) Post-Designation Attack. Severe Injury or Death of Human. Pursuant to F.S. § 767.13(2), if a dog that has been finally designated as dangerous under Sec. 6-39 and F.S. § 767.12 thereafter attacks and causes severe injury to or death of any human, the following shall apply: (1) The dangerous dog shall be immediately confiscated by the animal control officer, placed in quarantine if necessary, impounded, and held for ten (10) business days after the owner is given written notification pursuant to F.S. § 767.12; (2) After the expiration of the ten (10) business day notice period, and provided no timely written appeal has been filed pursuant to subsection (e) of this section, the animal shall be destroyed in an expeditious and humane manner consistent with F.S. § 828.065; (3) The owner shall be responsible for all boarding costs and other fees incurred during any notice or appeal period.

(d) Attack by Undesignated Dog Causing Human Death. Pursuant to F.S. § 767.135, if a dog that has not been designated as dangerous under this chapter attacks and causes the death of a human, the dog shall be immediately confiscated by the animal control officer, placed in quarantine if necessary, impounded, and held for ten (10) business days after the owner is given written notification pursuant to F.S. § 767.12, and thereafter destroyed in an expeditious and humane manner consistent with F.S. § 828.065, unless the owner timely appeals pursuant to subsection (e) of this section.

(e) Owner Appeal. The following two-stage appeal process applies in any case subject to this section, and is established pursuant to the requirement of F.S. 767.12(4) that each applicable local governing authority establish appeal procedures conforming to that subsection.

(1) Stage One - Administrative Hearing Before Special Magistrate. The owner may request an administrative hearing before a Special Magistrate designated by the City Council within ten (10) business days following receipt of written notification of the proposed destruction. The request must be made in writing and submitted to the City Clerk. The hearing shall be scheduled no sooner than five (5) days after receipt of the written request. The Special Magistrate shall be a Florida-licensed attorney designated by the City Council and shall be independent of the animal control authority. The hearing shall be conducted under oath; all testimony shall be recorded; and while the formal rules of evidence shall not apply, fundamental due process shall govern the proceedings. The animal control authority shall bear the burden of demonstrating that destruction is warranted under the applicable subsection of this section. The Special Magistrate shall issue a written decision within ten (10) days of the conclusion of the hearing. If the owner does not timely request a hearing, the proposed destruction shall become final by operation of law upon expiration of the ten (10) business day notice period.

(2) Stage Two - Circuit Court Appeal. Upon issuance of a final written order by the Special Magistrate, or upon the classification becoming final by operation of law, the animal control authority shall provide the written final order to the owner by registered mail, certified hand delivery, or service. The owner may appeal the final order to the Circuit Court of the Fourteenth Judicial Circuit, Washington County, Florida, in accordance with the Florida Rules of Appellate Procedure, after receipt of the final order.

(3) Effect of Timely Appeal on Destruction. If the owner files a timely written request for administrative hearing under subsection (e)(1), or a timely appeal to

the circuit court under subsection (e)(2), the animal shall be held and shall not be destroyed while such appeal is pending.

(4) Confinement and Transfer Restrictions During Appeal. A dog that is the subject of proceedings under this section may not be relocated or its ownership transferred pending the outcome of any hearing or appeal. If the dog is not held by the animal control authority, the owner must confine the dog in a securely fenced or enclosed area and shall provide the address at which the animal is confined to the animal control authority.

(5) Owner Cost Responsibility. The owner is responsible for all boarding costs and other fees incurred in humanely and safely keeping the animal during any notice, hearing, or appeal period, regardless of the outcome of such proceedings.

(f) Emergency Destruction. Nothing in this section shall limit the authority of a law enforcement officer, licensed veterinarian, or authorized agent of the animal control authority to humanely destroy a dangerous animal in an emergency situation where immediate euthanasia is necessary to protect public safety, as authorized by F.S. § 828.05.

(g) Euthanasia Standards. All destruction carried out pursuant to this section shall be performed only by a licensed veterinarian or a certified euthanasia technician who has successfully completed the 16-hour certification course required by F.S. § 828.065. No animal subject to this section shall be left unattended between the commencement of euthanasia procedures and confirmation of death, and no body shall be disposed of until death has been confirmed by a qualified person.

(h) Non-Dog Dangerous Animals. The confiscation and destruction provisions of this section apply specifically to dogs governed by F.S. ch. 767. For non-dog animals designated as dangerous pursuant to Sec. 6-39(a)(2), confiscation and disposition shall be determined by the animal control officer in accordance with applicable provisions of F.S. ch. 828 and F.S. ch. 166, and consistent with the emergency destruction authority of subsection (f) of this section. State law reference(s): Attack or bite by dangerous dog; penalties; confiscation; destruction, F.S. § 767.13; Attack or bite by unclassified dog that causes death, F.S. § 767.135; Local authority to impose more stringent restrictions, F.S. § 767.14; Euthanasia of animals, F.S. § 828.065; Emergency euthanasia of dangerous animals, F.S. § 828.05.

Secs. 6-42 through 6-49. Reserved.

ARTICLE IV. FERAL AND DOMESTICATED CAT MANAGEMENT

Sec. 6-50. Intent and Scope.

This article is intended to balance the protection of public health and safety with the humane treatment of both domesticated and feral cats within the city limits.

Sec. 6-51. Domesticated Cat Regulations.

Owners of domesticated cats are required to ensure their animals are properly vaccinated against rabies in accordance with Florida law, including the mandatory vaccination requirements of F.S. 828.30. Owners must exercise appropriate diligence to ensure their domesticated cats do not become a nuisance to neighboring properties or the public at large, in accordance with Section 6-27 of this Code.

Sec. 6-51.1. Outdoor Domesticated Cat Identification Requirements.

(a) Purpose. This section supplements the requirements of Sec. 6-51 and is intended to facilitate the identification and return of domesticated cats found at large, and to assist animal control officers in distinguishing domesticated cats from feral cats for purposes of enforcement under this chapter.

(b) Identification Required. Any owner of a domesticated cat that is permitted to access outdoor areas, whether supervised or unsupervised, shall ensure that such cat bears at least one (1) of the following forms of identification at all times while outdoors: (1) A

breakaway safety collar with a securely attached tag displaying the owner's name and current contact information, including a telephone number; (2) A functioning GPS or other electronic tracking device attached to a breakaway safety collar; or (3) A microchip implanted by a licensed veterinarian, with the microchip number and current owner contact information registered in a nationally recognized pet recovery database.

(c) Collar Requirements. Any collar used to satisfy the identification requirement of subsection (b)(1) or (b)(2) of this section shall be of a breakaway design, meaning the collar is engineered to release under pressure to prevent entanglement, strangulation, or injury to the cat. Choke, slip, or non-release collars shall not constitute compliant identification under this section.

(d) Microchip as Sole Identifier. An owner who elects to satisfy the identification requirement exclusively through microchip under subsection (b)(3) shall maintain current and accurate registration of the microchip at all times. It shall be a violation of this section for an owner to allow the microchip registration to lapse, to fail to update contact information following a change of address or telephone number within thirty (30) days of such change, or to fail to provide proof of microchip registration upon request by an animal control officer.

(e) Integration with Sec. 6-51. Compliance with this section shall be deemed a component of the owner's duty of diligence under Sec. 6-51. Failure to maintain required identification constitutes a violation of both this section and the owner's obligations under Sec. 6-51, and may serve as a basis for a citation issued pursuant to Sec. 6-5(f).

(f) Integration with Sec. 6-27. A domesticated cat found outdoors beyond the boundaries of the owner's property without required identification that is observed engaging in nuisance conduct enumerated in Sec. 6-27 shall be subject to enforcement under both this section and Sec. 6-27. The absence of required identification shall not, standing alone, constitute a nuisance under Sec. 6-27, but may be considered by an animal control officer as a factor in determining whether a cat is domesticated or feral for purposes of enforcement and impoundment decisions under this chapter. No enforcement action under this section based on the absence of required identification shall be initiated against an owner solely on account of a cat found on the owner's own property.

(g) Impoundment. A domesticated cat found outdoors without any of the identification methods required by subsection (b) of this section may be impounded by an animal control officer and processed in accordance with the impoundment and reclamation procedures of this chapter.

(h) Penalty. Violation of this section shall be subject to the civil penalty schedule set forth in Sec. 6-64(a).

Sec. 6-52. Feral Cat Management and TNR Program.

Sec. 6-52. Feral Cat Management. The city does not maintain or support a Trap-Neuter-Return program. Feral cats found at large within the city may be impounded by an animal control officer and processed in accordance with applicable Florida law and standard animal control procedures.

While Section 6-10(b) of this Chapter prohibits feeding stray animals on public property, that prohibition shall not apply to temporary feeding authorized by the city for purposes of animal capture.

Sec. 6-53. Enforcement.

Violations of any provision of this Article shall be subject to enforcement by any officer as defined in Sec. 6-2. Any officer who has probable cause to believe that a person has violated any provision of this Article, including failure to vaccinate a domesticated cat pursuant to Sec. 6-51 or permitting a domesticated cat to become a nuisance in violation of Sec. 6-51 and Sec. 6-27, unauthorized feeding of stray or feral animals on public property in violation of Sec. 6-10(b) may issue a citation pursuant to Sec. 6-5(f).

citations issued under this Article shall conform to the requirements set forth in Sec. 6-3 (Requirements of Citation) and Sec. 6-64, and all applicable requirements of F.S. § 828.27. Civil penalties imposed for violations of this Article shall be deposited and administered in accordance with Sec. 6-66.

Secs. 6-54 through 6-63. Reserved.

ARTICLE V. VIOLATIONS AND PENALTIES

Sec. 6-64. Enforcement of violations. This section applies to violations of any provision of this chapter, including Articles I through IV.

(a) Civil penalty schedule. Civil penalties for violations of this chapter shall be assessed on the following tiered schedule: (1) First offense: not to exceed \$100.00; (2) Second offense within 12 months: not to exceed \$200.00; (3) Third and subsequent offenses within 12 months: not to exceed \$500.00. Notwithstanding the foregoing, violations of Article III (Dangerous Animals) shall be subject to the penalty set forth in Sec. 6-39(c). State law reference(s): Civil penalty maximums for local animal control ordinances, F.S. 828.27(4).

(b) Section constitutes civil infraction or criminal offense. A violation of this chapter may constitute a civil infraction or, where applicable, a criminal offense pursuant to Florida Statutes. State law reference(s): Cruelty to animals, F.S. 828.12(1) and (2); Confinement or abandonment of animals, F.S. 828.13.

(c) Signature of citation required. Any person cited for an infraction under this chapter shall sign and accept a citation acknowledging receipt of the citation and indicating a promise to appear in county court if a mandatory court appearance is required.

(d) Payment of civil penalty. Any person cited for a violation of this chapter may pay the civil penalty within 30 days of the date of receiving the citation.

(e) Election to appear in court. Any person cited for a violation of this chapter may elect to appear in county court on the date and time specified in the citation to contest the citation.

(f) Liability of owner for fees/penalties. In the event an animal is impounded for violation of this chapter and the owner of the animal abandons the animal to the animal control agency, the owner remains liable for all fees and penalties imposed.

State law reference(s): Failure to sign or accept citation, F.S. § 828.27(5).

Sec. 6-65. Use of revenue.

All revenue derived from the fines, penalties and license fees collected under this chapter shall be used exclusively to recover or offset the costs of enforcement and administration of the city's animal control program and this chapter.

Sec. 6-66. Fine or penalty distribution and recordkeeping.

Fines or penalties collected pursuant to this chapter by the city shall be deposited in the animal control fund and used to support the costs of the animal control program. The ani

control agency shall keep detailed and accurate records of licensing, impoundment and disposition of all animals coming into its custody, all bite cases, complaints and investigations of violations. All funds collected shall be received on a daily basis by the city clerk along with appropriate accounting records at time of payment.

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 1000 (Public Hearing) – Amending Chapter 9 - Cemeteries

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

This Ordinance will amend Chapter 9 – 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.

RECOMMENDATION

City staff recommend approval of the final reading of Ordinance No. 1000 – Amending Chapter 9 – Cemeteries.

ATTACHMENTS

1. Ordinance No. 1000

ORDINANCE NO. 1000

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.

WHEREAS, the City Council of the City of Chipley, Florida ("City Council") is empowered to enact ordinances for the welfare and governance of its residents under Article VIII, Section 2 of the Florida Constitution, Chapter 166, Florida Statutes, and the City Charter of the City of Chipley; and

WHEREAS, the City Council has determined that regulations governing City-owned and City-maintained cemeteries, including standards for the care of gravesites and the conduct of visitors, are necessary to protect the safety, health, and general welfare of City residents;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Chipley, Florida, that the following provisions, regulations, and standards are hereby adopted for the purpose of promoting the health, safety, and general welfare of the community.

Section 1. Chapter 9, Cemeteries, Adopted.

The City of Chipley Municipal Code is hereby amended by adding a new Chapter 9, which shall read as follows:

CHAPTER 9. CEMETERIES

Sec. 9-1. Purpose.

The purpose of this Chapter is to establish regulations for the operation and use of City-owned and City-maintained cemeteries, and to promote the health, safety, and general welfare of City Residents.

Sec. 9-2. Definitions.

For the purposes of this Chapter, the following terms shall have the meanings ascribed to them below:

1. **"City Council"** means the City Council of the City of Chipley, Florida.
2. **"City Residents"** means individuals who reside within the geographical boundaries of the City of Chipley, Florida.

3. **"Cemetery" or "Cemetery Grounds"** means any land owned, operated, or maintained by the City of Chipley, Florida that is designated or dedicated for the interment of human remains, including all improvements, structures, pathways, landscaping, fencing, and appurtenances located thereon.
4. **"City"** means the City of Chipley, a municipal corporation duly organized and existing under the laws of the State of Florida.
5. **"Domestic Animal"** means any animal domesticated by humans and commonly kept as a household pet or companion animal, including but not limited to dogs and cats, but excluding livestock, poultry, and wildlife as defined under applicable Florida law.
6. **"Gravesite"** means the specific plot or area within a Cemetery designated for the interment of human remains, including any associated monument, marker, headstone, or other memorial structure placed thereon.
7. **"Responsible Party"** means any individual or entity who owns, controls, or is otherwise accountable for property, animals, or activities regulated under this Chapter, including but not limited to lot owners, animal owners, family members of interred persons, and any individual who places, plants, or deposits items within Cemetery Grounds.
8. **"Service Animal"** means any dog or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability, as defined by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), as amended, and its implementing regulations.

Sec. 9-3. Authority and Jurisdiction.

This Chapter is enacted under the authority granted to the City Council by the laws of the State of Florida and the City Charter of the City of Chipley. The City Council has the authority to enact, amend, and repeal ordinances and regulations concerning public safety, health, welfare, zoning, and land use.

The City Council's jurisdiction extends throughout the geographical boundaries of the City of Chipley, Florida. Within these boundaries, the City Council may enforce ordinances, collect taxes, and provide municipal services. All actions of the City Council shall comply with applicable state and federal law.

Sec. 9-4. Regulations for City-owned and City-maintained Cemeteries.

The following regulations govern the use and maintenance of City-owned and City-maintained cemeteries:

1. No person shall inter, bury, or otherwise deposit human remains or cremated remains (cremains) within any City-owned or City-maintained cemetery without the prior written approval of the City. Any request for authorization must be submitted in writing to the City and shall identify the proposed gravesite location, the identity of the decedent, and the name and contact information of the Responsible Party. Any interment conducted without such prior written approval shall constitute a violation of this Chapter and

may subject the Responsible Party to enforcement action and penalties as set forth in the Enforcement and Penalties section of this Chapter. The City reserves the right to take any and all lawful remedial action necessary to address an unauthorized interment, and all costs associated with such remedial action shall be recoverable from the Responsible Party.

2. All gravesites within City-owned and City-maintained cemeteries must be kept in a clean, orderly, and dignified manner. The placement of flowers, wreaths, flags, and other commemorative items is permitted, provided they are maintained in good condition by the Responsible Party. Flags shall not exceed eighteen (18) inches in width by twelve (12) inches in height, and any flagstaff or stake used to display a flag shall not exceed twenty-four (24) inches in total height above ground level.
3. Personal items left on gravesites that become damaged, decayed, broken, or dilapidated, or that otherwise present a public safety risk or nuisance, may be removed by City officials. The City shall endeavor to provide at least seven (7) calendar days' notice of pending removal by posting notice at the gravesite or at the cemetery entrance; however, no advance notice shall be required where the item presents an immediate public safety risk or nuisance.
4. No permanent fixture, including but not limited to flagpoles, monuments, enclosures, fencing, or other structural installations, may be placed or installed within the Cemetery Grounds without the prior written approval of the City. Any request for approval must be submitted in writing to the City and shall identify the type, proposed location, dimensions, and materials of the fixture to be installed. Unauthorized permanent fixtures, or any approved fixture that subsequently falls into disrepair or presents a safety hazard, may be removed by the City. Prior to removal, the City shall provide written notice to the owner of the plot, when identifiable, sent via certified mail, return receipt requested, to the last known address of the plot owner, at least fifteen (15) calendar days before removal. If the plot owner cannot be identified after reasonable investigation, or if notice cannot otherwise be delivered, the City shall post notice at the relevant gravesite for fifteen (15) calendar days prior to removal. The full cost of removal, including associated administrative costs, shall be recoverable by the City from the Responsible Party.
5. The City Council reserves the right to enact further regulations as necessary to address safety concerns, preserve public health, and maintain the sanctity of the cemeteries under its jurisdiction.
6. City Residents and visitors are required to adhere to all regulations established by this chapter and any additional regulations properly adopted and posted by the City while within the cemetery grounds. Failure to comply with these regulations may result in enforcement action by the City as specified in the "Enforcement and Penalties" section of this chapter.

Sec. 9-5. Regulations Governing Domestic Animals.

In order to preserve the sanctity and cleanliness of cemetery sites within the City of Chipley, Florida, the following regulations governing domestic animals are hereby enacted:

1. Domestic animals are permitted within the boundaries of any cemetery sites owned or operated by the City of Chipley, provided that they comply with all regulations set forth in this chapter. Animal owners are required to immediately clean up and properly dispose of any waste or excrement left by their animals while on cemetery grounds. Failure to do so shall constitute a violation of this chapter.
2. The waste removal and disposal obligations set forth in this Section are in addition to, and shall be construed consistently with, the duties imposed on owners and custodians of domestic animals under the City of Chipley Animal Control Ordinance, including Section 6-27(c) thereof, which requires every owner or custodian to immediately remove any feces or other solid waste deposited by such animal upon public property and to dispose of such waste in a sanitary manner, and to have in their possession a suitable device or container for the removal and disposal of animal waste when accompanying a domestic animal. Nothing in this Chapter shall be construed to limit the applicability of the Animal Control Ordinance to Cemetery Grounds, and a violation of the waste removal requirements may be subject to the penalties prescribed in this Chapter, in the Animal Control Ordinance, or both.
3. Animal owners are personally responsible for any damage caused by their animals to cemetery grounds, gravesites, monuments, markers, fencing, landscaping, or any other City property. The City may seek reimbursement from the responsible animal owner for the full cost of any such damage, including but not limited to repair, replacement, and associated administrative costs.
4. Animals must remain under the control of their owner or handler at all times while on cemetery grounds, and must be kept on a leash no longer than six (6) feet in length.
5. Any domestic animal that displays aggressive behavior, including but not limited to biting, lunging, growling, or threatening any person or animal, or that creates excessive noise, including but not limited to prolonged or repeated barking, howling, or whining, that disturbs the peace and dignity of the Cemetery Grounds, shall be required to be immediately removed from the Cemetery Grounds by the Responsible Party. Failure to immediately remove such an animal upon direction by a City official, law enforcement officer, or designated agent shall constitute a violation of this Chapter. Any domestic animal exhibiting aggressive behavior that poses an immediate threat to public safety may be seized and turned over to animal control in accordance with existing City ordinance. The City reserves the

right to deny future access to the Cemetery Grounds to any domestic animal that has previously engaged in aggressive or disruptive behavior.

6. Nothing in this chapter shall be construed to authorize discrimination against individuals with disabilities who use service animals as defined by the Americans with Disabilities Act.

Sec. 9-6. Prohibition on Unauthorized Planting of Vegetation.

To preserve the integrity of City-owned and City-maintained cemeteries and prevent the imposition of undue maintenance burdens on the City, the following regulations govern the planting of trees, shrubbery, and other vegetation within cemetery grounds:

1. No private party, including but not limited to, lot owners, family members of interred persons, or other individuals, may plant any tree, shrub, or other vegetation within the boundaries of any City-owned or City-maintained cemetery without the prior written authorization of the City.
2. The City shall not authorize any planting that would require ongoing City maintenance, including but not limited to watering, pruning, fertilization, pest control, or removal. Any request for authorization must be submitted in writing to the City and shall identify the species, proposed location, and anticipated maintenance requirements of the vegetation to be planted.
3. Any tree, shrub, or other vegetation planted without prior written City authorization, or any authorized planting that subsequently requires ongoing City maintenance, may be removed by the City at the Responsible Party's expense. The City shall provide written notice to the Responsible Party, when identifiable through reasonable investigation, at least fifteen (15) calendar days prior to removal. Notice shall be sent via certified mail, return receipt requested, to the last known address of the Responsible Party. If the Responsible Party cannot be identified after reasonable investigation, the City shall post notice at the relevant gravesite or planting location for fifteen (15) days before removal. The full cost of removal, including associated administrative costs, shall be recoverable by the City from the Responsible Party.
4. Violations of this Section are subject to the enforcement mechanisms and penalties prescribed in the Enforcement and Penalties section of this Chapter. Each day an unauthorized planting remains in place after the expiration of the notice period shall constitute a separate violation.

Sec. 9-7. Enforcement and Penalties.

This Chapter shall be enforced by the City of Chipley, through its authorized officials, code enforcement officers, law enforcement, or other designated agents of the City Council. Violations may result in fines, penalties, or other legal action in accordance with Florida law and the ordinances of the City of Chipley.

Penalties for violations of this Chapter shall be as follows, and shall not exceed the maximum amounts authorized under Florida Statutes Section 162.21, as applicable:

1. For the first violation, a written warning shall be issued to the violator, informing them of the violation and the necessary corrective actions to be taken, unless the violation involves actual harm or imminent threat of harm to public health, safety, or welfare.
2. For the second violation within a twelve (12) month period, a fine of up to \$250 may be imposed.
3. For subsequent violations within a twelve (12) month period, the fine may be increased up to \$500.00 per violation, or legal action may be taken to seek compliance, including but not limited to injunctions or other court orders. Each day a violation continues shall constitute a separate violation.

Violations involving actual harm or imminent threat of harm to public health, safety, or welfare may warrant immediate legal action without prior written warning.

All fines collected under this Chapter shall be deposited into the City's general fund and may be appropriated by the City Council for any lawful municipal purpose, including but not limited to the enforcement of ordinances, in accordance with Florida law and the City's budgetary procedures.

Section 2. Repealer

All ordinances and resolutions, or parts thereof, of the City of Chipley that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict or inconsistency. It is not the intent of the City Council to repeal any existing ordinance or part of an ordinance that does not conflict with the provisions of this Ordinance.

Section 3. Severability

If any provision of this Ordinance, or its application to any person or circumstance, is held invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect to the greatest extent possible and consistent with the intent of the City Council.

Section 4. Effective Date

This Ordinance shall become effective immediately upon its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Chipley, Florida, on the 9th day of June, 2026, and **PASSED** at a regular meeting of the City Council of the City of Chipley, Florida, on the 14th day of July, 2026.

CITY OF CHIPLEY, FLORIDA
BY:

Tracy Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

APPROVED AS TO LEGAL FORM:

Michelle Blankenship Jordan, City Attorney

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-45 – Microplastics – Legal Services Contract - David Grossman & Associates PLLC

MEETING DATEPREPARED BY

Tuesday, July 14, 2026Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a Legal Services Contract with David Grossman & Associates PLLC and its Partner firms to work with the City to have testing and mapping performed, at no expense to the City, and to prosecute on a contingency basis proceedings for damages against the responsible parties who substantially contributed to municipalities being contaminated by PFAS, Microplastic and 1,4-Dioxane. A settlement was reached and a fund of money is available that municipalities can apply to for dealing with current, ongoing, or future/anticipated PFAS issues, even if they were not named plaintiffs in the class action. The PFAS standards differ based on the funding source, but it is anticipated that every single municipal water system in the US will have levels that are detectable and eligible for funding. The registration deadline is July 31, 2026,

RECOMMENDATION

City staff recommend approval of Resolution No. 26-45 – Microplastics – Legal Services Contract -David Grossman & Associates PLLC

- ATTACHMENTS
1. Resolution No. 26-45

2. PFAS Executive Summary

3. Legal Services Contract

RESOLUTION NO. 26-45

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LEGAL SERVICES CONTRACT WITH DAVID GROSSMAN & ASSOCIATES PLLC TO PROSECUTE ON A CONTINGENCY BASIS CIVIL LEGAL CLAIMS FOR HARMS AND PROPERTY DAMAGE FROM CONTAMINATION BY MICROPLASTICS INCLUDING TOBACCO PRODUCT WASTE, PFAS AND 1,4-DIOXANE AND DECLARING AN EMERGENCY.

WHEREAS, various litigations are pending for damages against the responsible parties who substantially contributed to municipalities being contaminated by PFAS, Microplastics and 1,4-Dioxane for the harms they caused; and

WHEREAS, the City of Chipley (hereafter ‘the City’) received communication from the law firm of DAVID GROSSMAN & ASSOCIATES PLLC and its Partners (“Grossman”) about potential claims for economic damages in proceedings against the responsible parties; and

WHEREAS, the City is in need of testing of its land and water, and pollutants such as microplastics, 1,4 Dioxane and PFAS could be present; and

WHEREAS, a Legal Services Contract allows DAVID GROSSMAN & ASSOCIATES PLLC and its Partner firms to work with the City to have testing and mapping performed, at no expense to the City, and to prosecute on a contingency basis proceedings for damages against the responsible parties; and

WHEREAS, it appears the City is entitled to participate in proceedings against the responsible parties, and accordingly engages DAVID GROSSMAN & ASSOCIATES PLLC to investigate, make claim and/or file lawsuits on behalf of the City to recover monies which it is entitled to; and

WHEREAS, the City may possess substantial municipal contamination and cost-recovery claims arising from municipal operations, environmental pathways, public works impacts, fire department activities, landfill and leachate issues, drinking and waste water claims, former military fire training and airport-related contamination, and ongoing public nuisance conditions; and

WHEREAS, contracting with DAVID GROSSMAN & ASSOCIATES and its Partners for legal services will allow the City to efficiently participate and serve the interests of its citizens; and

WHEREAS, the claims are intended to recover damages and obtain relief for impacts to municipal systems and property, including, without limitation, drinking water systems, wastewater systems, stormwater, infrastructure, airports, fire departments and training academies, turnout gear, landfills, airport, former military and industrial sites and other public infrastructure and environmental resources affected by such contamination.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, THAT:

SECTION I: The Mayor or Mayor Pro-Tem are hereby authorized to execute a Legal Services Contract with DAVID GROSSMAN & ASSOCIATES PLLC, a copy of which will be on file at City Hall to investigate and file lawsuits and/or claims on a contingency basis, on behalf of the City for harms and damages and to recover such monies.

SECTION II: The immediate necessity for this action is declared an emergency for the preservation of public peace, health, and safety, and for the reasons set forth above, and this resolution shall take effect immediately upon passage.

PASSED AND ADOPTED THIS 14TH DAY OF JULY, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell
City Clerk

DRAFT

MUNICIPAL BRIEFING

Executive Summary: PFAS Contamination & Cost Recovery Program

I. PFAS Contamination

Per- and polyfluoroalkyl substances (PFAS), commonly known as “forever chemicals,” are a class of man-made compounds widely used in industrial applications and consumer products. Due to their chemical stability, PFAS persist in the environment and have become a significant source of contamination in public water systems across the United States. Key compounds of concern include PFOA, PFOS, GenX, and related substances, historically manufactured by major chemical companies and used extensively in products such as aqueous film-forming foam (AFFF).

II. Contamination Hazards

PFAS contamination primarily originates from industrial manufacturing, landfill leachate, biosolids, and firefighting activities—particularly at airports, military bases, and training facilities. Exposure to PFAS has been linked to serious health risks, including multiple forms of cancer (kidney, testicular, liver, and breast), thyroid disease, and other chronic conditions. In response, the U.S. Environmental Protection Agency (EPA) has significantly tightened regulatory standards, establishing enforceable Maximum Contaminant Levels (MCLs) of 4 parts per trillion for PFOA and PFOS, with a long-term goal of zero exposure. Additional regulatory measures include hazardous substance designation and expanded testing requirements under UCMR 5.

III. Containment Challenge

To address widespread contamination, public water systems are increasingly turning to advanced treatment and remediation technologies such as activated carbon filtration, ion exchange resins, reverse osmosis, and advanced oxidation processes. However, these solutions are costly and place a financial burden on municipalities and ratepayers.

IV. Settlement Fund

In parallel, significant legal developments have created an opportunity for cost recovery. Recent settlements—including approximately \$12.5 billion with 3M and \$1.185 billion with DuPont-related entities—highlight the scale of liability among PFAS manufacturers. These settlements, along with ongoing litigation and bankruptcy proceedings involving additional defendants, provide a time-sensitive pathway for public water systems to recover costs associated with PFAS testing, treatment, and remediation.

The current PFAS settlement framework for eligible public water systems includes three separate funding mechanisms:

1. **Action Fund** – provides compensation based upon PFAS scoring and system gallons-per-minute flow metrics.
2. **Supplemental Fund** – provides forward-looking protection, including eligibility for future testing, monitoring, remediation efforts, and related enhancements in the years ahead.
3. **Special Fund** – reimburses qualifying historical expenditures incurred to promote or protect clean water and system integrity.

V. Conclusion

Our law firm can represent municipalities in the PFAS Settlement fund, MDL 2873. This Multi-District Litigation (MDL 2873) representation is designed to help public water systems participate in this process with no upfront financial burden. The program operates on a contingency basis—clients incur no cost unless recovery is achieved—and is focused solely on reimbursement for actual expenses, not punitive damages. The firm offers nationwide representation, deep experience in complex environmental litigation, and a tailored, client-centered approach.

With regulatory deadlines approaching and settlement participation windows limited, it is critical for public water systems to act promptly. Engaging in the claims process ensures compliance with federal requirements while maximizing the opportunity to secure financial recovery and protect public health.

DAVID GROSSMAN & ASSOCIATES PLLC

881 OCEAN DRIVE, Unit 14H, Key Biscayne, Florida 33149

Telephone: (631) 815-2575

dgrossman@grossmankelly.com**LEGAL SERVICES CONTRACT**

THIS CONTRACT IS SUBJECT TO ARBITRATION UNDER
FEDERAL AND STATE ARBITRATION ACTS.

WHEREAS, the undersigned (“Client”) agrees to retain DAVID GROSSMAN & ASSOCIATES, PLLC (“Law Firm”) (collectively, “Parties”) as Client’s attorneys in the prosecution of any legal claim for negligence (or any other viable cause of action) against any and all parties found to be responsible for injuries and or property damages suffered by us and/or our members arising out of contamination of water supplies by per- and polyfluoroalkyl substances (PFAS) and including, without limitation, 1,4-dioxane, microplastics, and other water pollutants, and contamination of turnout gear.

1. **FEE PERCENTAGE**: As consideration for legal services rendered and to be rendered by the Attorneys in carrying out the purpose hereof, Client agrees to pay Law Firm one-third (33 %) of all gross amounts recovered, plus expenses as outlined in sections #2 (“Disbursements”) and #3 (“Financing of Case”) below. Client assigns, and the Law Firm accepts and acquires as its fee, a proportionate interest in the subject matter of any claim, action, or suit instituted or asserted under the provisions of this agreement. **The Client shall pay no expenses or fees in case of loss.**
2. **DISBURSEMENTS**: In the event there is no recovery, the Client shall not be obligated to pay the Law Firm a legal fee for services rendered. Disbursements may include some of the following expenses: court filing fees, sheriff fees, medical and hospital report/record fees, doctor’s report, court stenographer fees, deposition costs, expert fees for expert depositions and court appearances, trial exhibits, computer on-line search fees, express mail, postage, photocopy charges, document management charges, long distance telephone charges among other charges. Document management charges are the fees charged by the law firm for processing documents during litigation, such as medical records, documents produced by defendant(s) and/or other parties, etc. Processing of the documents may include but is not limited to the following: (1) scanning; (2) conversion of native files to PDF documents; (3) OCR (optical code recognition); and/or (4) indexing. At the time of settlement and distribution of proceeds, these expenses shall be deducted from the Client’s share after computation of the Attorney’s Fee. However, Client will not be responsible for any expenses or costs which exceed Client’s proportionate recovery.
3. **FINANCING OF CASE**: If the firm borrows money from any lending institution to finance the cost of the client’s case, the amounts advanced by this firm to pay the cost of prosecuting or defending a claim or action or otherwise protecting or promoting the client’s interest will bear interest at the highest lawful rate allowed by applicable law. In no event will the interest be greater than the amount paid by the firm to the lending institution.
4. **APPEALS**: The above contingency fee does not contemplate any appeal. The Law Firm is under no duty to perfect or prosecute any such appeal until a satisfactory fee arrangement is made between the Parties and is reduced to writing regarding costs and attorneys’ fees.
5. **NO GUARANTEE OF FINAL OUTCOME**: No attorney can accurately predict the outcome of any legal matter. Accordingly, the Law Firm makes no express or implied representations as to the final outcome of the matter(s) contemplated by this Agreement.



6. **PARTIES BOUND:** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representative, successors and assigns.
7. **PRIOR AGREEMENTS SUPERSEDED:** This Agreement constitutes the sole and only agreement of the Parties hereto and supersedes all prior understandings or written or oral agreement between the Parties respecting the within subject matter, if any.
8. **TERMINATION OF REPRESENTATION:** The Client may terminate the Law Firm's representation of it at any time by providing written notice to the Law Firm at the above address.
9. **APPROVAL NECESSARY FOR SETTLEMENT:** Client hereby grants the Law Firm power of attorney so that the Law Firm may have full authority to prepare, sign and file all legal instruments, pleadings, drafts, authorizations, and papers as shall be reasonably necessary to conclude the representation including settlement and/or reducing to possession any and all monies or other things of value due to Client under its claim as fully as the Client could do so. The Law Firm is authorized and empowered to act as Client's sole negotiator in any and all negotiations concerning the subject of this Agreement. **However**, all decisions regarding final resolution of the litigation, including settlement, are within the sole power of the Client. The firm will not settle any matter without the explicit consent of the client.
10. **ASSOCIATION OF OTHER ATTORNEYS:** The Law Firm may, at its own expense, use or associate with other law firms in the representation of the Client. If the Law Firm should engage other attorneys to act as cocounsel, this will be done at the expense of the Law Firm. This expense is not considered part of the reimbursable expenses outlined herein under "Disbursements" in item #2. Client understands that the Law Firm is a Limited Liability Partnership with a number of attorneys. Several of those attorneys may work on Client's case.
11. **ASSOCIATE COUNSEL:** Another attorney may participate in the division of fees in this case and assume joint responsibility for the representation of Client, either in the event that the Law Firm retains associate counsel or in the event that Client later chooses new counsel, provided that the total fee to Client does not decrease as a result of the division of fees and that the attorneys involved have agreed to the division of fees and assumption of joint responsibility.
12. **LEGAL CONSTRUCTION:** In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained.
13. **DISPUTE:** In the event of a dispute between the Client and the Law Firm, it will be resolved at National Arbitration in Garden City, New York and New York law will govern. Each party to pay its own costs and expenses. This arbitration provision shall be enforceable in either federal or state courts in New York pursuant to the substantive federal laws established by the Federal Arbitration Act. Any party to any award rendered in such arbitration proceeding may seek a judgment upon the award and that judgment may be entered by any Supreme Court in New York having jurisdiction.

Client certifies and acknowledges that Client has had the opportunity to read this Agreement. Client further affirms that Client has voluntarily entered into this Agreement, that Client has been advised that Client may seek legal counsel to review this Agreement before signing, and that Client is fully aware of the terms and conditions contained in this Agreement.



CLIENT SECTION

LAW FIRM SECTION

Please print Client Entity Name:	DAVID GROSSMAN & ASSOCIATES, PLLC
Print Name & Title of Authorized Representative:	
Signature of Authorized Representative:	BY:
Contact Email:	DATE:
Contact Phone:	co-counsel
Address (Street + Suite if Applicable):	
City, State, Zip:	

INFORMATION DETAILS:

Client: _____

Tax ID / EIN #

1. Main contact person: _____

Number of Pumping stations:

Phone number: _____

Gallons per Day for each station:

Email address: _____

Gallons per minute per each station:

Address: _____

2. Legal counsel: _____

(You may submit an attached document to provide this information)

Main contact person: _____

Phone number: _____

Email address: _____

Address: _____

3. Public Works Superintendent: _____

Main contact person: _____

Phone number: _____

Email address: _____

Address: _____

4. Environmental Engineering Firm (if applicable): _____

Main contact person: _____

Phone number: _____

Email address: _____

Address: _____

5. Have you conducted any PFAS or other contaminants tests in your water supply or other property (soil, sludge, ponds, among others)?

Yes _____ No _____

If yes, were there detectable levels – please explain:





CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Land Use Change and Development Order – John and Leigh Whittington
– 1370 Jackson Avenue

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

John and Leigh Whittington are requesting a land use change and development order for the proposed Harvest Homeschool Hub, LLC. This property is zoned Commercial and is within the Corridor Development District (CDD) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located at 1370 Jackson Avenue (Parcel ID:00000000-00-2218-0004), consisting of approximately 2.7 acres.

The development has met all standards for uses allowed, density and intensity, and design standards for Chapter 44 – Zoning, ARTICLE VI – District Regulations, Section 44-163- Corridor development district (CDD). The CDD shall consist of where the majority of commercial development has occurred in the past, and where such uses are planned to occur in the future. The purpose of the CDD is to provide higher standards for redevelopment of deteriorating and/or unattractive structures and signs. The purpose also includes providing more stringent standards for new development so that such development aesthetically blends with the small city character of Chipley.

The property was formerly used as a residential home, and the applicant is requesting a land use change to commercial use to be able to operate the proposed development as a homeschool for 15 to 20 students in grades K through 8. The project will also involve several site improvements, including renovations to the existing building, installation of a fire protection system, additional parking, and new signage.

Chief Aycock has reviewed and approved the fire protection plans, including fire flow requirements.

Stormwater will not be added. A signed and sealed letter has been provided for an exemption under Chipley’s City Code of Ordinance Chapter 14 – Environment and Natural Resources, Article VIII - Stormwater Management, Section 14-188 – Exemptions. (6) Any new development, alteration, or improvement of existing structures that does not increase the peak discharge rate or the volume of runoff, or deposit additional pollution materials beyond the boundaries of the development.

The proposed development for a new homeschool will benefit the local community by reducing educational isolation, alleviating public school overcrowding, and fostering localized economic growth.

According to Fema’s National Flood Hazard Layer (NFHL) data maps approximately 100% of the structure is in Flood Zone "X", which is an area of minimal flood hazard.

The Planning & Zoning met on Thursday, June 18, 2026, at 3:00 p.m. and approved the recommendation by vote (4) to zero (0).

RECOMMENDATION

City Staff recommends approval for the land use change, development order for redevelopment including signage.

ATTACHMENTS

1. Development Packet

City of Chipley Development Order

File No. _____ Fees Paid \$ _____

Name of Owner: John and Leigh Whittington Phone #: 850-557-0006Address: 1148 Whittington Rd, Chipley FLName of Developer/Contractor: Owner

Address: _____ Phone #: _____

Type of Development: Commercial Parcel Size: 2.22 (3 parcels)Location of Development: 1370 Jackson AveLand Use Designation: Commercial Sq. Ft. of Building 4,074

2,518 Heated and Cooled

Site Plan Required? Yes ☒ No _____ Stormwater Permit Required? Yes _____ No ☒City Utilities Needed? Potable Water ☒ Waste Water ☒ Natural Gas ☒ Garbage ☒Attachments to Order: 1. Site Plan 2. Stormwater Memo3. Fema Flood Map 4. Wetland Map

Date of Planning & Zoning Commission Approval: _____

Date of City Council Approval: _____

Contingencies/Conditions of Approval: _____

The City Council hereby authorizes the development of land within the City of Chipley, Florida, as specified herein. Any development undertaken pursuant to this order shall be in strict conformance with the application for development approval and site plan(s) as approved by the City.

Signature – City Administrator_____
Date_____
Attest_____
Date

SEAL

Owner/Developer/Contractor: _____



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Name): John and Leigh Whittington

Street Address: 1148 Whittington Rd, Chipley FL

Phone Number: 850-557-0006

Project Site Address: 1370 Jackson Ave

Parcel I.D. Number: 00000000-00-1628-0002, 00000000-00-1628-0001, 00000000-00-1628-0000

City of Chipley Future Land Use Designation		Proposed Use of Land	
Low Density Residential		Low Density Residential	
Medium Density Residential		Medium Density Residential	
High Density Residential		High Density Residential	
Historic		Historic	
Commercial	•	Commercial	•
Neighborhood Commercial		Neighborhood Commercial	
Historic Commercial		Historic Commercial	
Industrial		Industrial	
Recreational		Recreational	
Public/Semi Public/Educational		Public/Semi Public/Educational	

Reason for permit: Change of use from Residential to Commercial.

The Future Land Use is currently Commercial, but the property has been previously used as residential.

A site inspection has been performed on the above development site within the City of Chipley, Florida. It is hereby verified that all site development standards meet the City's land use, zoning and comprehensive planning requirements.

Applicant

Date

City Official Verifying Compliance

Date

Notice to Applicant: This certificate must be presented to the Washington County Building Official and is requisite to issuance of a "Certificate of Occupancy" for your construction project.

City of Chipley
Planning Department
1442 Jackson Avenue
Chipley, Florida 32428



Re: 1370 Jackson Avenue Development Order

1370 Jackson Ave in Chipley was previously used as a residential home and we are proposing to use it as a commercial facility. This property is located on Highway 90 and is surrounded by primarily commercial and government buildings. It was purchased with the express intent of expanding the capabilities of Harvest Homeschool Hub, LLC. The business will be governed by the Department of Children and Families and have to meet all of the requirements of a child care facility.

Harvest Homeschool Hub, LLC is an educational services business established to meet a significant and currently unaddressed need within the Chipley community. Washington County has a growing population of homeschooling families who, at present, have no dedicated local resource for support, guidance, or structured educational services. The proposed commercial use of this property will allow Harvest Homeschool Hub to serve that population in a meaningful and professional capacity.

Harvest Homeschool Hub provides full- and part-time academic instruction and supervised care for homeschooled students in grades K through 8. Students receive structured, Florida BEST standards-aligned instruction in a small-group setting led by a certified teacher. This gives working parents a reliable, high-quality educational option that does not currently exist anywhere in Washington County. The business currently serves 5 students and plans to expand to 15 to 20 students following the transition to a dedicated facility.

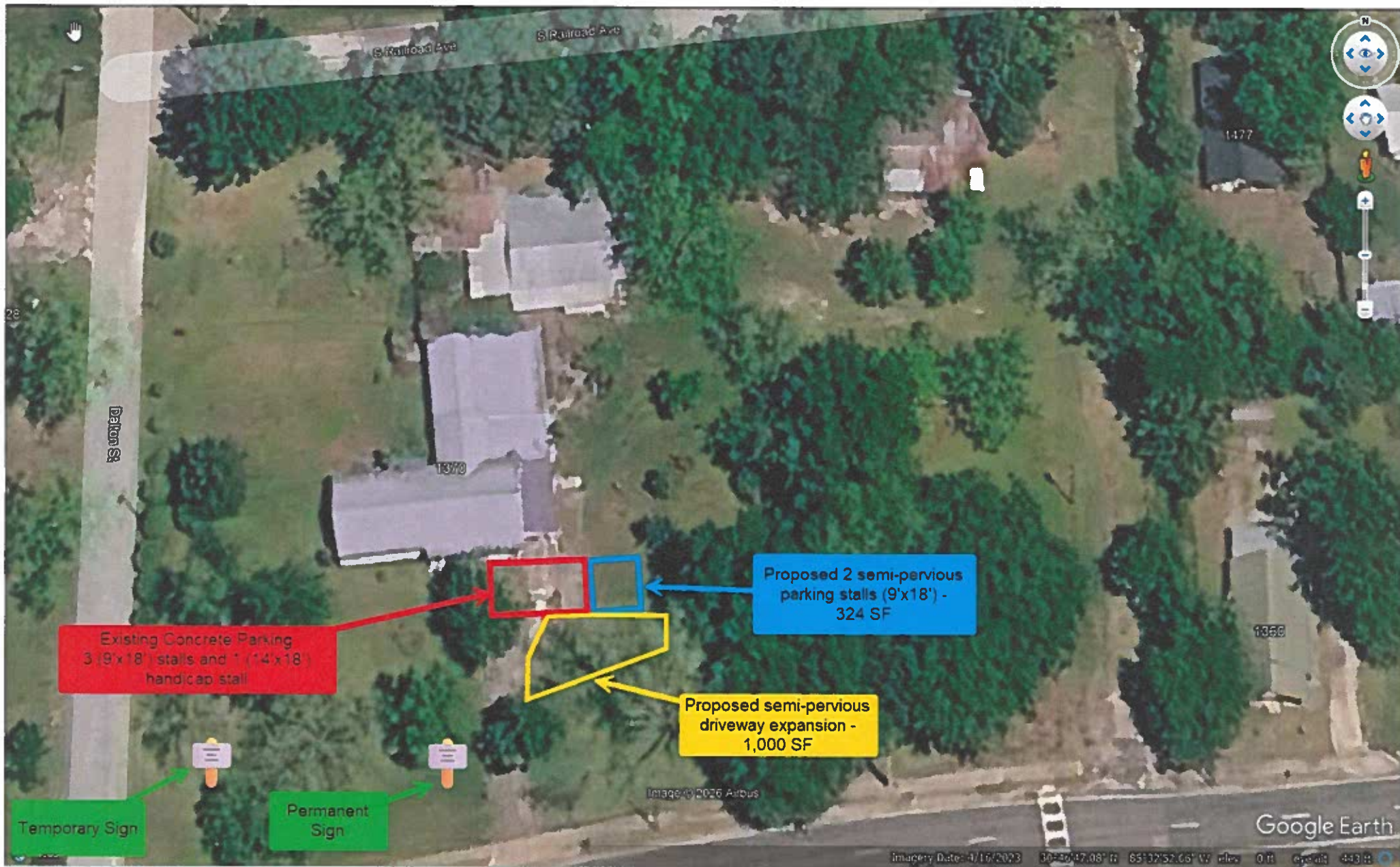
We are really excited about expanding the business and being able to offer these services to the citizens of Chipley and Washington County. We look forward to working with you to make this a success for the community.

Thanks,

A handwritten signature in blue ink, appearing to read "Jessica Glawson", is written over a light blue horizontal line.

Jessica Glawson

Harvest Homeschool Hub, Director/Owner





May 12, 2026

Wetlands

	Estuarine and Marine Deepwater		Freshwater Emergent Wetland		Lake
	Estuarine and Marine Wetland		Freshwater Forested/Shrub Wetland		Other
			Freshwater Pond		Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

City of Chipley
Planning Department
1442 Jackson Avenue
Chipley, Florida 32428

May 15, 2026

Subject: Stormwater Management Certification – No Adverse Impact

To Whom It May Concern,

I, John Whittington, a Professional Engineer licensed in the State of Florida (License No. 88751), hereby certify that I have reviewed the proposed development concept plan for the project located at 1370 Jackson Ave. within the City of Chipley, Florida.

Based upon my review of the proposed improvements and onsite drainage patterns, it is my professional opinion that the proposed improvements meet the exemption in Sec.14-188(6) of the City of Chipley Land Development Code. The existing 2.22 acre site has approximately 13,100 SF of impervious area. The proposed parking additions only increase this area by an additional 1,324 SF of impervious/semi-impervious area. To further reassure that there will be no adverse impacts, there is a large depression near the center of the site that retains stormwater after large rain events.

Specifically, I certify the following:

1. All stormwater generated on-site by the proposed semi-impervious drive area and parking stalls will not increase the peak discharge rate, volume of runoff, or contribute to additional pollution outside of the boundary of this development.
2. The design ensures no adverse impact to adjacent properties, public infrastructure, or downstream systems.
3. The proposed development will not result in negative impacts to the surrounding environment, including surface waters, wetlands, or natural drainage patterns.

This certification is based on currently available design information and standard engineering practices. Any substantial modifications to the design, grading, or drainage may require reevaluation of this certification.

Should you have any questions or require additional information, please feel free to contact me at 850-557-0006 or johnwhit2011@yahoo.com.

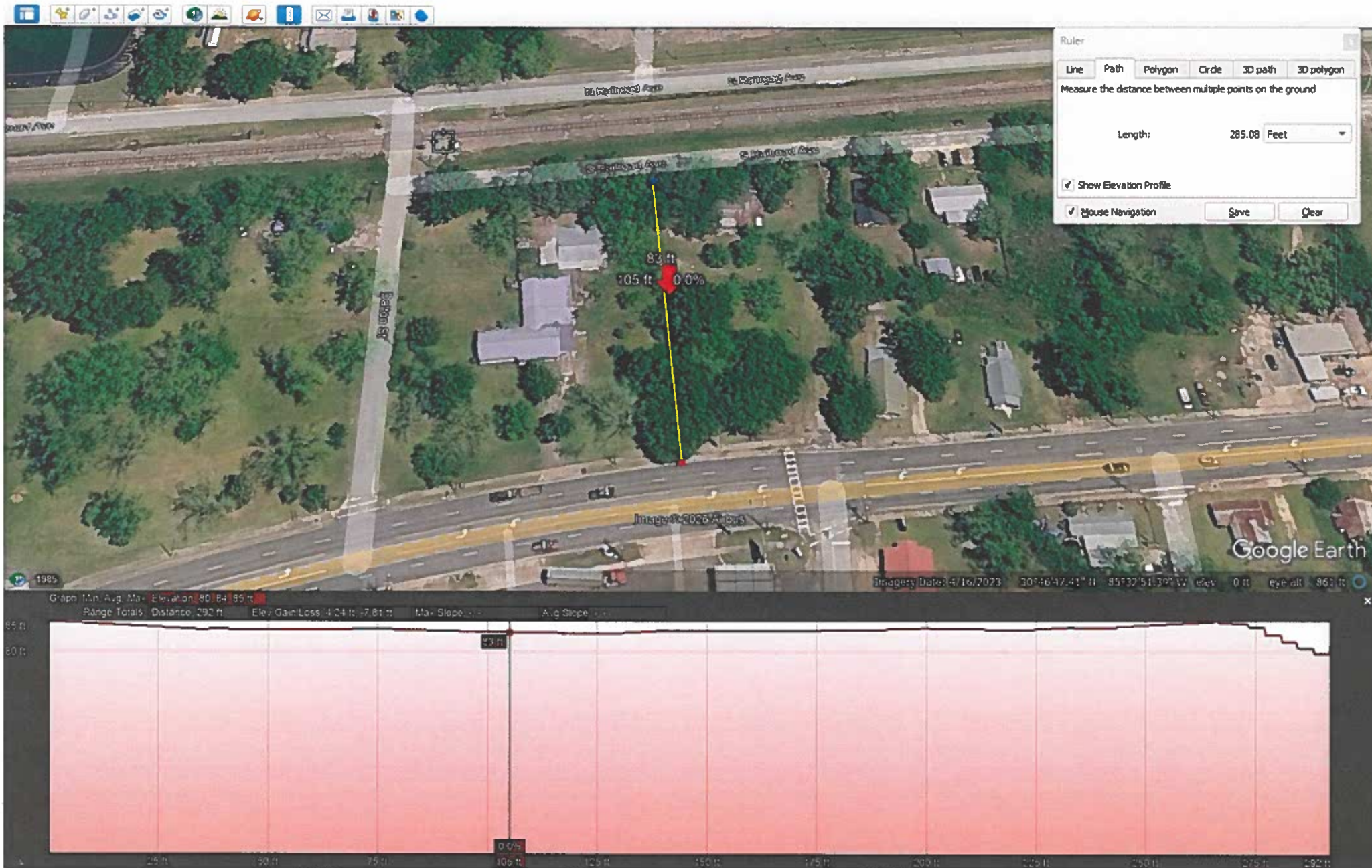
Sincerely,

John Whittinton, P.E.



Elevation View

Section H, Item4.



Property: Harvest Homeschool Hub



Chipley

Section H, Item 4.

1430 Jackson AVE

Chipley, FL 32428

850-638-6301

PROPERTY INFORMATION

Property / Occupancy ID 297

Property Name Harvest Homeschool Hub

Location 1370 Jackson Ave, Chipley, Florida, 32428

Risk Type High

Contacts (1)

Contact Type	First Name	Last Name
Building Owner	John	Whittington
Cell Phone # (850) 557-0006		

INSPECTION DETAIL

Inspection ID 1

Status Completed

Inspector Name 201 Aycock, Hunter

Current Business / Property Name Harvest Homeschool Hub

Inspection / Reinspection Inspection

Date/Time Scheduled 05/14/2026 09:00

Date/Time Arrived 05/14/2026 09:00

Inspection Type Plan Review - Fire Alarm

Date/Time Completed 05/14/2026 09:22

Inspection Result Pass

Total Violations 0

Total Inspection Fines 0

REINSPECTION

Inspector 201 Aycock, Hunter

Inspection Checklist (1)

PLANS REVIEW

SIGNATURES

Inspector Signature

Hunter Aycock

Date of Inspector Signature

05/14/2026

NOTES

Inspection Notes

Plans review approved as is on plans

National Flood Hazard Layer FIRMette



85°33'9"W 30°47'1"N



Legend

Section H, Item 4.

SEE FIS REPORT FOR DETAILED LEGEND AND INFORMATION FOR PRINT AND E-OUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone I
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone F
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.8 Coastal Transect
		313 Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **5/12/2026 at 11:06 AM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone legend, scale bar, map creation date, community ID, FIRM panel number, and FIRM effective date. Map unmapped and unmodernized areas cannot be used for regulatory purposes.

City of Chipley

Sign Application & Permit

Date: 5/15/2026 Permit #: _____

Applicant's Name: John and Leigh Whittington

Business Name: The Homeschool Hub Phone #: 850-557-0006

Address of Sign: 1370 Jackson Ave

Name & Address of Sign Contractor: John and Leigh Whittington - Owner

Permit Fee: _____ 1148 Whittington Rd

Chipley, FL 32428

.....
Please provide the following information:

1. Type of Sign(s): ☒ Ground Sign ☐ Building Sign ☐ Outdoor Advertising
(Billboard)

2. Scale drawing and dimensions of sign.

a. **Ground Signs & Outdoor Advertising Signs:** provide site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. (Outdoor advertising signs require D.O.T. permit application).

b. **Building Signs:** provide drawing of building showing elevation and location of sign.

3. Type of Illumination: NA

4. Land Use Designation: Commercial

5. Number of Existing Signs on Property: 1 Temporary Sign (to be removed)

The City of Chipley hereby authorizes placement of the above referenced signage. Any deviation to construction or location which are not reflected in this document will result in revocation of permit.

Signature: City Administrator or
Code Enforcement Officer

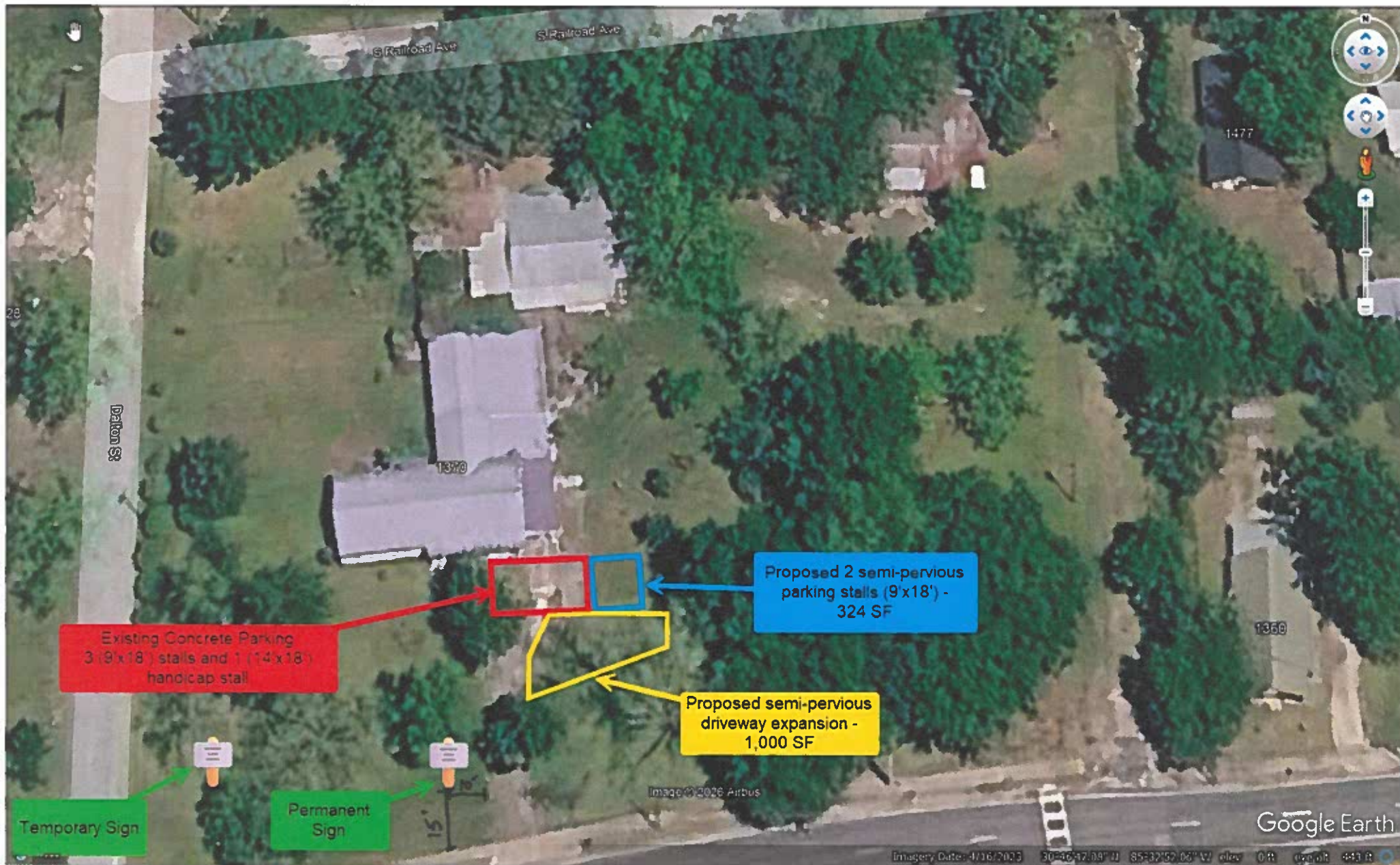
Date

Signature: Owner/Contractor

Date



Sign will be mounted using 4x4" wooden posts



Washington County, FL

IMPORTANT NOTICE

The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. This website is **NOT TO BE USED AS AN OFFICIAL RECORD OR FOR FINANCING PURPOSES, INSURANCE PURPOSES, PROPERTY OWNERSHIP (Deeds are the official record of title), ELIGIBILITY FOR ANY PROGRAM, AND/OR ADDRESS VERIFICATION.** If you need address verification, please contact the E-911 Addressing Coordinator at (850) 638-6325.

Maps have been compiled from the most authentic information available and is to be used for assessment purposes only. Washington County Property Appraiser's Office assumes **NO** responsibility for the errors and/or omission contained herein. **THIS MAP IS NOT A SURVEY**

Parcel Summary

Parcel ID 00000000-00-1628-0002
 Location Address 1370 JACKSON AVE
 CHIPLEY 32428
 Brief Tax Description 4 4 13 5, ORB 1360 P 779, NORTH 1/2 OF WEST 1/2 OF BLK 13, AS DESC. IN ORB 1360 P 779.
 (Note: Not to be used on legal documents.)
 Property Use Code SINGLE FAMILY (0100)
 Sec/Twp/Rng 4-4-13
 Tax District Chipley (2)
 Millage Rate 20.8507
 Acreage 0.562
 Homestead N

[View Map](#)

*The Property Use code is a Department of Revenue code. For zoning information please contact the Planning and Zoning department at 850-415-5093.

Owner Information

Primary Owner
[WHITTINGTON JOHN S](#)
[WHITTINGTON LEIGH E](#)
 1148 WHITTINGTON RD
 CHIPLEY, FL 32428

Valuation

	2025 Final Values
Building Value	\$178,446
Extra Features Value	\$8,643
Land Value	\$10,850
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$197,939
Assessed Value	\$197,939
Exempt Value	\$0
Taxable Value	\$197,939
Save Our Homes or AGL Amount	\$0

Just (Market) Value description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth	
000000 - RESIDENTIAL	175	FF	175	140	156

Building Information

Type SFR
 Total Area 4,074
 Heated Area 2,518
 Exterior Walls VINYL SIDG
 Roof Cover COMP SHINGL
 Interior Walls DRYWALL
 Frame Type
 Floor Cover LAMINATE

Heat FORCED AIR DUCTED
 Air Conditioning CENTRAL
 Bathrooms 2
 Bedrooms 0
 Stories
 Actual Year Built 1964

Extra Features

Code	Description	Length x Width	Units
1803	DU&DC	0 x 0 x	1,824
1803	DU&DC	30 x 26 x	780
1805	DU/DC/OS	20 x 12 x	240
1855	CONCRETE PAVING RES	0 x 0 x	756

Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Vacant/Improved	Grantor	Grantee
Y	1/30/2026	\$165,000	WD	1360/779	Improved	PETTIS ALTA LEAH & ETAL	WHITTINGTON JOHN S
N	3/13/2025	\$0		1331/22	Improved	RUSSELL JIMMIE L ESTATE	PETTIS ALTA LEAH & ETAL
Y	2/17/2025	\$0		1328/665	Improved	RUSSELL JIMMIE L ESTATE	PETTIS ALTA LEAH & ETAL

Tax Collector Site

[Click here to view the Tax Collector website.](#)

Generate Owner List by Radius

Distance:

100

Feet

Use Address From:

☒ Owner ☐ Property

Select export file format:

Address labels (5160)

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the xlsx, csv or tab download formats.

Download

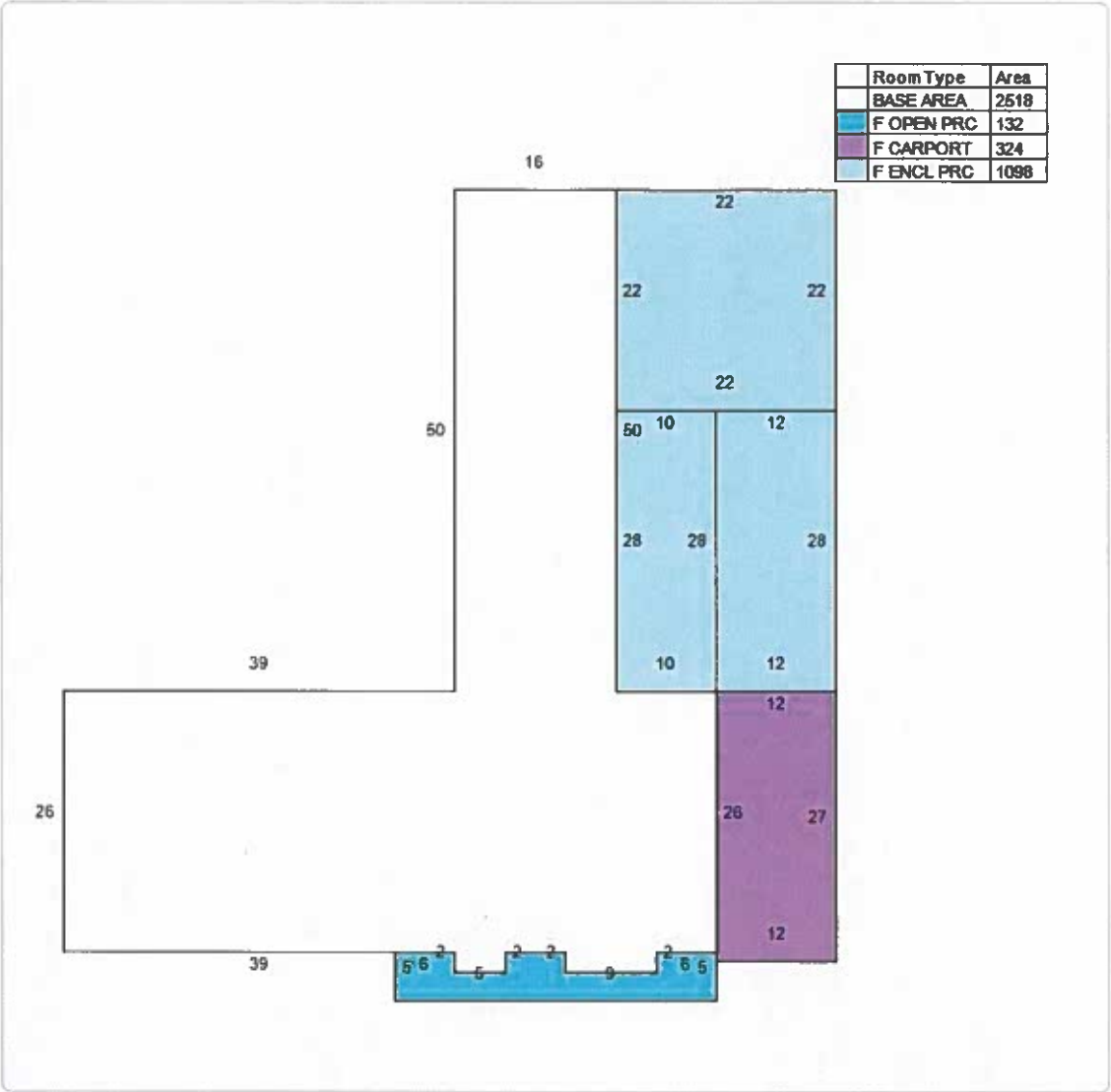
☒ Show All Owners

☐ Show Parcel ID on Label

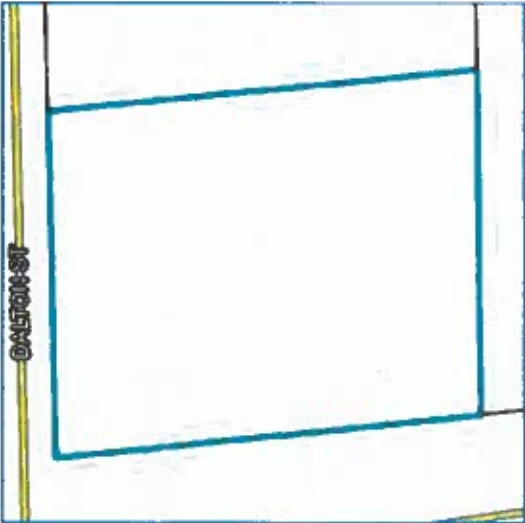
Skip Labels

0

Sketches



Map



Washington County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 5/20/2026, 3:05:40 AM

Contact Us

Developed by
SCHNEIDER
GEO SPATIAL

Prepared by Gail Pleasants, an employee of:
Florida Land Title & Trust Co.
P.O. Box 726, 2870 Madison Street
Marianna, Florida 32447
In Connection With Title Insurance
File Number: FLT96-39476

General Warranty Deed

Made this **January 29, 2026**, A.D. By **Alta Leah Pettis, and Donna Lynn Paine, and Connie B Redmon, and Carla L Elliott,** hereinafter called the grantor, to **John Steven Whittington, and Leigh Ellen Whittington, husband and wife,** whose address is: **1148 Whittington Road, Chipley, Florida 32428,** hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Washington County, Florida, viz:

For legal description, see attached Exhibit "A" hereto and made a part hereof:

Said property is not the homestead of the Grantor(s), nor does it adjoin the homestead of the Grantor(s), under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2024.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

[Signature]
Signature of First Witness

Richard K Kunde
Printed Name as to First Witness

2870 Madison St Marianna FL 32448
First Witness Address

[Signature]
Signature of Second Witness

Andrea Baldwin
Printed Name as to Second Witness

2870 Madison St Marianna FL 32448
Second Witness Address

State of **Florida**
County of **Washington**

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this January 30, 2026, by **Alta Leah Pettis,** () who is/are personally known to me or (☒) who has produced their driver's license as identification.



RICHARD K. KUNDE
Notary Public
State of Florida
Comm# HH387472
Expires 7/11/2027

Alta Leah Pettis (Seal)

Alta Leah Pettis
Address: 1440 Worley Road, Chipley, Florida 32428

Additional Signature(s) on separate page(s)

[Signature]
Notary Public
Print Name: _____
My Commission Expires: _____

Prepared by Gail Pleasants, an employee of:
Florida Land Title & Trust Co.
P.O. Box 726, 2870 Madison Street
Marianna, Florida 32447
In Connection With Title Insurance
File Number: FLT96-39476

Signed, sealed and delivered in our presence:

[Signature]
Signature of First Witness

Richard K Kunde
Printed Name as to First Witness

2870 Madison St Marianna Fl 32448
First Witness Address

[Signature]
Signature of Second Witness

Andrea Baldwin
Printed Name as to Second Witness

2870 Madison St Marianna Fl 32448
Second Witness Address

State of **Florida**
County of **Washington**

The foregoing instrument was acknowledged before me by means of [☒] physical presence or [☐] online notarization this January 30, 2026, by **Donna Lynn Paine**, () who is/are personally known to me or (☒) who has produced their driver's license as identification.



RICHARD K. KUNDE
Notary Public
State of Florida
Comm# HH387472
Expires 7/11/2027

[Signature] (Seal)
Donna Lynn Paine
Address: 1089 Penny Road, Graceville, Florida 32440

Additional Signature(s) on separate page(s)

[Signature]
Notary Public
Print Name: _____
My Commission Expires: _____

Prepared by Gail Pleasants, an employee of:
Florida Land Title & Trust Co.
P.O. Box 726, 2870 Madison Street
Marianna, Florida 32447
In Connection With Title Insurance
File Number: FLT96-39476

Signed, sealed and delivered in our presence:

[Signature]
Signature of First Witness

Richard K Kunde
Printed Name as to First Witness

2870 Madison St. Marianna Fl 32448
First Witness Address

[Signature]
Signature of Second Witness

Andrea Baldwin
Printed Name as to Second Witness

2870 Madison St. Marianna Fl 32448
Second Witness Address

State of Florida
County of Washington

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this January 30, 2026, by **Connie B Redmon**, () who is/are personally known to me or (☒) who has produced their driver's license as identification.



RICHARD K. KUNDE
Notary Public
State of Florida
Comm# HH387472
Expires 7/11/2027

Connie B. Redmon (Seal)

Connie B. Redmon

Address: 1147 Penny Road, Graceville, Florida 32440

Additional Signature(s) on separate page(s)

[Signature]
Notary Public
Print Name: _____
My Commission Expires: _____

Prepared by Gail Pleasants, an employee of:
Florida Land Title & Trust Co.
P.O. Box 726, 2870 Madison Street
Marianna, Florida 32447
In Connection With Title Insurance
File Number: FLT96-39476

Signed, sealed and delivered in our presence:

[Signature]
Signature of First Witness

Richard K Kunde
Printed Name as to First Witness

2870 Madison St, Marianna FL 32448
First Witness Address

[Signature]
Signature of Second Witness

Andrea Baldwin
Printed Name as to Second Witness

2870 Madison St, Marianna FL 32448
Second Witness Address

State of **Florida**
County of **Washington**

The foregoing instrument was acknowledged before me by means of [☒] physical presence or [☐] online notarization this January 30, 2026, by **Carla L Elliott**, () who is/are personally known to me or (☒) who has produced their driver's license as identification.



RICHARD K. KUNDE
Notary Public
State of Florida
Comm# HH387472
Expires 7/11/2027

Carla L. Elliott (Seal)

Carla L. Elliott
Address: 3071 US 90, Cottondale, Florida 32431

Additional Signature(s) on separate page(s)

[Signature]
Notary Public
Print Name: _____
My Commission Expires: _____

FLT96-39476

Exhibit "A"

Commence at a 6 inch concrete monument (no cap), found, marking the Northwest corner of lands recorded in Official Records Book 1307, page 468, of the Public Records of Washington County, Florida, also lying on the South right of way line of L & N Railroad, and run thence South 83 degrees 54 minutes 23 seconds West 499.62 feet to a 5/8 inch iron bar and cap (6297), set, on the West right of way line of Sinclair St (being unopened and 60.00 feet wide), also marking the Northeast corner of Block 13 according to the L. W. Mordt Plat of the City of Chipley, Florida recorded in Plat Book 1, page 13 of said Public Records, said point also marking the Point of Beginning.

From said Point of Beginning, and leaving the South right of way of said L & N Railroad, run thence along the West right of way line of said Sinclair Street South 00 degrees 20 minutes 26 seconds East 276.70 feet to a 5/8 inch iron bar and cap (6297), set, on the North edge of a public sidewalk; Thence continue South 00 degrees 20 minutes 26 seconds East 6.02 feet to a 5/8 inch iron bar and cap (6297), set, on the North right of way of State Road No. 10 (also known as Jackson Avenue and having a variable width right of way), said point being on a curve to the left; Thence, leaving the West right of way line of said Sinclair Street, run along the North right of way of said State Road No. 10 and said curve being concaved to the South having a radius of 2327.01 feet, through a central angle of 00 degrees 40 minutes 49 seconds, having an arc length of 27.63 feet, having a chord bearing South 84 degrees 55 minutes 08 seconds West 27.63 feet to a 5/8 inch iron bar and cap (6297), set; Thence run North 05 degrees 25 minutes 16 seconds West 6.00 feet to a 5/8 inch iron bar and cap (6297), set, on the North right of way of said State Road No. 10, on the North edge of said public sidewalk and on a curve to the left; Thence run along said North right of way of said State Road No. 10 and said curve being concaved to the South having a radius of 2333.01 feet, through a central angle of 05 degrees 53 minutes 26 seconds, having an arc length of 239.86 feet, having a chord bearing South 81 degrees 38 minutes 00 seconds West 239.75 feet to a 5/8 inch iron bar and cap (6297), set; Thence run along the North right of way of said Jackson Avenue, South 86 degrees 40 minutes 41 seconds West 70.46 feet to a 5/8 inch iron bar and cap (6297), set, on the East right of way line of Dalton Street (being paved and having a variable width right of way); Thence, leaving the North right of way of said Jackson Avenue, run along the East right of way line of said Dalton Street North 00 degrees 59 minutes 56 seconds West 282.02 feet to a 5/8 inch iron bar and cap (6297), set, marking the Northwest corner of Block 13 of said W. L. Mordt Plat, also lying on the South right of way line of said L & N Railroad; Thence, leaving the East right of way line of said Dalton Street, run along the South right of way One of said L & N Rail road North 83 degrees 54 minutes 23 seconds East 340.80 feet to said Point of Beginning.

Add/Change/Void Cash Receipt CD1282006

Section H, Item4.

Print Receipt	Void Receipt	Close Receipt	UBS	STS	FMS
---------------	--------------	---------------	-----	-----	-----

Money Received

+ Add Money To Receipt

	Amount	Type	Payment Info
	100.00	CK	1126

Distributions

+ Add Distribution

	Type	Amount	Apply To	Description	For	Discount Pen Forgive
	FMSD	100.00	DIST CD: 2550	PLANNING & ZONING FEES		0.00

Operator Code: JANET

Receipt Code: CD1282006

Receipt Date: 05/21/26

☐ Voided

Distributions: 100.00

Money: 100.00

Change Due: 0.00

From: JLW INVESTMENTS LLC

Email Address:

Destination Phone:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Code Fines – 746 West Blvd

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

Impulsive Expressions LLC is requesting fines to be waived for property located at 746 West Blvd. Attorney fees as of 07/07/2026 total \$2,571.85. Total fines through July 7, 2026, are \$61,500.00.

RECOMMENDATION

Discussion.

ATTACHMENTS

- 1. Attorney Fees

Blankenship Jordan, P.A.
Matter Transactions Report
08/28/2023 - 06/22/2026

Section H, Item5.

Client: City of Chipley
Client ID: 17-0002
Matter: 746 West Blvd Code Lien Foreclosure (Impulsive Exp)
Matter File #: 17-0002-65

Invoices

Date	Due Date	Invoice #	Amount	Paid	Balance
06/02/2026	07/02/2026	4362	\$30.00	\$30.00	\$0.00
05/03/2026	06/02/2026	4321	\$15.00	\$15.00	\$0.00
03/04/2026	04/03/2026	4232	\$67.50	\$67.50	\$0.00
01/03/2026	02/03/2026	4077	\$52.50	\$52.50	\$0.00
11/06/2025	12/06/2025	4023	\$22.50	\$22.50	\$0.00
10/02/2025	11/01/2025	3946	\$92.50	\$92.50	\$0.00
04/09/2025	05/09/2025	3689	\$335.00	\$335.00	\$0.00
02/12/2025	03/14/2025	3624	\$87.50	\$87.50	\$0.00
01/08/2025	02/07/2025	3575	\$270.00	\$270.00	\$0.00
11/12/2024	12/12/2024	3510	\$167.50	\$167.50	\$0.00
10/07/2024	11/06/2024	3476	\$282.50	\$282.50	\$0.00
09/03/2024	10/03/2024	3457	\$949.35	\$949.35	\$0.00
09/12/2023	10/12/2023	3010	\$200.00	\$200.00	\$0.00
Total			\$2,571.85	\$2,571.85	\$0.00

Transactions

Date	Type	Method	Bank Name	Memo	Ref #	Amount
10/16/2023	Deposit	Check	PSB - Operating	Pmt for Invoice# 3037,3018,3017,3015,30		\$200.00
09/16/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3457,3454,3453,3450,34	93766	\$589.35
09/25/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3457	1602	\$360.00
10/22/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3489,3488,3476,3469	93950	\$282.50

Blankenship Jordan, P.A.
Matter Transactions Report
08/28/2023 - 06/22/2026

Section H, Item5.

12/09/2024	Deposit	Check	PSB - Operating	Pmt for Invoice# 3528,3527,3524,3522,35 94174	\$167.50
02/03/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3600,3593,3591,3588,35 94415	\$270.00
03/03/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3642,3634,3632,3627,36 94573	\$87.50
05/09/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3736,3732,3728,3725,37 94901	\$335.00
10/27/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 3976,3975,3974,3971,39 95776	\$92.50
12/13/2025	Deposit	Check	PSB - Operating	Pmt for Invoice# 4027,4026,4023,4022,40 95963	\$22.50
01/19/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4093,4087,4082,4081,40 9616	\$52.50
03/17/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4261,4259,4255,4251,42	\$67.50
05/18/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4351,4349,4348,4344,43 96819	\$15.00
06/22/2026	Deposit	Check	PSB - Operating	Pmt for Invoice# 4371,4368,4367,4362,43 97035	\$30.00
Total					\$2,571.85
Outstanding Balance:					\$0.00

Blankenship Jordan, P.A.

Matter Transactions Report

08/28/2023 - 06/22/2026

Section H, Item5.

Filter	Value
Matter Owner	All
Client-Matter	City of Chipley-746 West Blvd Code Lien Foreclosure (Impulsive Exp)
Active Matters Only	True
Consolidate Client Matter List	False

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: RFQ No. 2025-03 – Real Estate Master Agreement and Task Order No. 2 – Elite Realty

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

Task Order No. 2 will be for Elite Realty to list the property located at 616 Main Street that was seized by the Chipley Police Department. The Petitioner’s Motion for Summary Final Judgment of Forfeiture was granted on May 19, 2026.

RECOMMENDATION

City Staff recommend approval of RFQ No. 2025-03 – Real Estate Master Agreement and Task Order No. 2 – Elite Realty.

ATTACHMENTS

1. Order Granting Petitioner’s Motion for Summary Final Judgment of Forfeiture.

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR WASHINGTON COUNTY, FLORIDA

IN RE: FORFEITURE OF:

CASE NO. 2025-CA-30

REAL PROPERTY LOCATED AT
616 MAIN STREET, CHIPLEY, FLORIDA 32428
PARCEL NUMBER: 00000000-00-2741-0000

**ORDER GRANTING PETITIONER'S MOTION FOR SUMMARY FINAL JUDGMENT
OF FORFEITURE**

THIS CAUSE came before the Court on Petitioner CITY OF CHIPLEY POLICE DEPARTMENT's ("CPD") Motion for Summary Final Judgment of Forfeiture ("Motion"), filed February 10, 2026, pursuant to Chapter 932, Florida Statutes, and Florida Rule of Civil Procedure 1.510. The Court, having reviewed the Motion and all supporting materials, having considered the record in this matter, and being otherwise duly advised in the premises, makes the following findings:

1. The known potential Claimants, JAYSON ROBERT MCCOY, WALTER MCCOY, and HEATHER NICOLE FLEMING, were properly served with a copy of the Petition for Final Order of Forfeiture, Verified Affidavit, Notice of Lis Pendens, and Order Finding Probable Cause in these proceedings. Each was also properly served with Notice of the right to an Adversarial Preliminary Hearing pursuant to the Florida Contraband Forfeiture Act.

2. Publication, as required by section 932.704, Florida Statutes, has been completed, as evidenced by the Affidavit of Publication filed in these proceedings, thereby providing notice to all unknown potential claimants.

3. Claimants/Respondents JAYSON ROBERT MCCOY, WALTER MCCOY, and HEATHER NICOLE FLEMING did not file a response or any opposition to the Motion for Summary Final Judgment. Additionally, none of the Claimants/Respondents appeared at the hearing on the Motion. The Court finds that Claimants/Respondents were properly notified of the hearing and that their failure to respond or appear is not excused.

4. The real property located at 616 Main Street, Chipley, Florida 32428, Parcel No. 00000000-00-2741-0000, more particularly described as:



The E 1/2 of the N 1/2 of Lot 14, Block B, Hagerman Addition to the City of Chipley, Florida, in Section 33, Township 5 North, Range 13 West, as per plat as recorded in the Office of the Clerk of the Circuit Court of Washington County, Florida

("Property"), was seized by the Chipley Police Department on or about April 17, 2025, in Washington County, Florida, and is presently in the custody of CPD.

5. As established by the Sworn Statement/Affidavit of Captain Curtis Porter dated March 5, 2025 ("Sworn Affidavit"), which was attached to the Petition for Final Order of Forfeiture and incorporated into CPD's Motion for Summary Judgment, the Property was used as an instrumentality in the commission of a felony, or aided and abetted in the commission of a felony, including but not limited to the possession and sale of illegal narcotics, and was maintained as a public nuisance structure for drug activity, in violation of the Florida Contraband Forfeiture Act. CPD responded to fourteen (14) calls for service related to criminal activity at the Property, and multiple individuals were arrested at the Property in February 2025.

6. On July 8, 2025, in *State of Florida v. Jayson McCoy*, Case Nos.: 25-70-CF and 25-186-CF, in the Circuit Court in and for Washington County, Florida, Claimant Jayson Robert McCoy entered a Plea, Waiver and Consent and pled no contest to: (a) possession of a controlled substance pursuant to section 893.13(6)(a), Florida Statutes; (b) possession of marijuana less than 20 grams pursuant to section 893.13(6)(b), Florida Statutes; and (c) possession of paraphernalia pursuant to section 893.147(1)(b), Florida Statutes.

7. The Property constitutes a "contraband article" as defined by section 932.701(2)(a)(6), Florida Statutes, in that it is real property which was used, is being used, or was attempted to be used as an instrumentality in the commission of, or in aiding or abetting in the commission of, a felony.

8. Pursuant to Florida Rule of Civil Procedure 1.510, as amended effective May 1, 2021, the summary judgment standard in Florida is construed and applied in accordance with the federal summary judgment standard as interpreted under *Celotex Corp. v. Catrett*, 477 U.S. 317 (1986); *Anderson v. Liberty Lobby, Inc.*, 477 U.S. 242 (1986); and *Matsushita Elec. Indus. Co. v. Zenith Radio Corp.*, 475 U.S. 574 (1986); *In re Amendments to Fla. Rule of Civ. Procedure 1.510*, 317 So. 3d 72 (Fla. 2021). Under the amended rule, the moving party demonstrates the absence of a genuine dispute as to any material fact, and the burden then shifts to the nonmoving party to come forward with "specific facts showing that there is a genuine issue for trial." The

correct test is whether "the evidence is such that a reasonable jury could return a verdict for the nonmoving party." In re Amendments to Fla. R. Civ. P. 1.510, 317 So. 3d at 75 (quoting *Anderson v. Liberty Lobby, Inc.*, 477 U.S. 242, 248 (1986)). Under the amended rule, a nonmovant who fails to file a response is deemed to have failed to "take a definite, detailed position," and the Court is permitted to consider the moving party's facts as undisputed for purposes of the motion. *Lloyd S. Meisels, P.A. v. Dobrofsky*, 341 So. 3d 1131, 1135-36 (Fla. 4th DCA 2022).

9. The Court further finds that the amended rule does not permit summary judgment based solely on the failure to respond; rather, summary judgment is appropriate where the motion and supporting materials, including facts considered undisputed, independently establish the movant's entitlement to judgment. *Fuentes v. Luxury Outdoor Design, Inc.*, 361 So. 3d 385, 386 (Fla. 4th DCA 2023). The Court finds that Petitioner CPD has independently demonstrated the absence of any genuine issue of material fact through the Sworn Affidavit of Captain Porter, the record of criminal activity at the Property, and Claimant Jayson Robert McCoy's no contest plea in the related criminal proceedings. Claimants/Respondents have failed to come forward with specific facts showing that there is a genuine issue for trial. Accordingly, CPD is entitled to judgment as a matter of law. *See Beary v. Gay*, 732 So. 2d 478, 479 (Fla. 5th DCA 1999) ("[t]he Florida Contraband Forfeiture Act provides that private property is subject to government forfeiture when the state proves that the property is contraband"); 932.701-932.707, Fla. Stat.

ACCORDINGLY, it is hereby ORDERED and ADJUDGED as follows:

1. Petitioner's Motion for Summary Final Judgment of Forfeiture is **GRANTED**.
2. The real property located at 616 Main Street, Chipley, Florida 32428, Parcel No. 00000000-00-2741-0000, and all appurtenances thereto, is hereby FORFEITED to the CITY OF CHIPLEY POLICE DEPARTMENT pursuant to sections 932.701-932.707, Florida Statutes.
3. The right, title, and interest in and to the Property is hereby perfected in favor of the CITY OF CHIPLEY POLICE DEPARTMENT, free and clear of any claim by JAYSON ROBERT MCCOY, WALTER MCCOY, HEATHER NICOLE FLEMING, and all other persons and entities, for the use and benefit of the CITY OF CHIPLEY POLICE DEPARTMENT.
4. The Clerk of the Court is directed to record a certified copy of this Order in the Public Records of Washington County, Florida.

5. This Order constitutes a Final Judgment. The Clerk of the Court is directed to enter this Order as a Final Judgment and to close this case.

DONE AND ORDERED this Tuesday, May 19, 2026, in Chipley, Washington County, Florida.

67-2025-CA-000030-CAAM 05/19/2026 12:30:34 PM



Christopher N. Patterson, Judge
67-2025-CA-000030-CAAM 05/19/2026 12:30:34 PM

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CITY OF CHIPLEY

STAFF REPORT

SUBJECT: 1278 Holley Avenue Property - Discussion

MEETING DATE	PREPARED BY
Tuesday, July 14, 2026	Patrice Tanner, City Administrator

SUMMARY

Robbie Collins with Grace Assembly of God would like to request the purchase of this property for costs incurred by the city. Attorney fees through 07/13/2026 total \$8,084.04. This property is only estimated to be 40 feet by 50 feet.

RECOMMENDATION

Discussion.

ATTACHMENTS

- 1. Certificate of Title
- 2. Attorney Fees

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR WASHINGTON COUNTY, FLORIDA

CITY OF CHIPLEY, a Florida
municipal corporation,

Plaintiff,

Case No. 2023-CA-59

v

ESTATE OF JOSEPH R. LEDLOW
a/k/a JOSEPH R. LEDLOW,
Deceased; ALL HEIRS,
BENEFICIARIES, DEVISEES,
LEGATEES, SPOUSES, AND
CREDITORS OF JOSEPH R.
LEDLOW a/k/a JOSEPH R.
LEDLOW, Deceased,

Defendants.

CERTIFICATE OF TITLE

The undersigned Clerk of Court certifies that she executed and filed
a Certificate of Sale in this action on Wednesday, March 4, 2026, for the
following described real properties in Washington County, Florida:

THE EAST 40 FEET OF LOTS 26 AND 27 IN BLOCK "C" OF
RUBENSTEIN & LAKEN ADDITION TO THE TOWN OF
CHIPLEY, FLORIDA, ACCORDING TO PLAT THEREOF ON FILE
IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF
WASHINGTON COUNTY, FLORIDA, BEING IN SECTION 33,
TOWNSHIP 5 NORTH, RANGE 13 WEST.

located at 1278 Holley Ave., Chipley, Florida, being tax parcel numbered 00-
2847-0000

~and~

BEGINNING AT THE NORTHEAST CORNER OF LOT 1, BLOCK
K OF HAGERMAN ADDITION TO CHIPLEY, FLORIDA, THENCE
RUN SOUTH 227 FEET FOR POINT OF BEGINNING, THENCE
CONTINUE RUNNING SOUTH 100 FEET, THENCE RUN WEST
150 FEET, THENCE RUN NORTH 100 FEET, THENCE RUN

EAST TO POINT OF BEGINNING, SAID LOT BEING IN SECTION
33, TOWNSHIP 5 NORTH, RANGE 13 WEST.

located at 492 2nd Street, Chipley, Florida, being tax parcel numbered 00-2959-
0001, and no objection to the sale having been filed within the time
allowed for filing objections, the property sold to

City of Chipley, at 1442 Jackson Ave, Chipley, FL 32428

WITNESS my hand and seal of this Court on this the 4th day of
March, 2024.



LORA C. BELL
CLERK OF THE CIRCUIT COURT
WASHINGTON COUNTY, FLORIDA

Stephens
DEPUTY CLERK

Lora C. Bell
Clerk of the Circuit Court
Washington County

1293 Jackson Ave.
Chipley, FL 32428-0647

**Official Records Receipt
Recording**

Username: cgentes
Changed By: cgentes

Receipt#: 202602796 Payee Name: BLANKENSHIP JORDAN P A
Receipt Date: 05/21/2026
Escrow Balance:
Escrow Account:

Instrument(s): 202667003890-BK1371/PG840-841-DEED

Details		
Deed Doc Stamps		\$0.70
Indexing		\$0.00
Receipt Total:	\$0.70	
Amount Tendered:	\$0.70	
Amount Paid (including any fees):	\$0.70	
Overage:	\$0.00	

Check		\$0.70	3781	Tender:
	Auth. Code:			
	Card:			AID:
	Payment Method:			TID:
	Payment Variant:			MID:

You are invited to a Zoom webinar!

When: July 14, 2026 05:00 PM Central Time (US and Canada)

Topic: Regular Council Meeting

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+1 689 278 1000 US

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