



**City of Chipley
City Council Meeting**

September 08, 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 Council Meeting - August 11, 2026

F. PRESENTATIONS

1. Constitution Week Proclamation
2. Mr. David Pettis – Presentation

G. CONSENT AGENDA

1. **Resolution No. 26-52** – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project
2. **Resolution No. 26-53** – FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) - Chipley Police Department – Amendment Three
3. **Resolution No. 26-54** – Florida Department of Agriculture and Consumer Services – Contract #32604 Amendment
4. **Resolution No. 26-55** – State of Florida Department of Environmental Protection Agreement WW670150 – Amendment One

- [5.](#) **Resolution No. 26-56** – Firehouse Subs Public Safety Foundation Grant
- [6.](#) **Resolution No. 26-57** – FY 2025-2026 Budget Amendment No. 3
- [7.](#) **Award of Bid No. 2026-04** – Natural Gas Odorization System Replacement – Natural Gas Odorization
- [8.](#) **Second Amendment to Solid Waste Disposal Agreement** - Waste Management of Leon County, Inc.
- [9.](#) **Special Event Application** – Annual Homecoming Parade
- [10.](#) **Special Event Application** – Christmas Fest of Chipley, Inc.
- [11.](#) **Special Event Application** – Annual Trunk or Treat
- [12.](#) **Reappointment of Planning & Zoning Commission Member** – David Ridley
- [13.](#) **Bid No. 25-01** – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Change Order No. 4
- [14.](#) **Resolution No. 26-58** – Florida Local Government Health Insurance Consortium

H. AGENDA ITEMS

- [1.](#) **Award of RFQ 2026-01** – Continuing Engineering Design, Planning and Preliminary Engineering **(This item will not be presented this month)**
- [2.](#) **Bid No. 2026-03 North 2nd Street Roadway and Drainage Improvements** – Construction Contract – Extreme Land Restoration, LLC **(This item will not be presented this month)**
- [3.](#) **592 Main Street** – Taxes Due
- [4.](#) **Chipley Heights Subdivision** – Impact & Tap Fees – Kevin Yoder
- [5.](#) **Request for Modification to Development Order-** Ashlynn Marquez – Main Street

I. OTHER BUSINESS

J. ADJOURN

K. ZOOM

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
August 11, 2026 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor

Mr. Kevin Russell, Mayor Pro-Tem

Ms. Cheryl McCall, Council Member

Absent:

Mrs. Linda Cain, Council Member

Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator

Ms. Sherry Snell, City Clerk

Mr. Guy Lane, Asst. City Admin./Public Works Dir.

Mr. Michael Richter, Police Chief

Mr. Brock Tate, Recreation Director

Mrs. Michelle Jordan, City Attorney

Mrs. Tamara Donjuan, Code Enf/Planning Officer

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 5:00 p.m.

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

Mayor Andrews added Consent Agenda Item #8 - Resolution No. 26-51 – Adopting Updated Internal Controls Policy.

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

D. CITIZENS REQUEST

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E. APPROVAL OF MINUTES

1. Regular Council Meeting – July 14, 2026
2. Special Council Meeting – August 3, 2026

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

F. PRESENTATIONS

Darlings Dixie Softball State Champions

Coach Tim Boone provided an overview of the season. The City Council recognized the Darlings Dixie Softball State Champions by presenting each team member with a certificate. Mr. Brock Tate, Recreation Director, thanked the coaches and team members for their hard work and outstanding season.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-49** – FY 2025-2026 Budget Amendment No. 2. This resolution will approve a budget amendment for Fiscal Year 2025-2026.
2. **Resolution No. 26-50** – Community Redevelopment Agency (CRA) 2026-2027 Budget Amendment. The CRA Board approved a budget amendment to transfer \$40,000.00 from the CRA Revolving Loan Program to the Commercial Improvement Grant Program.
3. **Award of Bid 2026-03** – Florida Department of Commerce CDBG-DR – North 2nd Street Roadway & Drainage Improvements – Extreme Land Restoration, LLC. The City advertised for the North 2nd Street Roadway & Drainage Improvement Project. This project primarily consists of roadway and drainage improvements on North 2nd Street from Glenwood Avenue to Warren Avenue. Roadway improvements include complete reconstruction of the existing paved roadway with the addition of concrete shoulder gutter along both sides and new concrete driveways and isolated sections of concrete sidewalk replacement. Drainage improvements consist of replacement and upsizing of existing stormwater culverts along with the addition of concrete end treatments and concrete drainage inlets. Signing and pavement markings are also included with thermoplastic striping being placed on the final asphalt surface. Eleven bids were received with the low bid from Extreme Land Restoration, LLC in the amount of \$1,247,291.85. David H. Melvin, Inc. has reviewed the bids and recommends award of bid to Extreme Land Restoration, LLC.
4. **Fiscal Year 2025-2026 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 well as all other steps required for the annual millage and budget process. The Tentative Millage and Budget Hearing will be held on September 17, 2026 at 5:05 p.m. and the Final Millage and Budget Hearing will be held on September 29, 2026 at 5:05 p.m.
5. **Settlement and Release Agreement** – Fellowship of Psalms. This Settlement and Release Agreement between Fellowship of Psalms v. City of Chipley is in the amount of \$325,000.00. Upon receipt of full payment, the Plaintiff will file a notice of dismissal with prejudice.
6. **Farmer's Market & Gazebo Rental** – Cornerstone New Life Fellowship Church. Cornerstone New Life Fellowship is requesting approval to hold a Community Outreach Event and Car Show on Saturday, October 31, 2026 from 3:00 p.m. – 7:00 p.m. at the Farmer's Market. The event will include gospel music and food vendors. The church is also contacting Capital City Bank regarding use of its parking lot for the car show, however, approval has not yet been received. Proof of insurance will be submitted to the City prior to the event.

7. **Special Event Application** – Truth Church Color Run. Truth Church is requesting approval to hold a Color Run 5K on Saturday, October 3, 2026 starting at 7:00 a.m. The run will start at the Panhandle Technical College on Hoyt St. and head S to South Blvd. to Kirkland Rd. to Brickyard Rd. to Usery Rd. to South Blvd. and back to the Panhandle Technical College on Hoyt St. The money raised will go toward the Truth Youths Christmas at Hospitals.
8. **Resolution No. 26-51** – 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.

Mrs. Tanner stated Item # 2 should be FY 2025-2026 Budget Amendment. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the consent agenda items, including a correction to the FY on Item #2 to reflect the 2025-26 Budget Amendment. The motion passed unanimously.

H. AGENDA ITEMS

1. **Request for a Development Order** – Ashlynn Marquez – Main Street. Mrs. Donjuan stated Ashlynn Marquez is requesting a development order for a proposed parking lot. This property is zoned Historical Commercial and is within the Corridor Development District (CDD), Parcel ID: 00000000-00-1437-0002. They have met all the requirements for the city and will include a gravel parking area with one concrete ADA parking space. Access to the new parking area will be via Business Alleyway.

Mr. Brent Melvin, David H. Melvin, stated the proposal includes a total of six parking spaces in addition to the ADA parking space.

Ms. McCall stated that there had been discussion regarding raising the south curb to eight inches to prevent vehicles from driving over the curb and exiting onto SR 90, as had occurred in the past. Mrs. Tanner stated that this was discussed at the Planning & Zoning Commission meeting, where the Commission expressed a desire for an eight-inch curb; however, the motion did not include the curb height as a requirement.

Mr. Melvin stated that he had spoken with Mrs. Marquez, and that accommodating the eight-inch curb would be easy. He added that a ribbon curb and wheel stops would also be installed to provide a barrier.

Mrs. Tanner stated the City currently has an FDOT Beautification Grant, and there had been discussion about installing signage in the area. She stated that, along with landscaping improvements, it may be possible to create additional barriers to prevent vehicles from driving through the area as they have in the past.

Ms. McCall asked whether Mrs. Marquez planned to install signs designating the area as private parking. Mr. Melvin stated that, to his knowledge, she did not currently have plans for signage, but the parking area would be for her patrons.

Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Request for a Development Order – Ashlynn Marquez – Main Street to include putting an eight (8) inch curb on the south end. The motion passed unanimously.

2. **Resolution No. 26-48** – 1278 Holley Ave. – Grace Assembly of God. Mrs. Tanner stated this resolution will show intent to hold a public hearing to convey real property to a qualifying nonprofit entity to be used for a public purpose. The property shall be used by Grace Assembly of God to expand their charitable community-service and benevolence facilities for the public health and welfare of City residents. She noted that Council approved the donation of the property

at last month's meeting, and explained that a resolution must be approved, followed by a hearing at least 30 days after approval of the resolution. Discussion ensued.

Section E, Item1.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-48 – 1278 Holley Ave. – Grace Assembly of God. The motion passed unanimously.

3. **Code Enforcement Case** – 504 Martin Luther King Drive. Mrs. Tanner stated the property located at 504 Martin Luther King Drive, property owner – Terry Davis, has been accruing fines of \$50 per day since 11/06/2023. The total fines as of 08/11/2026 are \$50,450.00. Attorney fees as of 08/10/2026 are \$3,874.60. The property is now in compliance.

Mr. Terry Davis asked for the fines and attorney fees to be waived. Mr. Russell stated that we have waived fines before but not attorney fees. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve doing a Stipulation Judgment and Notice of Settlement to dismiss the fines in the amount of \$50,450.00, but require the attorney fees, in the amount of \$3,874.60, to be paid. The motion passed unanimously.

4. **592 Main Street – Taxes Due.** Attorney Jordan stated the property located at 592 Main Street was foreclosed on December 3, 2025. The property currently has outstanding taxes in the amount of \$14,004.67 as of July 30, 2026. Attorney fees through August 10, 2026 total \$9,349.47, which includes work performed on 589 Main Street.

Attorney Jordan explained that the matter was very complex due to multiple deceased property owners. The two parcels were included in the same complaint because they were owned by the same individuals. The parcel at 589 Main Street was sold at a tax deed sale, resulting in a surplus of approximately \$13,000. She stated that there is no way to separate the attorney fees between each parcel.

Attorney Jordan further explained that although the taxes are currently due, the City is not required to pay them at this time. A tax certificate is due to be issued, and she believes there is an applicant interested in applying for the tax certificate. She stated that it is the Council's decision whether to clean up the property or leave the property as is and then try to sell the property or auction it.

Mayor Andrews stated that she would like the City's realtor to provide an estimate of the potential value of the parcel before the Council makes a decision.

Mr. Russell stated he wouldn't have a problem cleaning it up and listing at fair market value. Mrs. Tanner stated we could table this item and work on that this month and bring back in September. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to table 592 Main Street – Taxes Due until September to give Mrs. Tanner time to get with the realtor to get a price as is and a price with it cleaned up for possible sale at fair market value.

5. **Communications Site Lease Agreement** – Wildstar Networks. This agreement will approve a lease of space on and within the existing self-supported lattice tower (City communications tower) and the surrounding ground located at 1044 US-90. It will provide nine (9) square feet of outdoor ground space at the base of the facility, in the form of a 3' x 3' cabinet pad for the communication equipment. Compensation will be in-kind fixed-wireless broadband internet service at no charge for up to three (3) buildings owned by the City, which has a fair market value of approximately \$275 per month. In the event Lessee is unable or fails to provide the in-kind service described, Lessee shall pay Lessor monetary rent equal to the greater of \$400 per month or the then-current fair market rental value of the leased space, as reasonably determined by Lessor, in each case escalating by three percent (3%) on each anniversary of the

commencement date. The term of this lease shall be for a period of five (5) years and shall automatically renewed for three (3) additional five (5) year terms at the expiration of the previous term. Mrs. Jordan submitted an updated agreement that contained redlines with the updates.

Section E, Item 1.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Communications Site Lease Agreement – Wildstar Networks with the redline updates. The motion passed unanimously.

I. OTHER BUSINESS

Mayor Andrews stated that we need to keep Mr. Blount's family in our prayers due to the loss of his sister.

Mr. Russell invited everyone to the Spanish Trail Playhouse yard sale this coming Friday and Saturday.

Ms. McCall stated there are ongoing issues with e-bikes, scooters, and golf carts and noted that other cities have adopted ordinances addressing these types of vehicles. Mrs. Tanner stated that she had discussed the matter with Chief Richter and that they would be discussing it in more detail.

Ms. McCall stated that a registered sex offender moved into a home located near the VPK. She noted that the City's current ordinance allows this because the individual is classified as a child sexual predator. Discussion ensued regarding the distinction between a child sexual predator and an adult sexual predator. Attorney Jordan stated that the ordinance could be updated and asked Council members to consider their comfort level with teenagers not being allowed to reside within the City limits. She stated that she would bring additional information regarding the matter to the September Council meeting. Discussion ensued.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:50 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

Proclamation

Constitution Week

2026

WHEREAS, the Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2026, marks the two hundred and thirty-ninth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of Chipley that, the week of September 17-23, 2026 is Constitution Week and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

Tracy L. Andrews, Mayor

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Mr. David Pettis – Presentation

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

Mr. David Pettis would like to make a presentation regarding the Washington County Tourist Development Council and the proposed referendum to increase the Tourist Development Tax.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. WCTDC Advocacy Brochure
2. TDT Increase Referendum

Visit **Washington** County



Experience Life Naturally

visitwcfla.com

CONTACT

Heather Lopez
Director

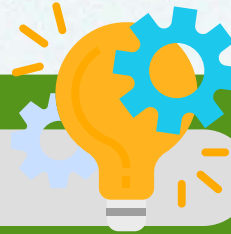
(850) 638-6013

director@visitwcfla.com

www.visitwcfla.com

672 5th Street, Chipley, FL

CHECK OUT WHAT WE ARE UP TO!



Upcoming Projects

- America 250 “Revolutionary Road” Driving Tour & Launch Event
- Tourism Partner Education Workshops
- Vernon Heritage Festival 2026
- Film & Image Creation for Washington County Tourism Assets
- Military & Consumer Travel Shows



Section F, Item2.

Visit **Washington** County



Experience Life Naturally

visitwcfla.com

WE DRIVE ECONOMIC GROWTH FOR WASHINGTON COUNTY

ABOUT US



Visit Washington County is funded by a dedicated 3% tax on lodging rentals that include hotels/motels, vacation rentals, and RV & campgrounds.

This tax is used to promote and market Washington County to potential visitors per FL Statute 125.0104.

This tax is NOT paid by residents, but they get the benefits it brings.



MISSION AND GOALS

MISSION



“To provide unique opportunities that attract quality guests to Washington County, while building the economy, quality of life, and job market with heritage and recreational benefits.”

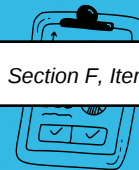
GOALS



- Promote & market Washington County to relevant drive and fly markets to increase economic impact for the community
- Create sustainability and accessibility programs to protect what makes our county special and provide opportunities for all travelers to enjoy our beautiful resources
- Support local events and sports activities in the county that drive visitation
- Create educational opportunities and provide support for all tourism businesses (restaurants, retail and attractions)

ECONOMIC IMPACT 2024

Section F, Item 2.



**Based on most currently available data from Visit Florida

JOBS



Tourism is responsible for a total of 305 jobs in Washington County:

- Direct Jobs- 253
- Indirect Jobs - 30
- Induced Jobs - 22



VISITOR SPENDING

Total Visitor Spending for 2024 in Washington County was \$27.9 Million. This represents a +5.0% increase over the previous year.

BUSINESS SPENDING



Total Business Spending for 2024 in Washington County directly tied to tourism activities was \$26.9 Million.



STATE & LOCAL TAXES

Tourism generated a total of \$2.5 Million in state and local taxes in 2024.



2026 TOURIST DEVELOPMENT TAX INCREASE REFERENDUM

The Washington County Tourist Development Council requested a referendum be placed on the November 3, 2026 general election ballot to increase the Tourist Development Tax (TDT) from the current **3%** to **5%**, which is the maximum allowed by Florida Statute 125.0104.



Tax Facts

- The TDT is a special tax charged on short-term rentals of less than 6 months. This includes hotels/motels, vacation rental properties, and campgrounds. This is **not** a residential tax.
- The original 3% TDT was instituted in two steps.
- 2000 - initial 2% after referendum passed, then 1% in 2004 after the statutory 3-year wait period.
- Estimated yearly increase to budget, if current referendum passes - \$76,241.91 (based on collections in FY 2024-25)

Sample Ballot Language

Shall WASHINGTON County be authorized to levy and collect an additional two percent (Tourist Development Tax under Fla. St. Section 125.0104(3)(l)(n) from all Tourists (as defined in F.S. 125.0104) in order to provide additional revenue to promote tourism in WASHINGTON County?

___FOR the additional two percent TOURIST DEVELOPMENT TAX

___ AGAINST the additional two percent TOURIST DEVELOPMENT TAX

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-52 – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project

MEETING DATEPREPARED BY

Tuesday, September 8, 2026Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a State-Funded Grant Supplemental Agreement for the Pecan Street Roadway Resurfacing Project for an additional \$30,000.00 Local Funds for the City’s participation in utilities. The total Agreement is in the amount of \$2,596,302.00 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. 26-52 – State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project.

ATTACHMENTS

1. Resolution No. 26-52

RESOLUTION NO. 26-52**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, 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, hereinafter referred to as “Supplemental No. SA01”.

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

1. An Agreement identified as the State-Funded Grant Agreement – Local Transportation Project - Pecan Street Roadway Resurfacing Improvements, 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. An Agreement identified as the State-Funded Grant Agreement – Local Transportation Project - Pecan Street Roadway Resurfacing Improvements, between the City of Chipley, Florida, and the State of Florida Department of Transportation, was approved for an additional \$1,844,458.00 on July 14, 2026 with a completion date of October 31, 2027.
3. The State-Funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Improvements Project is hereby approved for the additional amount of \$30,000 Local Funds for the City’s participation in utilities. The Recipient agrees to complete on or before October 31, 2027.
4. The total Agreement is in the amount of \$2,596,302.00 and is for the Construction and CEI Services for resurfacing Pecan Street from South Boulevard to Church Avenue for a total of .739 miles in Chipley.
5. That the Mayor, be hereby authorized and directed to execute the agreement.
6. A certified copy of this Resolution be forwarded to the FDOT along with the executed Agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of September, 2026.

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

DRAFT

**STATE-FUNDED GRANT
SUPPLEMENTAL AGREEMENT**

Section G, Item1.

SUPPLEMENTAL NO.

SA01

CONTRACT NO.

G3I47

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 \$1,814,458 to assist the City with completing the projects and \$30,000 Local Funds for the City's participation in utilities. The amount of the new agreement is \$2,596,302.

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

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

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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)	\$1,844.00	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Right-of-Way Cost		\$1,844.00 %	\$ 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	\$30,000.00	\$1,814,458.00	☐ In-Kind ☐ Cash
Total Construction Cost		\$2,594,458.00 100.00%	\$30,000.00 0.00%	\$2,564,458.00 100.00%	
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		\$2,596,302.00	\$30,000.00	\$2,564,458.00	

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.

MANAGEMENT
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

Section G, Item1.

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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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PROGRAM
MANAGEMENT
02/25
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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:** \$2,564,468.00

*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. 26-53 – FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.)
- Chipley Police Department – Amendment Three

MEETING DATEPREPARED BY

Tuesday, September 8, 2026Patrice Tanner, City Administrator

SUMMARY

This will approve an amendment to the Florida Department of Law Enforcement Agreement Number 2023-SAFE-SF-052 Adjustment Three. The amendment will extend the Project End Date and the Overview and Funding Project End Date to June 30, 2027. It will also update the Project Title, Deliverables, Performance and Reports, Distribution and Payments, and the Administration sections of the agreement.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-53.

ATTACHMENTS

1. Resolution No 26-53

RESOLUTION NO. 26-53

A RESOLUTION OF THE CITY COUNCIL OF CHIPLEY, FLORIDA, APPROVING AN AGREEMENT AMENDMENT IDENTIFIED AS ADJUSTMENT NUMBER THREE 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”.

WHEREAS, the Florida Department of Law Enforcement (Department) and the Chipley Police Department entered into an agreement to be a recipient of a FY 23-24 State Assistance for Fentanyl Eradication (SAFE) in Florida Program, Agreement Number 2023-SAFE-SF-052 dated March 15, 2024; and

WHEREAS, the Parties to the aforementioned Grant agree that all provisions of that Grant and all Adjustments should remain in full force and effect except those amended hereby; and

WHEREAS, The State of Florida Governor signed the General Appropriations Act of 2024, which provides funding for the S.A.F.E. in Florida Program’s continued operation into State Fiscal Year 2026-2027, and

WHEREAS, the Parties wish to amend the Agreement as set forth in Attachment “A”, regarding Project Title, Project Period, extending the Project End Date and the Overview and Funding Project End Date to 06/30/2027, the Deliverables, Performance and Reports amendment, and the Distribution and Payments, and Administration section updated.

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

1. The City of Chipley hereby approves the Florida Department of Law Enforcement, Agreement Number 2023-SAFE-SF-052, Adjustment Three. The adjustments herein proposed will promote the efficient and effective performance of the contractual requirements.
2. The City for and in consideration of the covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, intending to be legally bound hereby agree to perform the duties described herein in the attached Attachment “A”.
3. The Mayor or Mayor Pro-Tem of the City of Chipley be hereby authorized and directed to execute the agreement adjustment.
4. A certified copy of this Resolution be forwarded to the FDLE along with the executed Amendment.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of September, 2026.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-54 – Florida Department of Agriculture and Consumer Services – Contract #32604 Amendment

MEETING DATEPREPARED BY

Tuesday, September 8, 2026Patrice Tanner, City Administrator

SUMMARY

This will approve an amendment to the Florida Department of Agriculture and Consumer Services – Contract #32604. This will extend the agreement end date to January 31, 2028, unless sooner terminated or cancelled. All installation work must be completed by January 31, 2027.

It will update Attachment A, Scope of Work, and replace it with Attachment A-1, Revised Scope of Work and modified the funding set org code such that the total funding is associated with the correct encumbrance.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-54 – Florida Department of Agriculture and Consumer Services – Contract #32604 Amendment.

ATTACHMENTS

1. Resolution No 26-54

2. Contract Amendment

RESOLUTION NO. 26-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, APPROVING A CONTRACT AMENDMENT, BETWEEN THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, OFFICE OF ENERGY AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the Florida Department of Agriculture and Consumer Services “Department”, and the City of Chipley, Florida “Grantee” entered into contract #32604 “Agreement”; and

WHEREAS, Department and Grantee may individually be referred to herein as a “Party” or collectively as the “Parties”; and

WHEREAS, the Parties wish to amend the Agreement as set forth in Attachment “A”.

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

1. The City of Chipley hereby approves the Florida Department of Agriculture and Consumer Services Contract Amendment.
2. This will extend the agreement end date to January 31, 2028, unless sooner terminated or cancelled. All installation work must be completed by January 31, 2027.
3. This amendment updates Attachment A, Scope of Work, and replaces it with Attachment A-1, Revised Scope of Work and modifies the funding set org code such that the total funding is associated with the correct encumbrance.
4. A certified copy of this Resolution be forwarded to the Florida Department of Agriculture and Consumer Services, Office of Energy, along with the executed Agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of September, 2026.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



WILTON SIMPSON
COMMISSIONER

Attachment "A"

Section G, Item3.

CONTRACT AMENDMENT

Please Respond To: Florida Department of Agriculture and
Consumer Services
Office of Energy
600 S. Calhoun Street Suite B04
Tallahassee, FL 32399-0001

August 17, 2026

The Honorable Tracy L. Andrews, Mayor
City of Chipley
1442 Jackson Avenue
Chipley, FL 32428-1600

RE: Amendment of Contract # 32604 dated 07/07/25.

This letter, upon execution by both parties and attachment to the original contract shall serve to amend said contract. The contract shall be amended as follows:

Amendment A-1

Pursuant to Section B. Term 2., this Subrecipient agreement is extended. Paragraph B.1 is hereby deleted in its entirety and replaced with the following :

B. Term

1. The agreement period of this Subrecipient agreement shall commence on July 7, 2025 and, unless sooner terminated or cancelled, shall end on the 31st day of January of 2028 ("Term"). All installation work must be completed by January 31st, 2027 ("Term").

Attachment A, Scope of Work, is hereby deleted in its entirety and replace with Attachment A-1, Revised Scope of Work, attached hereto and made a part of the Agreement. All references in Agreement to Attachment A, Scope of Work, shall hereinafter refer to Attachment A-1, Revised Scope of Work.

This Amendment will modify the funding set org code such that the total funding is associated with the correct encumbrance.

NO OTHER PROVISIONS OF THIS CONTRACT ARE AMENDED OR OTHERWISE ALTERED BY THIS AMENDMENT.



WILTON SIMPSON
COMMISSIONER

Section G, Item3.

CONTRACT AMENDMENT

Joey B. Hicks
Joey B. Hicks
Director of Administration
Department of Agriculture
and Consumer Services

8/18/2026
(Date)

(Signature)

Mayor
(Title)

(Company)

(Date)



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

ATTACHMENT A-1
GRANT AGREEMENT NO. 32604
REVISED SCOPE
OF WORK

A. PROJECT TITLE:

City of Chipley- Wastewater Efficiency Improvements

B. PROJECT LOCATION:

692 Rustin Drive, Chipley, FL 32428

C. PROJECT BACKGROUND:

This project focuses on implementing critical infrastructure upgrades to optimize energy consumption, reduce operational costs, and ensure compliance with regulatory standards. By replacing aging equipment and integrating advanced technologies, the city aims to enhance the performance and sustainability of its wastewater treatment processes.

D. PROJECT OBJECTIVES:

- Objective 1: Reduce energy use by the City of Chipley
- Objective 2: Reduce energy cost to the City of Chipley
- Objective 3: Reduce the City of Chipley's greenhouse gas emissions

E. PROJECT DESCRIPTION:

The City of Chipley will undertake significant infrastructure upgrades at its Wastewater Treatment Facility (WWTF) located at 692 Rustin Drive to improve energy efficiency, reliability, and sustainability.

1. Effluent Pumps and Motors Replacement: Two 125-horsepower (or the adequate size as determined during the design process) energy-efficient effluent pumps will replace aging units, reducing energy consumption while improving discharge capacity.

2. Blowers and Motors Upgrade: Four outdated 75-horsepower (or the adequate size as determined during the design process) blowers will be replaced with modern, energy-efficient models to enhance aeration and reduce power usage.

F. PROJECT MILESTONES/DELIVERABLES/OUTPUTS:

No.	Task/Activity Description	Deliverables/ Outputs	Start Month	Deadline Month
1	Request for Proposals: Grant Administration /Engineering Services	RFP/RFQ Packets, Bid Tabulations, Ranking Sheets, Newspaper Affidavits.	June 2025	July 2025
2	Engineering Design and Inspection Services	Final Design Plans and Specifications, Inspection Reports, Photographs	August 2025	January 2027
3	Installation of Energy Efficiency Improvements –, Replacement of Pumps and Motors,	Delivery of Equipment/Installation - Monthly Progress Reports, Photos, Inspection Reports	July 2026	January 2027
4	Grant Administration	Project Management Reports, Davis-Bacon Reports during Construction	August 2025	January 2028
5	Collect Energy Savings Data	Provided Post Installation Energy Savings Reporting	January 2027	January 2028

G. PROJECT BUDGET:

The budget below summarizes the project by Funding Category. All dollar amounts are rounded to the nearest whole dollar value.

Funding Category	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
1. Salaries			
2. Fringe Benefits			
3. Travel (if authorized)			
4. Supplies/Other Expenses			
5. Equipment			
6. Contractual Services	\$661,500.00	N/A	
7. Indirect (if authorized)			
Total Project Budget	\$661,500.00	N/A	
Total Project Cost	\$661,500.00	= Grants Funds + Cost Share	
Cost Share Percentage*	100%	= Cost Share / Total Project Cost	

H. TOTAL BUDGET BY TASK:

The project budget below summarizes the project by Project Task. Project Tasks correspond to the "Project Description" section. All dollar amounts are rounded to the nearest whole dollar value.

Project Task		Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
			Matching Funds	Source
1	Request for Proposals: Grant Administration /Engineering Services	\$0.00	N/A	
2	Engineering Design and Inspections Services	\$72,000.00	N/A	
4	Energy Efficiency Improvements –, Replacement of Pumps and Motors,	\$560,000.00	N/A	
5	Grant Administration	\$29,500.00	N/A	
6	Post Installation Energy Savings Reporting			
Totals:		\$661,500.00	N/A	
Total Project Cost:		\$661,500.00	= Grant Funds + Cost Share	

I. BUDGET DETAIL:

Using the definitions provided below, the detailed, line-item budget clarifies the Budget Summary shown in Section G. Budget Category Sub-Totals have been rounded to the nearest whole dollar value. Up to 10% of grant funds may be used for administrative costs, excluding the cost of meeting reporting requirements of the program. Administrative costs are defined as: allowable, reasonable, and allocable Direct and Indirect costs related to overall management of the awarded grant (including travel). For each budget line-item, the appropriate column identifies if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved) and 3) whether the cost is Administrative in nature. A description of what is required for each budget category is as follows:

1. Salaries – Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged for each person or position. Divide annual salaries by 2080 hours and nine-month academic salaries by 1560 hours, to find the hourly rate.
2. Fringe Benefits – Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations.
3. Travel – List trips by their purpose and/or destination. Indicate the number of days for each trip. The Department will only reimburse for travel at the appropriate State of Florida rate (Section 112.061, Florida Statutes), using the forms referenced in Payment Request Packet. Be prepared to provide the Department with details on costs utilized to calculate the “Amount Budgeted” for each trip.
4. Supplies & Other Expenses – List expendable supplies by category description, unit costs and quantity. List other expenses not included in any of the above categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature. For Match only, list costs related to donated real property such as land (not to exceed the fair market value of the property).
5. Equipment – List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity. Computers and data-processing equipment should be described in detail.
6. Contractual Services – Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
7. Total Budget Category – Show the total of all line-items within a Budget Category.
8. Total Budget – Show the total of all categories.

1. Salaries								
Salaries (Name/Position)	Hourly Cost (\$)	*	Hours/w k. or % FTE	=	Total Gross Salary (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost? Y/N
N/A		*		=				
		*		=				
Sub-Totals for Salaries Category					\$0			

2. Fringe Benefits									
Name of Employee	Amount Gross Salary (\$)	Approved % per Work Plan or enter "N/A" & provide break-out	Benefit # 1 & Cost	Benefit # 2 & Cost	Benefit # 3 & Cost	Total Fringe Benefits (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A									
Sub-Total of Fringe Benefits Category						\$0			

3. Travel * Cannot exceed cost limitations required by Section 112.061, Florida Statutes							
Name of Employee	Destination	Period of Trip (# of days)	Purpose of Trip	Amount Budgeted	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A							
Sub-Total of Travel Category				\$0			

4. Supplies – Other Expenses								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A								
Sub-Total of Supplies – Other Expenses Category					\$0			

5. Equipment								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A								
Sub-Total of Equipment Category					\$0			

6. Contractual Services									
Name of Vendor	Description	Fee/Rate (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
TBD	Engineering Design and Inspection	\$72,000.00		1		\$72,000.00	G	N	
TBD	Grant Administration	\$29,500.00		1		\$29,500.00	G	N	
TBD	Energy Upgrade/Improvements	\$560,000.00		1		\$560,000.00	G	N	
Sub-Total of Contractual Services Category						\$661,500.00			

7. Indirect Cost (if approved)									
Budget Category included in Base of Indirect Cost Calculations	Total Direct Costs for Budget Category	*	Approved Indirect Cost Rate (%) from Scope of Work	=	Total Indirect Cost for Budget Category (\$)	=	Total Indirect Costs for Grant	+	Total Indirect Costs for Match
N/A		*		=		=		+	
		*		=		=		+	
Sub-Total of Indirect Costs Category					\$0	=	\$0	+	\$0

8. Total Project Budget					
Budget Category	Total Costs for Budget Category	=	Total Grant Costs	+	Total Match Costs
Salaries	\$0	=	\$0	+	\$0
Fringe Benefits	\$0	=	\$0	+	\$0
Travel	\$0	=	\$0	+	\$0
Supplies	\$0	=	\$0	+	\$0
Equipment	\$0	=	\$0	+	\$0
Contractual	\$661,500.00	=	\$661,500.00	+	\$0
Total Project Budget	\$661,500.00	=	\$661,500.00	+	\$0

J. MEASURES OF SUCCESS:

The disbursement of cost-share funds under this Agreement shall be allowable, necessary, and reasonable, and must be submitted by budget category consistent with the budget plan submitted with applicant's application. Energy savings must be tracked by the subrecipient for at least one year following completion of the project and reported to the department.

In the Final Report, the Subrecipient shall address how the project objectives were accomplished.



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Section G, Item3.

Certificate Of Completion

Envelope Id: A5FA6F6F-E751-8F49-81C9-6331D83CCBDE		Status: Sent
Subject: Please DocuSign: FDACS CONTRACT # 32604 CITY OF CHIPLEY AMENDMENT		
Source Envelope:		
Document Pages: 12	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 0	Joseph Duncan
AutoNav: Enabled		407 South Calhoun Street
Envelopeld Stamping: Enabled		Mayo Building, SB-8
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Tallahassee, FL 32399-0800
		Joseph.Duncan@fdacs.gov
		IP Address: 164.51.45.242

Record Tracking

Status: Original	Holder: Joseph Duncan	Location: DocuSign
August 17, 2026 15:47	Joseph.Duncan@fdacs.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events	Signature	Timestamp
Joey B. Hicks	<i>Joey B. Hicks</i>	Sent: August 17, 2026 15:49
joey.hicks@fdacs.gov		Viewed: August 18, 2026 08:39
Director of Administration		Signed: August 18, 2026 08:39
Director of Administration		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 164.51.45.242	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Patricia Tanner	Sent: August 18, 2026 08:39
PTANNER@CITYOFCHIPLEY.COM	Viewed: August 25, 2026 08:44
Mayor	
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:
Accepted: August 25, 2026 | 08:44
ID: 3614fcfb-8ee1-42cc-95f0-f4dbe4ce157c

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Tyler Dudley	COPIED	Sent: August 18, 2026 08:39
tyler.dudley@fdacs.gov		Viewed: August 18, 2026 09:56
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp	Section G, Item3.
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CONTRACTS
Contracts@fdacs.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: April 19, 2022 | 10:10
ID: 5695f407-15b9-4d70-aded-c5e1c7791665

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

August 17, 2026 | 15:49

Certified Delivered

Security Checked

August 25, 2026 | 08:44

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Crahsoft OBO Florida Department of Agriculture and Consumer Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Crahssoft OBO Florida Department of Agriculture and Consumer Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: salena.yarbrough@freshfromflorida.com

To advise Crahssoft OBO Florida Department of Agriculture and Consumer Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at salena.yarbrough@freshfromflorida.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Crahssoft OBO Florida Department of Agriculture and Consumer Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to salena.yarbrough@freshfromflorida.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Crahssoft OBO Florida Department of Agriculture and Consumer Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to salena.yarbrough@freshfromflorida.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Crahsoft OBO Florida Department of Agriculture and Consumer Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Crahsoft OBO Florida Department of Agriculture and Consumer Services during the course of your relationship with Crahsoft OBO Florida Department of Agriculture and Consumer Services.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-55 – State of Florida Department of Environmental Protection Agreement WW670150 – Amendment One

MEETING DATEPREPARED BY

Tuesday, September 8, 2026Patrice Tanner, City Administrator

SUMMARY

This will approve an amendment to the State of Florida Department of Environmental Protection Agreement WW670150. The amendment will extend the completion of planning activities end date to February 15, 2027, the Loan Payment in the amount of \$47,100 shall be due August 15, 2027 and it includes updates in Section 1.01(19), 4.03, 10.06 and 10.07.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-55 – State of Florida Department of Environmental Protection Agreement WW670150 – Amendment One

ATTACHMENTS

1. Resolution No 26-55

2. Amendment One

RESOLUTION NO. 26-55

A RESOLUTION APPROVING AN AGREEMENT AMENDMENT IDENTIFIED AS AMENDMENT ONE TO THE CAPITALIZATION GRANT FOR CLEAN WATER STATE REVOLVING FUND PLANNING LOAN PROGRAM (CFDA NO. 66.458); AUTHORIZING LOAN AGREEMENT NO. WW670150; BETWEEN THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the State of Florida, Department of Environmental Protection “Department”, and the City of Chipley, Florida “Grantee” entered into agreement WW670150 “Agreement”; and

WHEREAS, the Department and the Grantee may individually be referred to herein as a “Party” or collectively as the “Parties”; and

WHEREAS, the Parties wish to amend the Agreement as set forth in Attachment “A”.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Chipley as follows:

1. The City of Chipley hereby approves the State of Florida, Department of Environmental Protection Agreement No. WW670150, Amendment One.
2. This will extend the completion of planning activities end date to February 15, 2027. The Loan Payment in the amount of \$47,100 shall be due August 15, 2027.
3. This amendment includes updates in Section 1.01(19), 4.03, 10.06 and 10.07.
4. The Mayor or Mayor Pro-Tem of the City of Chipley be hereby authorized and directed to execute the agreement.
5. A certified copy of this Resolution be forwarded to the FDEO along with the executed Agreement.

PASSED AND ADOPTED THIS 8TH DAY OF SEPTEMBER, 2026.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell, City Clerk

**STATE REVOLVING FUND
AMENDMENT 1 TO LOAN AGREEMENT WW670150
CITY OF CHIPLEY**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF CHIPLEY, FLORIDA, (Local Government) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Local Government shall be referred to as "Parties" or individually as "Party".

The Department and the Local Government entered into a State Revolving Fund Loan Agreement, Number WW670150; and

Loan repayment activities need rescheduling to give the Local Government additional time to complete planning; and

Certain provisions of the Agreement need revision.

The Parties hereto agree as follows:

1. Section 1.01(19) of the Agreement is deleted and replaced as follows:

(19) "Planning Activities" shall mean the planning or administrative work necessary for the Local Government to submit a facilities plan for review and acceptance from Clean Water State Revolving Fund. Required documentation is described in Subsection 62-503.700(2), FAC.

2. Section 4.03 of the Agreement is deleted and replaced as follows:

This Agreement allows for funds to be advanced to the Local Government for allowable invoiced costs, under the provisions of 216.181, Florida Statutes. Disbursements shall be made directly to the Local Government only by the State Chief Financial Officer and only when the requests for such disbursements are accompanied by a Department certification that such withdrawals are proper expenditures. In addition to the invoices for costs incurred, proof of payment will be required with the next disbursement request.

(1) A completed disbursement request form signed by the Authorized Representative. Such requests must be accompanied by sufficiently itemized summaries of the materials, labor, or services to identify the nature of the work performed; the cost or charges for such work; and the person providing the service or performing the work. Proof of payment will be required with the next disbursement request.

(2) A certification signed by the Authorized Representative as to the current estimated costs of the Project; that the materials, labor, or services represented by the invoice have been satisfactorily purchased, performed, or received and applied to the project; that all funds received to date have been applied toward completing the Project; and that under the terms and provisions of the contracts, the Local Government is required to make such payments.

(3) A certification by the engineer responsible for overseeing construction stating that equipment, materials, labor and services represented by the construction invoices have been satisfactorily purchased, or received, and applied to the Project in accordance with construction contract documents; stating that payment is in accordance with construction contract provisions; stating that construction, up to the point of the requisition, is in compliance with the contract documents; and identifying all additions or deletions to the Project which have altered the Project's performance standards, scope, or purpose since the issue of the Department construction permit.

(4) Such other certificates or documents by engineers, attorneys, accountants, contractors, or suppliers as may reasonably be required by the Department.

The Department will review the submitted disbursement request to verify that documentation, as described above, is complete and accurate. Upon review and written acceptance by the Department, the disbursement request may be processed.

Requests by the Local Government for disbursement of funds for tasks identified in the project cost table shall be made using the Department's disbursement request form, no more frequently than monthly.

3. Section 10.06 of the Agreement is deleted and replaced as follows:

10.06. PROJECT COSTS.

The Local Government and the Department acknowledge that actual Project costs have not been determined as of the effective date of this Agreement. An adjustment may be made due to a reduction in the scope of work proposed for Loan funding as a result of the facilities planning process. Capitalized Interest will be recalculated based on actual dates and amounts of Loan disbursements. The final costs shall be established in the final amendment. Changes in costs may also occur as a result of the Local Government's audit or the Department's audit.

Funds disbursed in accordance with Section 4.03 of this Agreement shall be disbursed in the order in which they have been obligated without respect to budgetary line item estimates. All disbursements shall be made first from the original Loan amount until that amount has been disbursed. The Financing Rate established for the original Loan amount shall apply to such disbursements for the purpose of determining the associated Capitalized Interest and repayment amounts. The Financing Rate established for any additional increment of Loan funds shall be used to determine the Capitalized Interest and repayment amounts associated with the funds disbursed from that increment.

The estimated Project costs are revised as follows:

TASK	PROJECT COSTS (\$)
Planning Activities (Disbursable Amount)	90,000
Less Principal Forgiveness	(45,000)
SUBTOTAL (Loan Amount)	45,000
Capitalized Interest	300
TOTAL (Loan Principal Amount)	45,300

4. Unless repayment is further deferred by amendment of the Agreement, the Loan Payment as set forth in Section 10.05 shall be received by the Department beginning on August 15, 2027.

5. The items scheduled under Section 10.07 of the Agreement are rescheduled as follows:

(2) Completion of Planning Activities is scheduled for February 15, 2027.

(4) The Loan Payment in the amount of \$47,100 shall be due August 15, 2027.

6. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 1 to Loan Agreement WW670150 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this amendment to the Loan Agreement to be executed on its behalf by the Secretary or Designee and the Local Government has caused this amendment to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this amendment shall be as set forth below by the Department.

for
CITY OF CHIPLEY

Mayor

Attest:

Approved as to form and legal sufficiency:

City Clerk
SEAL

City Attorney

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-56 – Firehouse Subs Public Safety Foundation Grant

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the submittal of a Firehouse Subs Public Safety Foundation Grant for the purchase of (1) Milwaukee M18 Vole 8 inch Straight Blade Cutter, (1) Milwaukee M18V 28 Inch Spreader – Electric Storm Surge Series and (1) Milwaukee M8V 40 Inch Ram – Electric Storm Surge Series in the amount of \$32,270.00.

This equipment will allow the department to deploy equipment to multiple vehicles during a single incident and improve their ability to respond effectively when multiple patients are trapped or deploy to multiple accidents at one time.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-56 – Firehouse Subs Public Safety Foundation Grant.

ATTACHMENTS

1. Resolution No 26-56

RESOLUTION NO. 26-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA, APPROVING THE 2026 FIREHOUSE SUBS
PUBLIC SAFETY FOUNDATION GRANT.

WHEREAS, the City of Chipley Volunteer Fire Department is requesting grant funding through the Firehouse Subs Public Safety Foundation to replace the vehicle extrication equipment currently assigned to Rescue 1. This funding will have a huge impact on the department as well as the entire city; and

WHEREAS, this equipment will provide the Department with two complete, compatible sets of vehicle extrication equipment available for emergency operations; and

WHEREAS, the Department has performed extensive research on this equipment and evaluated the specifications for each brand. The equipment being purchased with this grant funding is (1) Milwaukee M18 Vole 8 inch Straight Blade Cutter, (1) Milwaukee M18V 28 Inch Spreader – Electric Storm Surge Series and (1) Milwaukee M8V 40 Inch Ram – Electric Storm Surge Series; and

WHEREAS, this equipment will allow the department to deploy equipment to multiple vehicles during a single incident and improve our ability to respond effectively when multiple patients are trapped or deploy to multiple accidents at one time; and

WHEREAS, this equipment will improve firefighter safety, reduce equipment deployment time, increase our capability to extricate occupants from modern vehicles, and help provide faster and more effective emergency response to our community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chipley, Florida, that:

1. The City of Chipley hereby approves application submission for the Firehouse Subs Public Safety Foundation Grant, in the amount of \$32,270.00.
2. That the City Administrator is hereby authorized to execute all documents in connection with this grant.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of September, 2026

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell, City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-57 – FY 2025-2026 Budget Amendment No. 3

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a budget amendment for Fiscal Year 2025-2026.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-57.

ATTACHMENTS

1. Resolution No. 26-57

RESOLUTION NO. 26-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA, AMENDING THE ADOPTED BUDGET FOR
FISCAL YEAR 2025-2026.

WHEREAS, the City of Chipley, Florida, has adopted a budget for the fiscal year 2025-2026; and

WHEREAS, it is necessary to make amendments to the 2025-2026 budget for approved revenues and expenditures as shown below and documented on Attachment A:

	<u>Original/ Revised Budget</u>	<u>Amendments</u>	<u>Revised Budget</u>
TOTAL BUDGETED REVENUES AND OTHER FINANCING SOURCES	\$19,294,359		
General Fund		\$ 3,127,615	
Sanitation		0	
Water		0	
Gas		0	
Sewer		<u>0</u>	
		\$ 3,127,615	<u>\$22,421,974</u>
TOTAL BUDGETED OPERATING EXPENDITURES/ EXPENSES AND OTHER FINANCING USES	\$19,294,359		
Executive		\$ 5,835	
Administration		0	
Police		102,056	
Fire		6,483	
Street		2,594,458	
Recreation		0	
AmTrak/Farmers Market		0	
Sanitation		0	
Water		0	
Gas		0	
Sewer		<u>418,783</u>	
		\$ 3,127,615	<u>\$22,421,974</u>

WHEREAS, Section 166.241 (3), Florida Statutes requires that appropriations for said fiscal year be made for all expenditures and that appropriations not exceed revenues; and

WHEREAS, a final budget was approved by the Chipley City Council at a public hearing held on September 29, 2025; and

WHEREAS, the City of Chipley must budget all revenues received and not budgeted, and all expenditures incurred and approved but not budgeted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY AS FOLLOWS:

- 1. The amendments as shown in this resolution are adopted and hereby appropriated for the fiscal year 2025-2026.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of September, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

Fiscal Year 2025-2026									
Budget Amendment No. 3a									
Revenue	Executive	Administration	Police	Fire	Street	Recreation	Water	Gas	Sewer
750,000.00									
					750,000.00				
	FDOT Legislative Appropriations - Pecan Street Roadway Resurfacing Project - Street Department - General Fund								
1,844,458.00									
					1,844,458.00				
	FDOT MSCOP Grant - Pecan Street Roadway Resurfacing Improvements Project - Street Department - General Fund								
140,458.00									
									140,458.00
	Proceeds from Sale of Property - Industrial Park Sprayfield Property - Sewer Fund								
100,000.00									
			100,000.00						
	Florida Department of Law Enforcement - SAFE Grant for Fentanyl Eradication - Police Department - General Fund								
278,325.00									
									278,325.00
	Proceeds from Sale of Property - Davidson Sprayfield Property - Sewer Fund								
5,835.00									
	5,835.00								
	Flag Fund Reserves - (2) New Interstate Flags - Executive Department - General Fund								
2,056.00									
			1,910.00						
			146.00						
	Housing Authority Overtime Reimbursement - Police Department - General Fund								
(40,000.00)									
		40,000.00							
	CRA Budget Amendment No. 1 approved on 08/11/2026 - Administration Department - General Fund								
6,483.00									
				6,483.00					
	Florida Department of Agriculture & Consumer Services - VFA Grant - Fire Department - General Fund								

Section G, Item6.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Award of Bid No. 2026-04 – Natural Gas Odorization System Replacement – Natural Gas Odorization

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

Bid No.2026-04 Natural Gas Odorization System Replacement bids were received July 23, 2026. One (1) bid was received from Odorization Solutions, Inc. in the amount of \$73,454.37. This will approve the award of bid with Odorization Solutions, Inc. for the project.

RECOMMENDATION

City staff recommends approval of award for Bid No. 2026-04 Natural Gas Odorization System Replacement to Odorization Solutions, Inc. in the amount of \$73,454.37.

ATTACHMENTS

1. Bid No. 2026-04 – Odorization Solutions, Inc.

CITY OF CHIPLEY
BID No. 2026-04 FORM – NATURAL GAS ODORIZATION SYSTEM REPLACEMENT

Bidder Name: Odorization Solutions, Inc. _____

Address: 5121 Stevendale Rd, Pensacola, FL 32526 _____

Phone: 850-944-3863 _____

Email: erika@odorizationsolutions.com _____

Florida License Number: P02000010015_

Base Bid:

Complete Natural Gas Odorization System Replacement

\$ _____

Written Amount:

\$73,454.37 Plus Freight

Add Alternate No. 1 – SCADA Integration

\$ Included in cost of Odorizer (See Equipment Description in Quote) _____

Add Alternate No. 2 – Additional One-Year Extended Warranty

\$2,500 excluding parts after One-Year Warranty has expired _____

Contractor Signature: Erika Knoll

Title: CFO

Date: July 17th, 2026



QUOTE

DATE: 07/17/2026

TO: City of Chipley Gas Dept.
P. O. Box 1007
Chipley, FL 32428

FROM: Odorization Solutions, Inc.
P. O. Box 10762
Pensacola, FL 32524
john@odorizationsolutions.com

SALESPERSON	PROJECT	QUOTE VALID	LOCATION
John Knoll	Odorizer System w/Installation & Commissioning	60 Days	Chipley, FL

LINE	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Equipment - Lead Time 4-6 Weeks		
	GPL750 Odorizer Pressure Range up to 225PSI (Higher Pressure Ratings Available) - Flow Range 0-750,000 SCFH at .5#/MM Injection Rate (Higher Capacity Available) - Horner XL7 Controller 7" Display *****Includes WebMI license for remote comms***** - Solenoid Operation, Drip Style Odorizer - Includes quantity of (2) enclosures one for the drip chamber and one for electronics - Built to NEC Class 1 Division 2 Groups C and D standards - RV50 Wireless Modem	\$40,653.20	\$40,653.20
	POWER SUPPLY Line Notes : Odorizer Power Package 10 amp 24 VDC **** Requires 120VAC Input***	\$1,469.01	\$1,469.01
	PIPELINE TAP SWAGELOK	\$2,751.08	\$2,751.08
	Sage Paramount Thermal Mass Meter Integral Style w/isolation ball valve assembly	\$5,325.08	\$5,325.08
	120 Gallon Tank	\$5,800.00	\$5,800.00
	Mounting Stand/Bracket	\$2,900.00	\$2,900.00
	Misc. regulators, valves, fittings & stainless-steel piping	\$1,600.00	\$1,600.00
2	Existing Equipment		
	Decommission, Remove & Dispose of Old Odorizer Equipment - Equipment will be biologically treated and properly disposed of.	\$5,500.00	\$5,500.00
3	Labor & Travel Expenses		
	Installation & Commissioning onsite - 2 Techs	\$1,500.00	\$3,000.00
	Training	\$1,200.00	\$1,200.00
	Travel Expenses each Tech - 1-2 Days	\$1,628.00	\$3,256.00

	RETURN VISITS ARE QUOTED SEPARATELY • \$1,500.00 per day per tech will be added to the final invoice for any additional days needed onsite beyond the estimated time quoted above.		
		FREIGHT	TBD
		SUB TOTAL	\$73,454.37

****Applicable sales tax and freight charges are added to the final invoice. If exempt from sales tax, please send documentation to erika@odorizationsolutions.com. In the event there is additional administration required for the project (registration with supplier internal or external verification services or vendor management third party, additional copies of paperwork, special billing requirements...etc.) this may result in additional charges. A 3.5% processing fee will apply to all net-term payments remitted with a credit card.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Second Amendment to Solid Waste Disposal Agreement - Waste Management of Leon County, Inc.

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This amendment will approve the extension of the Solid Waste Disposal Agreement for three (3) years commencing on October 1, 2026, at the current rate, subject to the annual CPI increase effective October 1, 2026.

RECOMMENDATION

City Staff recommend approval of Second Amendment to Solid Waste Disposal Agreement - Waste Management of Leon County, Inc.

ATTACHMENTS

1. Second Amendment to Solid Waste Disposal Agreement
2. Letter



Waste Management of Dothan
4945 Hwy. 273
Campbellton, FL 32426
(850) 263-7100
(850) 263-4973 Fax

Section G, Item8.

Aug. 7, 2026

Mrs. Patti Tanner
City Manager
City of Chipley
1442 Jackson Avenue
Chipley, FL 32428

Dear Mrs. Tanner,

WM appreciates the opportunity to provide solid waste disposal service for the City of Chipley. The current agreement between the City of Chipley and WM is set to expire September 30, 2026. Per the agreement, WM is providing notice that it wishes to extend the agreement with the City of Chipley.

"The term of the Agreement is hereby extended for three (3) years commencing October 1, 2023 and ending September 30, 2026 ("Extended Term"). The Agreement may be further extended for additional terms of three (3) years each upon the mutual agreement of the parties expressed in writing prior to the expiration of the then current term. Also, either party may terminate this Agreement by giving the other party at least ninety (90) days' prior written notice."

WM requests to renew the agreement for an additional three-year term at the current rate of \$56.38 per ton and process the annually scheduled CPI-WST adjustment on October 1, 2026. That CPI-WST rate adjustment will be determined closer to October 1 based on the index produced by the U.S. Bureau of Labor Statistics.

We look forward to continuing this relationship. I am available to meet to discuss the renewal at your convenience. You can reach me at 850-499-0277 or by email at drainer@wm.com. I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Doug Rainer".

Doug Rainer
Public Sector
WM

Cc: Calvin Wilkinson
Leah Talbot

From everyday collection to environmental protection, Think Green. Think Waste Management.

SECOND AMENDMENT TO SOLID WASTE DISPOSAL AGREEMENT

THIS SECOND AMENDMENT TO SOLID WASTE DISPOSAL AGREEMENT ("Amendment") is dated this 8th day of September, 2026, by and between the CITY OF CHIPLEY, FLORIDA, acting by and through its City Counsel (the "City") and WASTE MANAGEMENT OF LEON COUNTY, INC., a Florida corporation ("Company").

WITNESSETH:

WHEREAS, the Company agreed to provide solid waste disposal services to the City pursuant to that certain Agreement with an Effective Date of October 1, 2020, by and between the City and Company (the "Agreement"); and

WHEREAS, the Agreement was previously amended by that certain First Amendment to Solid Waste Disposal Agreement dated July 11, 2023, which extended the term of the Agreement through September 30, 2026; and

WHEREAS, the parties desire to further extend the Agreement upon the terms set forth in this Second Amendment.

NOW, THEREFORE, in consideration of the mutual premises contained herein and other good and valuable consideration, the sufficiency of which are hereby acknowledged, the parties hereto, each intending to be legally bound to agree to the terms and conditions set forth below which shall be an Amendment to the Agreement.

1. The term of the Agreement is hereby extended for three (3) years commencing October 1, 2026 and ending September 30, 2029 ("Second Extended Term"). The Agreement may be further extended for additional terms of three (3) years each upon the mutual agreement of the parties expressed in writing prior to the expiration of the then current term. Also, either party may terminate this Agreement by giving the other party at least ninety (90) days' prior written notice.

2. Except as expressly set forth in this Second Amendment, all other terms and provisions of the Agreement remain in full force and effect.

3. This Amendment is hereby incorporated into the Agreement and made a part thereof, and the Agreement and this Amendment contain the entire agreement between the parties as to the matters contained herein and therein.

4. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands and affix their seals, all as of the day and year first above written.

CITY:

CITY OF CHIPLEY, FLORIDA

By: _____

Its: Mayor

COMPANY:

WASTE MANAGEMENT OF LEON COUNTY, INC.

By: _____

Its: President

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Annual Homecoming Parade

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

Chipley High School is requesting approval to hold the Annual Homecoming Parade on Friday, October 23, 2026 starting at 12:30 p.m. The regular parade route will be used.

Insurance is not required for this event.

RECOMMENDATION

City Staff recommend approval of Special Event Application – Annual Homecoming Parade.

ATTACHMENTS

1. Special Event Application



City of Chipley

CITY HALL
 1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Chipley High School

Address: 1545 Brickyard Rd, Chipley, FL

Contact person: Alex Webb Phone: 260-5217 Fax: _____

E-mail: alex.webb@wcsdschools.com

Type of Event: Homecoming Parade

Purpose of Event: Homecoming for Chipley High School

Location of Event: Outdoors _____ Indoors/Outdoors

Date(s) & Time(s) of Event: Friday, October 23, 2026 @ 12:30 pm

Amount of Liability Insurance: Not Required (attach copy of policy)

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

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: 100 entries

Are security and/or medical services provided? No

Applicant Signature: *Julian A. Webb* Date: 8/13/26

Approved { } Denied { }

Mayor's Signature: _____ Date: _____



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007

Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Chipley High School		Person in Charge: Alex Webb		Date: 8/13/2026
Address of Organization: 1545 Brickyard Rd, Chipley, FL			Telephone Number: 260-5217	
Title of Event: Homecoming for Chipley High School				
Date of Event: October 23, 2026 @ 12:30 pm	Starting Time of Event: 12:30 pm	Duration of Event: 1 1/2 hrs	Actual Closing Time (Set up of barriers, Etc.)	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): The standard parade route. From the old high school parking lot on N Railroad Ave. go to 2nd St. and turn south, then go to SR 90 and turn East, then go to SR 77 and turn North, then go to Church Ave and turn West, then go to 3rd St. and turn North, then go to Watts Ave and turn West, then go to 2nd St. and turn South, then go to N Railroad Ave. and turn West back to the parking lot. This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier: _____ Policy Effective Date: _____ Coverage Amount: _____ (\$1,000,000 Minimum) Length of Coverage: _____ Days				
Licenses Pyrotechnics Operator: _____ License Number: _____ Approval of Local Fire Department: _____				
Federal Aviation Administration Approval for Low Flying Filming: _____ Additional Liability Insurance Amount: _____				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route):				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter	Signature of Police Chief: 		Date Signed: 8-19-2026	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official: 		Date Signed: 09/02/2026	

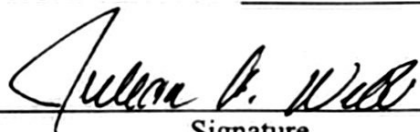
RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Homecoming Parade upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 13th day of August, 20 26.

FIRM OR ORGANIZATION: Chipley High School


Signature

JULIAN A. WEBB
Print Name

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by _____, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20 _____.

Notary Public

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Christmas Fest of Chipley, Inc.

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

The Christmas Fest of Chipley will hold the Holiday Festival on Friday, December 11, 2026 from 4:00 p.m. – 8:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. using the standard parade route. There will be additional road closures to include:

1. 5th Street from the four-way stop on Church Avenue to Hwy 90, including the business alley behind New Life Fellowship that leads to the City parking lot on the corner of Hwy 77 & Hwy 90.
2. One way side street running parallel to old AT&T building and 5th Street.
3. South Railroad Avenue from the City parking lot on 5th Street behind the New Life Fellowship's fellowship hall.
4. 8th Street from Hwy 90 to Church Avenue.
5. North & South Railroad Avenue from 8th Street to 5th Street.
6. 7th Street from Hwy 90 to Church Avenue – AFTER PARADE DETOUR ENDS.

Vendor set-up will begin at 2:00 p.m. and will be occurring at the Chipley Farmer's Market Complex, North & South Railroad Avenue and 5th Street.

Special Event Insurance will be submitted prior to the event.

RECOMMENDATION

City Staff recommend approval of the Special Event Application – Christmas Fest of Chipley, Inc.

ATTACHMENTS

1. Special Event Application



City of Chipley

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



Special Event Application

Name/Organization: Christmas Fest of Chipley, Inc.

Address: P.O. Box 732, Chipley, FL 32428

Contact person: Heather Lopez Phone: (850) 703-3656

Email: chipleychristmasfest@gmail.com

Type of Event: Holiday Festival

Purpose of Event: To bring a family-friendly, free event to our community and support downtown

Location of Event: Chipley Farmers Market Indoors Outdoors merchants
Complex & Downtown

Date(s) & Time(s) of Event: Friday, Dec. 11, 2016 4-8 pm

Rain Date: Friday, Dec 18, 2016 4-8 pm

Amount of Liability Insurance: Ascentria Ins. (attach copy of policy)

Concert Yes/No ☒ If yes, What type of music? Holiday music via sound system
Chipley Community Band

Will food and nonalcoholic beverages be sold? Yes, food & drinks by food trucks

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? Yes

Number of participants anticipated per day: 1,500 - 2,000

Are security and/or medical services provided? Yes, off-duty police officers

Applicant Signature: Heather Lopez Date: 8/31/16

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct at Christmas Fest Parade upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 31st day of August, 2026

FIRM OR ORGANIZATION:

Christmas Fest of Chipley, Inc.

Heather Jeff
Signature

Heather Lopez
Print Name

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by _____,
Who is personally known to me or who produced _____ as
Identification, and who executed the foregoing instrument and acknowledge before me that
he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20 ____.

Notary Public



City of Chipley

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



Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Christmas Fest of Chipley, Inc		Person in Charge: Jeff Lenz		Date: 8/31/26
Address of Organization: P.O. Box 732, Chipley, FL 32428			Telephone Number: (850) 703-6950	
Title of Event: Chipley Christmas Fest				
Date of Event: Dec 11, 2024 Dec 18, 2026	Starting Time of Event: 5:30 pm	Duration of Event: 1 hr	Actual Closing Time (Set up of barriers, Etc.): 5:00 pm	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): The approved City of Chipley parade route				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier:		Policy Effective Date:		
Coverage Amount:		(\$1,000,000 Minimum)		
Length of Coverage:		Days		
Licenses Pyrotechnics Operator: _____				
License Number: _____				
Approval of Local Fire Department: _____				
Federal Aviation Administration Approval for Low Flying Filming: _____				
Additional Liability Insurance Amount: _____				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter	Signature of Police Chief: 		Date Signed: 8-31-2026	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official: 		Date Signed: 09/02/2026	

Main:
Date:

ChIPLEY Christmas Fest – Friday, December 11, 2026 – 4-8pm

Rain Date: Friday, December 18, 2026

ADDITIONAL ROAD CLOSURES

1. 5th Street from the four-way stop on Church Ave to Highway 90, including the business alley behind New Life Fellowship that leads to the City Parking Lot on the corner of Hwy 77 & Hwy 90
2. One way side street running parallel to old AT&T building and 5th Street
3. South Railroad Ave from the City Parking Lot on 5th Street behind the New Life Fellowship's fellowship hall
4. 8th Street from Hwy 90 to Church Ave
5. North & South Railroad Ave from 8th Street to 5th Street
6. 7th Street from Hwy 90 to Church Ave AFTER PARADE DETOUR ENDS

Vendor Set-up will begin at **2pm** and will be occurring at the Chipley Farmer's Market Complex, North & South Railroad Ave and 5th Street.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Annual Trunk or Treat

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

The Merchants of Historic Chipley are requesting approval to hold the Annual Trunk or Treat on Saturday, October 24, 2026 from :00 – 5:30 p.m. at the Jim Trawick Park Soccer Field.

Insurance is not required for this event.

RECOMMENDATION

City Staff recommend approval of Special Event Application – Annual Trunk or Treat.

ATTACHMENTS

1. Special Event Application



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Section G, Item 11.

Special Event Application

Name/Organization: The Merchants of Historic Chipley

Address: PO Box 242, Chipley, FL 32428

Contact person: Sherri Biddle Phone: 850-596-2980 Fax: _____

E-mail: sherribiddle176@hotmail.com

Type of Event: Annual Trunk or Treat

Purpose of Event: To provide a safe and enjoyable time for children to participate
in a trick-or-treat event.

Location of Event: Jim Trawick Park Soccer Field on Rustin Drive Indoors/Outdoors

Date(s) & Time(s) of Event: Saturday, October 24, 2026 from 4:00-5:30 p.m.

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

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

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: _____

Are security and/or medical services provided? Chipley Police Department

Applicant Signature: Sherri Biddle Date: 8-12-2026

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Special Event - Trunk or Treat upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 12th day of August, 2026.

FIRM OR ORGANIZATION: _____

Sherrri Biddle
Signature

Sherrri Biddle
Print Name

Witness

Witness

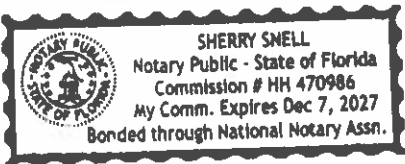
Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Sherrri Biddle, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this 13th day of Aug, 2026.



Sherry Snell
Notary Public

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Reappointment of Planning & Zoning Commission Member – David Ridley

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

The City Planning and Zoning Commission shall consist of five (5) members and one (1) alternate, who shall be appointed by the City Council. Any interested person may be appointed to the commission, but those who are city residents or business owners that own real property inside the city limits will receive special consideration. The Planning Board is also referred to as the Local Planning Agency (LPA). Members are appointed by the City Council for three (3) year terms. Financial disclosure is required annually to the Council on Ethics, State of Florida. This Board acts in an advisory capacity through recommendations to the City Council for final action. The Planning and Zoning Commission was established by Ordinance on April 3, 1963. The Local Planning Agency (LPA) was established pursuant to Section 163.3174, Florida Statutes.

Board Member David Ridleys term expires on 09/19/2026. He has expressed interest in remaining on the Board for an additional three (3) year term.

RECOMMENDATION

City Staff recommend approval of Reappointment of Planning & Zoning Commission Member – David Ridley.

ATTACHMENTS

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Bid No. 25-01 – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Change Order No. 4

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This change order is necessary to address modifications and additional force main work required after the contractor discovered that the existing force main serving the Peach Street pumping station was located at an unsuitable depth near the pumping station. The additional work includes the removal and replacement of existing curb and gutter and 4-inch ductile iron pipe, as well as the installation of additional 4-inch ductile iron pipe, fittings, and related components.

Additionally, during the first change order, the City of Chipley removed the rip rap material from the contract, while retaining the installation labor, with the expectation that the City would provide the material as a value engineering measure. As the project progressed, certain quantities of rip rap material were not utilized, allowing the material to be added back into the contract so that the contractor could provide both the material and installation.

The change order will result in a decrease of \$52,584.95, bringing the total contract price to \$1,187,297.48.

RECOMMENDATION

City Staff recommend approval of Bid No. 25-01 – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Change Order No. 4

ATTACHMENTS

1. Change Order No. 4

CHANGE ORDER NO.: 4

Owner:City of Chipley

Engineer:Mott MacDonald

Contractor:GCUC, LLC.

Project:Peach Street Pumping Station Replacement

Contract Name:Peach Street Pumping Station Replacement

Owner’s Project No.:25-01

Engineer’s Project No.:502101554

Contractor’s Project No.:25-10

City of Chipley, Public

Works Director Approval

Date Issued:09/03/2026

Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description:

During construction, the contractor discovered that the existing force main for the Peach Street pumping station was located at an unsuitable depth near the pumping station. This discovery resulted in the need for modifications and additional force main work to be added to the project. Necessitating the removal and replacement of existing curb and gutter and 4” ductile Iron pipe; as well as adding various 4” ductile iron fittings and pipe. Additionally, In the first change order, the City of Chipley removed the Rip Rap material (while leaving in the installation labor) from the contract with the anticipation that the city would provide the material as a value engineering measure. As the project progressed, some quantities were not used which allows the rip rap material to be added back into the project so the contractor could provide both material and labor.

See page 2 of this document for the cost breakdown.

Attachments:

Quantity change quote from Gulf Coast Utility Contractors, LLC.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 1,510,925.00	Original Contract Times: Substantial Completion: 240 days Ready for final payment: 270 days
Decrease from previously approved Change Orders No. 0 to No. 3: \$ 1,239,882.43	Increase from previously approved Change Orders No. 0 to No. 3: Substantial Completion: 75 Ready for final payment: 75
Contract Price prior to this Change Order: \$ 1,239,882.43	Contract Times prior to this Change Order: Substantial Completion: 315 days Ready for final payment: 345 days
Decrease this Change Order: \$ 52,584.95	No change this Change Order: Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order: \$ 1,187,297.48	Contract Times with all approved Change Orders: Substantial Completion: 315 days Ready for final payment: 345 days

	Recommended by Engineer (if required)	Accepted by Contractor
By:		
Title:		
Date:		
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

Cost Breakdown				
Item No.	Change Type	Item Description	QTY	Amount
CO#3	ADD	Force Main Tie-In	1	\$ 12,352.55
CO#5	ADD	RipRap Materials	1	\$ 25,375.00
1.15	ADD	Remove and Replace Asphalt	195	\$ 19,500.00
1.04	REMOVE	8" PVC Sanitary Sewer, 10'-12'	102	\$ (13,770.00)
1.09	REMOVE	4" DI Force Main	40	\$ (5,000.00)
1.10	REMOVE	DI Fittings	140	\$ (5,600.00)
1.11	REMOVE	4" MJ Retainer Glands	3	\$ (2,000.00)
1.12	REMOVE	4" Bell Restraints	1	\$ (250.00)
1.14	REMOVE	Stabilized Driveway	1350	\$ (13,500.00)
1.16	REMOVE	Gravel Foundation	2	\$ (60.00)
1.19	REMOVE	New Guardrail	30	\$ (9,000.00)
1.20	REMOVE	Remove and Replace Guardrail	70	\$ (26,250.00)
1.22	REMOVE	Sand or Sand-Clay Backfill	28	\$ (700.00)
2.01	REMOVE	8" PVC Sanitary Sewer, 10'-12'	15	\$ (2,137.50)
2.02	REMOVE	48" Manhole, 10'-12'	1	\$ (20,000.00)
2.04	REMOVE	8"x4" Wye or Tee	3	\$ (1,725.00)
2.05	REMOVE	4" Lateral Pipe	133	\$ (5,320.00)
2.06	REMOVE	4" Cleanout	3	\$ (4,500.00)
CO's Total				\$ (52,584.95)



CHANGE ORDER

DATE: June 29th, 2026
COMPANY: City of Chipley
ATTN: Heath Roberts

PROJECT: Peach St

We propose to perform the following for \$12,352.55

- See attached spreadsheet.

This change order is valid for 30 days.

Sincerely,

Kenneth Jenkins

Kenneth Jenkins
Project Manager

Accepted By: _____ Signature

_____ Print

Item No.	Item Description	Qty	Unit	Unit Price	Amount
Force Main Tie-In Relocation					
1	Remove & Replace Existing Curb	24	LF	\$ 75.00	\$ 1,800.00
2	Remove Existing 4" DI Pipe	30	LF	\$ 20.00	\$ 600.00
3	4" Tee	65	LBS	\$ 40.00	\$ 2,600.00
4	4" Sleeve	15	LBS	\$ 40.00	\$ 600.00
5	4" Cap	9	LBS	\$ 40.00	\$ 360.00
6	4" 45 Bend	44	LBS	\$ 40.00	\$ 1,760.00
7	4" Bell Restraint	2	EA	\$ 250.00	\$ 500.00
8	4" DI Pipe (Material, Labor & Equipment)	20	LF	\$ 130.00	\$ 2,600.00
9	Relay Existing 4" DI Pipe	30	LF	\$ 45.00	\$ 1,350.00
				1.5% Bond=	\$ 182.55
					\$ 12,352.55



CHANGE ORDER

5

DATE: August 19th, 2026
COMPANY: City of Chipley
ATTN: Heath Roberts

PROJECT: Peach St

We propose to perform the following for \$25,375.00

- See attached spreadsheet.

This change order is valid for 30 days.

Sincerely,

Kenneth Jenkins

Kenneth Jenkins
Project Manager

Accepted By: _____ Signature

_____ Print

Item No.	Item Description	Qty	Unit	Unit Price	Amount
RipRap Material					
1	RipRap (Material & Hauling Only)	2,500	SF	\$ 10.00	\$ 25,000.00
				1.5% Bond=	\$ 375.00
					\$ 25,375.00

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-58 – Florida Local Government Health Insurance Consortium

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This resolution authorizes the City to join the Florida Local Government Health Insurance Consortium (FLGHIC) for the purpose of providing self-insured health, accident, and hospitalization coverage to eligible City officers, employees, and their dependents. The resolution authorizes the City to make required member contributions and authorizes the Mayor to execute the Interlocal Agreement, Membership Agreement, and other documents necessary to establish membership in the Consortium.

Florida Blue has announced a 26% increase in health insurance rates. Joining the FLGHIC is expected to provide a more cost-effective health insurance option while helping to maintain competitive benefits for City employees and their dependents.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-58 – Florida Local Government Health Insurance Consortium.

ATTACHMENTS

1. Resolution No 26-58

EXHIBIT A to the

Florida Local Government Health Insurance Consortium Business Associate Agreement

Endorsement

_____ ("Member") hereby endorses, acknowledges, accepts and agrees to be bound by the terms and provisions of the Florida Local Government Health Insurance Consortium Business Associate Agreement dated as of October 1, 2014 ("BAA") by and among The Benecon Group, Inc., ConnectCare3, LLC, Brown & Brown of Florida, Inc., and Florida Local Government Health Insurance Consortium ("FLGHIC") and its Members.

IN WITNESS WHEREOF, Member has executed this Endorsement intending to be legally bound by the terms and provisions of the Agreement as of the date shown below.

By:_____

Name:_____

Title:_____

Date:_____

RESOLUTION NO. 26-57**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY OF WASHINGTON COUNTY, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE FLORIDA LOCAL GOVERNMENT HEALTH INSURANCE CONSORTIUM (FLGHIC) AND THE CITY OF CHIPLEY, FLORIDA .**

WHEREAS, the City of Chipley (the “Member”) desires to enter into a risk management consortium with other Florida local governmental units for the purpose of providing self-insured health, accident and hospitalization coverage to its officers and employees and their dependents; and

WHEREAS, Section 112.08, Florida Statutes, provides that each local governmental unit may self-insure any plan for health, accident, and hospitalization coverage or enter into a risk management consortium to provide such coverage; and

WHEREAS, the Member is a public agency of the State of Florida within the meaning of Part I, Chapter 163, Florida Statutes, the Florida Interlocal Cooperation Act of 1969 (the “Interlocal Act”); and

WHEREAS, the Interlocal Act provides that public agencies may enter into an interlocal agreement with each other to jointly exercise any power, privilege or authority which each share in common and which each might exercise separately; and

WHEREAS, the Interlocal Act permits public agencies to make the most efficient use of their powers by enabling them to cooperate with other public agencies on the basis of mutual advantage thereby providing services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the Interlocal Act authorizes public agencies to enter into an interlocal agreement creating a separate legal entity for the purpose of jointly exercising their powers; and

WHEREAS, pursuant to the terms of the proposed Interlocal Agreement Creating the Florida Local Government Health Insurance Consortium (the “FLGHIC Interlocal Agreement”) a local governmental unit may join with other local governmental units to form a risk management consortium for the purpose of providing self-insured health, accident and hospitalization coverage to their officers and employees and their dependents; and

WHEREAS, it is the intent of the Member, with other local governmental units, pursuant to Sections 112.08 and 163.01, Florida Statutes, to form a risk management consortium that will be a separate legal entity and body public known as the Florida Local Government Health Insurance Consortium (the “Consortium or FLGHIC”) through the execution of the FLGHIC Interlocal Agreement; and

WHEREAS, the Member finds that entering into a risk management consortium for the purpose of providing health, accident and hospitalization coverage to its officers, employees and their dependents serves a governmental purpose and would be in the best interest of the Member, its officials, officers and citizens in that it will allow the Member to combine its purchasing power with that of other local governmental units that are also public agencies as that term is defined in the Interlocal Act and to realize efficiencies associated with joint administration of a risk management plan; and

WHEREAS, the FLGHIC Interlocal Agreement provides that a local governmental unit may become a member of the Consortium by execution of a Membership Agreement, providing evidence of an adopted resolution approved by the local governmental unit's governing body, and approval by a majority of the Consortium's Executive Committee if the member is not one of the originating members of the Consortium; and

WHEREAS, as the governing body of the Member desires to become a member of the Consortium formed in accordance with the above-described statutes, it has passed, in accordance with applicable law the following resolution;

NOW, THEREFORE, BE IT RESOLVED by the City of Chipley of Washington County, Florida, that:

1. That the governing body of the Member has reviewed Sections 112.08 and 163.01, Florida Statutes, and the merits of joining in a risk management consortium for the purpose of providing self-insured health, accident and hospitalization coverage to its officers, employees and their dependents.
2. That the governing body of the Member finds that it serves the public interest and is in the best interest of the Member, its officials, officers, and citizens to join with other local governmental units in the Consortium for the purpose of combining its purchasing power with that of other local governmental units that are also public agencies as that term is defined in the Interlocal Act and to realize efficiencies associated with joint administration of a risk management plan.
3. The Member is authorized to make Member Contributions to the Consortium as required pursuant to the terms and conditions of the Interlocal Agreement.
4. The Mayor (the "Representative"), who is the governmental official empowered to enter into the Interlocal Agreement on behalf of the Member, is hereby authorized and directed to execute on behalf of the Member the Interlocal Agreement attached hereto as Exhibit "A" as well as the associated Membership Agreement, and any other documents necessary for membership in the Consortium.
5. This Resolution shall take effect immediately upon its adoption or otherwise in accordance with applicable Florida law.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 8th day of September, 2026

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

DRAFT

FLORIDA LOCAL GOVERNMENT HEALTH INSURANCE CONSORTIUM
MEMBERSHIP AGREEMENT

The undersigned local governmental unit, which is a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, through the signature set forth below by a duly authorized official of, hereby indicates its intent to become a member of the Florida Local Government Health Insurance Consortium (the "Consortium"), subject to any required approval by the Consortium's Executive Committee, and agrees as follows:

(a) That, by this reference, the Interlocal Agreement Creating the Florida Local Government Health Insurance Consortium ("Interlocal Agreement"), and all of its terms, conditions and provisions, is hereby adopted, approved, and ratified by the undersigned local governmental unit. The undersigned local governmental unit certifies that it has received a copy of the Interlocal Agreement and further agrees to be bound by the provisions and obligations of a Member as set forth in the Interlocal Agreement ;

(b) To pay all Member Contributions to the Consortium on or before the date due;

(c) To abide by the rules and regulations adopted by the Consortium's Board of Directors or Executive Committee; and

(d) That all information provided by the local governmental unit to the Consortium for underwriting or other purposes is, and will be, true, correct and accurate in all respects.

Member Name:

By (signature): _____

Title: _____

Attest: _____

Title: _____

Notices to Member Shall Be Addressed and/or Delivered To (Name, Title & Address):

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: 592 Main Street – Taxes Due

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

The property located at 592 Main Street was foreclosed on December 3, 2025. The property has taxes due in the amount of \$14,004.67 as of July 30, 2026. Attorney fees as of 08/10/2026 total \$9,349.47 which includes work done on 589 Main Street.

At the August 11, 2026 Council Meeting, Attorney Jordan explained that the matter was very complex due to multiple deceased property owners. The two parcels were included in the same complaint because they were owned by the same individuals. The parcel at 589 Main Street was sold at a tax deed sale, resulting in a surplus of approximately \$13,000. She stated that there is no way to separate the attorney fees between each parcel.

Attorney Jordan further explained that although the taxes are currently due, the City is not required to pay them at this time. A tax certificate is due to be issued, and she believes there is an applicant interested in applying for the tax certificate. She stated that it is the Council’s decision whether to clean up the property or leave the property as is and then try to sell the property or auction it.

Mayor Andrews stated that she would like the City’s realtor to provide an estimate of the potential value of the parcel before the Council makes a decision.

This item was tabled at the August 11, 2026, City Council meeting to allow additional information to be gathered.

Cindy Birge, Elite Realty, submitted a letter providing her professional opinion based on her experience and knowledge of the local real estate market. She stated that the home is in a deteriorated condition and estimated its potential market value to be approximately \$5,000 to \$7,000. Her opinion is that the existing structure would most likely need to be removed from the property rather than rehabilitated.

RECOMMENDATION

Discussion.

ATTACHMENTS

- 1. Elite Realty Letter
- 2. Certificate of Title
- 3. Attorney Fees



964 Main Street, Chipley, Fl. 32428 Office: (850) 638-0370

Re: City-Owned Property Located at 592 Main Street, Chipley, Florida

To Whom It May Concern:

Based upon the present condition of the improvements, it is my professional opinion that the existing structure contributes little, if any, value to the property. The home is currently uninhabitable and is not suitable for occupancy in its present condition. The structure does not have a functional kitchen, bathroom, or air-conditioning system. In addition, the flooring is substantially deteriorated and rotten in areas, the roof is in poor condition, and daylight is visible from inside the structure through portions of the building envelope.

Due to the extent of the deterioration, I believe the existing structure would most likely need to be removed from the property rather than rehabilitated. Any purchaser would need to consider the additional expense associated with demolition and removal of the structure before the parcel could be put to another productive use.

In its current condition, I believe the property would primarily be marketed and valued for the underlying land only. Based upon my knowledge of the local real estate market and considering the condition of the property, I would estimate a potential market value in the range of approximately \$5,000 to \$7,000.

Given the limited market value and the expense that would likely be associated with preparing the property for redevelopment, the City may wish to consider whether the parcel could be better utilized through a community-focused alternative. One option may be the donation or conveyance of the property to a qualified nonprofit organization, such as Habitat for Humanity, that could potentially remove the existing structure and use the property for the development of affordable housing or another beneficial community purpose.

This opinion is based upon my professional experience and knowledge of the local real estate market.

Sincerely,

Cindy Birge

Broker, Elite Realty

IN THE COUNTY COURT FOR THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR WASHINGTON COUNTY, FLORIDA

CITY OF CHIPLEY, a Florida
municipal corporation,

Plaintiff,

Case No. 2023-CC-39

v.

ESTATE OF MARY C. MYDOSH
a/k/a MARY C. MYDOSH a/k/a
MARY MYDOSH a/k/a MARY
CARMELLA DAVIS, deceased, ALL
HEIRS, BENEFICIARIES,
DEVISEES, LEGATEES, SPOUSES
AND CREDITORS OF THE ESTATE
OF MARY C. MYDOSH a/k/a MARY
C. MYDOSH a/k/a MARY MYDOSH,
a/k/a MARY CARMELLA DAVIS,
deceased, and CHARLES SMEJKAL,
JR., individually,

Defendants.

CERTIFICATE OF TITLE

The undersigned Clerk of Court certifies that she executed and filed
a Certificate of Sale in this action on Wednesday, December 3, 2025, for
the following described real property in Washington County, Florida:

BEGINNING AT A POINT 285 FEET NORTH OF THE SE CORNER
OF LOT 20, BLOCK F, HAGERMAN ADDITION TO THE TOWN OF
CHIPLEY, FLORIDA, THENCE NORTH 150 FEET, THENCE WEST
130 FEET, THENCE SOUTH 150 FEET, THENCE EAST 130 FEET
TO POINT OF BEGINNING, IN SECTION 33, TOWNSHIP 5 NORTH,
RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA.

located at 592 Main Street, Chipley Florida, (tax parcel numbered 00000000-
00-2872-0000) 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 3rd day of
December, 2025.



LORA C. BELL
CLERK OF THE CIRCUIT COURT
WASHINGTON COUNTY, FLORIDA

J. 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#:	202602797	Payee Name: BLANKENSHIP JORDAN P A
Receipt Date:	05/21/2026	
		Escrow Balance:
		Escrow Account:

Instrument(s): 202667003891-BK1371/PG842-843-DEED

Details		
Deed Doc Stamps		\$210.70
Indexing		\$0.00
Receipt Total:	\$210.70	
Amount Tendered:	\$210.70	
Amount Paid (including any fees):	\$210.70	
Overage:	\$0.00	

Check		\$210.70	3782	Tender:
	Auth. Code:			
	Card:			AID:
	Payment Method:			TID:
	Payment Variant:			MID:

Blankenship Jordan, P.A.

Matter Billing Log

Date Range: 04/13/2023 - 06/29/2026

Section H, Item3.

Matter Opened Date: 04/13/2023
File #: 17-0002-50

City of Chipley / 17-0002

RE: 592/589 Main Street Foreclosure

FEES

Date		Details	Hours	Amount
04/13/2023	Michelle Jordan	R/R title search reports and attachments, open new files, task draft complaint and related docs to HU	2:12	\$385.00
04/13/2023	Michelle Jordan	Review email from MBJ & task assigned. Review Title work & save to Google Drive. HU.	0:18	\$33.75
04/24/2023	Michelle Jordan	Review title work. Draft Complaint, NOLP, NOA&Email Designation, Notice of Action, Summons, & Aff. of Const. Service. Email pleadings to JAM for review. HU.	3:18	\$371.25
04/28/2023	Michelle Jordan	Email fm JAM. Finalize & file Complaint, Lis Pendens & NOA. HU.	0:30	\$56.25
04/28/2023	Law Clerk	Receive and Review drafts from Heather and reply same. JM	0:12	\$35.00
05/01/2023	Michelle Jordan	Email to MBJ/JAM re Efilling Receipt. Save initial pleadings. Create Pleading Index. Update Litigation Spreadsheet. Calendar deadlines. HU.	0:24	\$45.00
06/20/2023	Law Clerk	Receive/Review Email from Heather; re pleadings; reply same. JM	0:12	\$35.00
06/21/2023	Michelle Jordan	Email fm/to JAM re: RON. Setup RON. Conduct RON w/JAM to sign & notarize Aff. Const. Svs. HU.	0:30	\$56.25
06/22/2023	Michelle Jordan	Update Summons & NOA. Efile Summons, NOA & Affidavit. HU.	0:18	\$33.75
07/05/2023	Michelle Jordan	Review & Save pleadings. HU.	0:06	\$11.25
07/07/2023	Michelle Jordan	Review email fm Clerk rejecting NOA. Resubmit NOA, Affidavit of Const. Svc. & Summons. HU.	0:18	\$33.75
07/10/2023	Michelle Jordan	Download summonses & NOA fm Docket. P/C w/Clerk re: NOA not issued. HU.	0:24	\$45.00
07/18/2023	Michelle Jordan	Publish NOA, pay publication fee & save invoices. Draft ltr to Washington Co Sheriff re: personal service & email to JAM w/pleadings to be served. HU.	0:30	\$56.25

Blankenship Jordan, P.A.

Matter Billing Log

Section H, Item3.

Date Range: 04/13/2023 - 06/29/2026

07/19/2023	Law Clerk	Receive/Review Email from Heather re docs to be served; calendar followup needed. JM	0:12	\$35.00
07/26/2023	Law Clerk	draft memo to file. JM	0:18	\$52.50
08/05/2023	Michelle Jordan	Draft NOSubCounsel & email to CJD & MBJ. HU.	0:12	\$22.50
08/11/2023	Michelle Jordan	Revise NOSubCounsel & email to MBJ. HU.	0:06	\$11.25
08/17/2023	Michelle Jordan	Download & review Affidavit Publication. Draft NOFiling Affidavits of Publication. Email to JAM/MBJ. HU.	0:18	\$33.75
08/18/2023	Michelle Jordan	Revise & file NOF Affidavit of Publication. Update Lit. Spreadsheet. HU.	0:12	\$22.50
08/18/2023	Law Clerk	Receive and Review email and drafts from H. Rev / reply. H. Re same.	0:06	\$17.50
09/15/2023	Michelle Jordan	Revise Sub. Counsel & email to MJG. HU.	0:12	\$22.50
09/20/2023	Michelle Jordan	Email fm MJG. Finalize & file Notice of Sub. of Counsel. HU.	0:06	\$11.25
09/22/2023	Michelle Jordan	Save pleading. HU.	0:06	\$11.25
10/21/2023	Michelle Jordan	LR 23-024; calculate amounts due; pull report for legal expenses; draft, proof, and revise surplus claim form; draft email corr to TD and DM; update file	0:48	\$160.00
12/29/2023	Michelle Jordan	Draft Amended Complaint, Motion to Appoint AAL and proposed Order. Email same to MJG. HU.	0:54	\$112.50
01/02/2024	Michelle Jordan	Review/ draft/ revise amended complaint, motion to appoint receiver and order appointing receiver. MG.	0:36	\$120.00
01/03/2024	Michelle Jordan	Finalize & file Amended Complaint and Motion to Appoint AAL. Draft letter to Judge & efile w/proposed Order. Mail copies to defendant. Cert Mail \$6.42. HU.	0:42	\$87.50
01/04/2024	Michelle Jordan	Receive/ review order appointing attorney ad litem. MG.	0:06	\$20.00
01/05/2024	Michelle Jordan	Update pleading index & link pleadings. Review & save pleadings. Email to K. Novonglosky re: Order Appointing her as AAL. Update Lit. Mgmt Spreadsheet. HU.	0:12	\$25.00
01/25/2024	Michelle Jordan	Review & save pleadings. HU.	0:06	\$12.50
03/25/2024	Michelle Jordan	Email from TD re: hold. Review file & update Lit mgmt spreadsheet. FollowupeEmail to MJG re: AAL email. HU.	0:12	\$25.00
03/26/2024	Michelle Jordan	Email communication with K Novonglosky's office regarding JTROS Deed and search for heirs of Mydosh. MG.	0:06	\$20.00
11/01/2024	Michelle Jordan	Review & save pleadings. HU.	0:06	\$12.50
12/04/2024	Michelle Jordan	Draft & file alias summons for Smejkal (new york address). HU.	0:12	\$25.00
12/11/2024	Michelle Jordan	Save pleadings, update pleading index & link pleadings. Send summons &	0:12	\$25.00

Blankenship Jordan, P.A.
Matter Billing Log
Date Range: 04/13/2023 - 06/29/2026

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pleadings to process server in NY re: Smejkal. HU.

12/16/2024	Michelle Jordan	Email fm/to MJ. HU.	0:06	\$12.50
12/26/2024	Michelle Jordan	Email fm Process Sever. Review, efile and save return of non-service re: Smejkal. HU.	0:12	\$25.00
02/12/2025	Michelle Jordan	Draft motion for const. service, proposed order & affidavit. Email same to MG for review. HU.	0:24	\$50.00
02/13/2025	Michelle Jordan	Draft/ revise/ finalize/ execute affidavit supporting constructive service of process. MG.	0:06	\$20.00
02/19/2025	Michelle Jordan	Draft/ revise motion for constructive service. MG.	0:06	\$20.00
02/19/2025	Michelle Jordan	Email MG re: reviewed motion for const. service. Save signed affidavit of const. service. Finalize & file motion for const. service, affidavit, letter to judge and proposed Order. Save efiled copy of motion and affidavit. HU.	0:24	\$50.00
02/20/2025	Michelle Jordan	Receive/ review order granting constructive service. MG.	0:06	\$20.00
02/20/2025	Michelle Jordan	Review & save pleading. HU.	0:06	\$12.50
03/21/2025	Michelle Jordan	Review clerk's docket, update pleading index and link pleadings. Update Litigation Mgmt Spreadsheet. HU.	0:12	\$25.00
04/15/2025	Michelle Jordan	Review clerk's docket, and update pleadings index. Draft motion for clerk's default & clerk's default. Email same to MG for review. HU.	0:36	\$75.00
04/21/2025	Michelle Jordan	Receive/ review/ approve motion for clerk's default against Smejkal and Clerk's Default. MG.	0:18	\$60.00
04/22/2025	Michelle Jordan	Email fm/to MG re: motion for clerk's default. HU.	0:06	\$12.50
04/23/2025	Michelle Jordan	Finalize & file motion for clerk's default. Save pleading. HU.	0:18	\$37.50
04/24/2025	Michelle Jordan	Email fm/to Clerk's office. Submit proposed Clerk's Default. HU.	0:06	\$12.50
04/25/2025	Michelle Jordan	Receive/ review default of Smejkal. MG.	0:06	\$20.00
05/08/2025	Michelle Jordan	Review & save pleading. HU.	0:06	\$12.50
05/20/2025	Michelle Jordan	Receive/ review motion for default judgment. MG.	0:12	\$40.00
05/20/2025	Michelle Jordan	Calendar response to MSJ deadline. Email JA re: scheduling hearing on MSJ. HU.	0:30	\$62.50
05/21/2025	Michelle Jordan	Finalize & file motion for default judgment. HU.	0:12	\$25.00
06/13/2025	Michelle Jordan	Draft proposed order on motion for default judgment & email same to MG. HU.	0:30	\$62.50
06/16/2025	Michelle Jordan	Receive/ review proposed default final judgment. MG.	0:18	\$60.00

Blankenship Jordan, P.A.

Matter Billing Log

Date Range: 04/13/2023 - 06/29/2026

Section H, Item3.

06/23/2025	Michelle Jordan	Review & save returned mail. Draft letter to Judge & file proposed default judgment & letter. HU.	0:18	\$37.50
06/24/2025	Michelle Jordan	Receive/ review default judgment entered against Smejkal. MG.	0:06	\$20.00
07/21/2025	Michelle Jordan	Review clerk's docket, update pleading index & link pleadings. HU.	0:06	\$12.50
07/25/2025	Michelle Jordan	Email to JA re: scheduling hearing on Motion for Default Judgment. HU.	0:12	\$25.00
08/01/2025	Michelle Jordan	Text fm MG. Email to JA w/hrg date. Email fm JA re: Mtn for Default Judgment Hrg. Review MG's calendar & text MG w/possible hrg dates. HU.	0:12	\$25.00
08/05/2025	Michelle Jordan	Draft notice of hearing & email same to MG. HU.	0:18	\$37.50
08/26/2025	Michelle Jordan	Finalize & file NOH. Mail to Defendants (\$0.74). Email courtesy copy to JA. Email to court reporter re: coverage. HU.	0:24	\$50.00
09/15/2025	Michelle Jordan	Prepare for evidentiary hearing on default judgment. MG.	0:30	\$100.00
09/15/2025	Michelle Jordan	Telephone conference in preparation for motion for default hearing and putting on testimony. MG.	0:18	\$60.00
09/16/2025	Michelle Jordan	Prepare for hearing on damages on 592 Main Street. MG.	1:18	\$260.00
09/16/2025	Michelle Jordan	Attend/ argue evidentiary hearing on default. MG.	0:18	\$60.00
09/16/2025	Michelle Jordan	Draft/ revise/ file proposed final judgment with findings of fact and cover letter to Judge Peel. MG.	1:00	\$200.00
09/16/2025	Michelle Jordan	Draft/ revise/ file notice of filing exhibits. MG.	0:12	\$40.00
09/17/2025	Michelle Jordan	Review & save pleadings. Email fm/to MG & MJ re: Final Jdgmt. Email to JA re: Final Judgment. HU.	0:12	\$25.00
09/25/2025	Michelle Jordan	Review clerk's docket to confirm date not added to original final judgment. Email to Clerk re: sale date for amended final judgment. HU.	0:12	\$25.00
09/30/2025	Michelle Jordan	Draft letter to judge, amend FJ to include foreclosure sale date & file same. HU.	0:12	\$25.00
10/02/2025	Michelle Jordan	Receive/ review amended final judgment. MG.	0:06	\$22.50
10/06/2025	Michelle Jordan	Calendar Foreclosure Sale date. Publish & mail Amended Final Judgment to Ds. Draft Notice of Sale, Certificate of Sale, and Notice of Certificate of Service & email to MG for review. HU.	1:06	\$165.00
10/07/2025	Michelle Jordan	Email fm MG. Finalize & file notice of sale, certificate of title, certificate of sale & certificate of compliance re: Am FJ. HU.	0:18	\$45.00
10/07/2025	Michelle Jordan	Draft/ revise/ Finalize Certificate of Sale, Certificate of Compliance with Amended Final Judgment, Notice of Sale, and Certificate of Title. MG.	0:30	\$112.50
10/10/2025	Michelle Jordan	Email fm/to MJ re: publication charge. HU.	0:06	\$15.00

Blankenship Jordan, P.A.

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10/16/2025	Michelle Jordan	Schedule publication of notice of sale for 2 wks before 12/3 FS. Pay invoice re: same. HU.	0:18	\$45.00
11/04/2025	Michelle Jordan	Draft notice of filing re: proof of publication for amended final judgment. Email same to MG. HU.	0:18	\$45.00
11/04/2025	Michelle Jordan	Review/analyze/ revise notice of affidavit and proof of publication. MG.	0:12	\$45.00
11/05/2025	Michelle Jordan	Finalize & file notice of filing proof of publication. Mail same to defendant. HU.	0:24	\$60.00
11/10/2025	Michelle Jordan	Email fm/to MJB re: publications in Washington Co. News. HU.	0:06	\$15.00
11/11/2025	Michelle Jordan	Review clerk's docket, update pleadings and pleading index, and link pleadings to pleading index. HU.	0:12	\$30.00
12/03/2025	Michelle Jordan	Review & save pleading. Draft notice of filing for publication affidavit re: notice of sale & email to MG. Finalize & file notice of publication. Save pleading. HU.	0:36	\$90.00
12/03/2025	Michelle Jordan	Review/ approve/ finalize notice of filing proof of publication. MG.	0:06	\$22.50
12/04/2025	Michelle Jordan	Email fm Real foreclosure re: doc stamp payment. Email to MG/MJ re: same. HU.	0:06	\$15.00
03/13/2026	Michelle Jordan	Review clerk's docket, save pleadings, update pleading index & link pleadings. HU.	0:12	\$30.00
04/17/2026	Michelle Jordan	Email to Clerk re: certificate of title not being entered. HU.	0:06	\$15.00
04/20/2026	Michelle Jordan	Email fm Clerk re: certificate of file & doc stamp fees. Email to MJ re: same. HU.	0:12	\$30.00
06/29/2026	Michelle Jordan	Review clerk's docket, save pleadings & update pleading index. HU.	0:12	\$30.00
Total				\$4,632.50

DISBURSEMENTS

Date	Expense	Amount
04/13/2023		\$200.00
04/13/2023	Title Search Fee 589 Main	\$200.00
04/28/2023		\$414.00
06/21/2023	Remote Online Notarization Fees (at Costs). HU.	\$7.00
07/18/2023		\$350.70
07/18/2023		\$348.50
07/25/2023	Process Service Cost	\$80.00

Blankenship Jordan, P.A.
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01/03/2024		\$6.42
10/31/2024		\$500.00
12/05/2024		\$10.35
12/11/2024	Process Service Cost	\$75.00
05/21/2025	Mail motion to defendant. HU.	\$0.69
08/26/2025	Mail copy of notice to Defendants. HU.	\$0.78
10/06/2025	Publication of Amended Final Judgment	\$1,637.70
10/09/2025		\$140.00
10/10/2025	Court Reporting	\$97.85
10/16/2025	Publication of Notice of Sale	\$436.50
11/05/2025	Mail notice of filing to defendant. HU.	\$0.78
05/21/2026	Documentary Stamps for Foreclosure Sale	\$210.70
Total		\$4,716.97

Summary of Fees and Disbursements

Total Fee & Disbursements \$9,349.47

Blankenship Jordan, P.A.

Matter Billing Log

Date Range: 04/13/2023 - 06/29/2026

Section H, Item3.

Filter	Value
Matter Owner	All
Date Range	All Dates
Client	All
Matter	City of Chipley-592/589 Main Street Foreclosure
Active Clients Only	False
Active Matters Only	False
Fee Entries Include All	True
Billed	No
UnBilled	No
Non Billable	No
Hold	No
No Charge	No
Description Only	Yes
Only Task	No
Task & Description	No
Ignore Entry if less than	False
Cost Entries Include All	True
UnBilled	No
Billed	No
Non Billable	No
Hold	No
No Charge	No
Description Only	Yes
Only Expense	No
Expense & Description	No
Ignore Entry if less than	False
Group identical soft cost charges	No

Blankenship Jordan, P.A.

Matter Billing Log

Date Range: 04/13/2023 - 06/29/2026

Section H, Item3.

for Invoice Printing

Include Payment Transactions No

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Chipley Heights Subdivision – Impact & Tap Fees – Kevin Yoder

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

Mr. Kevin Yoder, Chipola Area Habitat for Humanity Executive Director, would like to discuss the Impact & Tap fees for the Chipley Heights Subdivision.

RECOMMENDATION

Discussion.

ATTACHMENTS

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for Modification to Development Order- Ashlynn Marquez – Main Street

MEETING DATE	PREPARED BY
Tuesday, September 8, 2026	Patrice Tanner, City Administrator

SUMMARY

Mr. Brent Melvin, David H. Melvin, Inc., would like to request a modification to the Development Order requiring the additional eight (8) inch height for the curbing, since FDOT recently placed additional delineator posts along US 90 effectively blocking off access to US 90 from the grass lot.

RECOMMENDATION

City staff recommend approval of Request for Modification to Development Order- Ashlynn Marquez – Main Street.

ATTACHMENTS