



**City of Chipley
City Council Meeting**

August 11, 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 - July 14, 2026
- [2.](#) Special Council Meeting - August 3, 2026

F. PRESENTATIONS

1. Darlings Dixie Softball State Champions

G. CONSENT AGENDA

- [1.](#) **Resolution No. 26-49** – FY 2025-2026 Budget Amendment No. 2
- [2.](#) **Resolution No. 26-50** - Community Redevelopment Agency (CRA) 2026-2027 Budget Amendment
- [3.](#) **Award of Bid 2026-03** – Florida Department of Commerce CDBG-DR - North 2nd Street Roadway & Drainage Improvements – Extreme Land Restoration, LLC
- [4.](#) **Fiscal Year 2025-2026 Budget and TRIM Schedule**
- [5.](#) **Settlement and Release Agreement** – Fellowship of Psalms

[6.](#) **Farmer’s Market & Gazebo Rental** – Cornerstone New Life Fellowship Church

[7.](#) **Special Event Application** – Truth Church Color Run

H. AGENDA ITEMS

[1.](#) **Request for a Development Order** – Ashlynn Marquez – Main Street

[2.](#) **Resolution No. 26-48** – 1278 Holley Ave - Grace Assembly of God

[3.](#) **Code Enforcement Case** – 504 Martin Luther King Drive

[4.](#) **592 Main Street** – Taxes Due

[5.](#) **Communications Site Lease Agreement** – Wildstar Networks

I. OTHER BUSINESS

J. ADJOURN

K. ZOOM

[1.](#) ZOOM Information

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

City of Chipley
Council Meeting
Minutes
July 14, 2026 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mr. Leonard Blount, Council Member

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

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Ambers Carter, Asst./Public Works Dir.
 Mr. Hunter Aycock, Fire Chief
 Mrs. Jamie Richter, Finance Director
 Mrs. Tamara Donjuan, Code Enf/Planning Officer

Ms. Sherry Snell, City Clerk
 Mr. Michael Richter, Police Chief
 Mr. Brock Tate, Recreation Director
 Mr. Jimmy Cook, Water Utilities Director
 Mrs. Michelle Jordan, City Attorney

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

A. CALL TO ORDER

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

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

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

D. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

No further discussion.

E. APPROVAL OF MINUTES

Section E, Item1.

1. Regular Council Meeting – June 9, 2026

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

F. DEPARTMENT REPORTS

1. **Attorney** – Attorney Jordan. Attorney Jordan stated that an Executive Session was needed regarding the Chipley Course Case. The City Council scheduled the meeting for July 23, 2026 at 4:00 p.m. No further discussion.
2. **CRA** – Shirley Parrado. Mrs. Parrado stated that CRA still has funds available and no grants have been requested this month. No further discussion.
3. **Fire Department** – Chief Hunter Aycock. Chief Aycock stated it was the busiest month the department has experienced, and operations ran smoothly with no issues. Mr. Russell asked if the department was still needing volunteers. Chief Aycock stated they have 19 volunteers right now and could use three more. Mayor Andrews asked Chief Aycock to let his team know we are thankful for their support and they did an excellent job at the fire on July 4th. No further discussion.
4. **Code Enforcement** – Tamara Donjuan. Mrs. Donjuan stated she had been mailing letters out and was pretty busy. Ms. McCall inquired about the timeline for the former Progressive Realty building on Hwy 77. Mrs. Donjuan stated that a letter had been sent to the property owner and that a new permit application had since been submitted. Mrs. Tanner added that the contractor had obtained a business license. No further discussion.
5. **Planning & Zoning** – Tamara Donjuan. Mrs. Donjuan stated it had been slow this month. No further discussion.
6. **Police Department** – Chief Michael Richter. Chief Richter stated his department has been very busy with events, including Blues & Brews, several parades, the Fourth of July, and the Watermelon Festival. He reported that all events went extremely well. Chief Richter also told the Council about an incident involving gunfire. He stated that the officers responded quickly to ensure the safety of the citizens and conducted a thorough investigation. Six of the seven individuals involved were identified and charges are being pursued. He stated he is proud of the work they have done. Mayor Andrews gave compliments for all Departments involved at the Watermelon Festival for excellent work. Mr. Russell thanked Chief Richter for his department doing the Polar Patrol throughout the city. No further discussion.
7. **Public Works Department** – Guy Lane. Mr. Lane stated that his department had also been busy with all the events and also the First National Bank project and cutting grass. Mayor Andrews thanked Mr. Lane and his team for all their hard work. No further discussion.
8. **Recreation Department** – Brock Tate. Mr. Tate stated that staff had been busy wrapping up the baseball season. He announced that the 7-8 year-old girls' softball team won the state championship and would be advancing to the World Series. He also reported that the splash pad is the busiest that it's ever been. Mrs. Cain stated they were doing a good job.
9. **Water Utilities Department** – Jimmy Cook. Mr. Cook stated they were cutting grass daily and everything is going fine. No further discussion.
10. **Finance Department** – Jamie Richter. Mrs. Richter stated everything was going well. Mayor Andrews said she appreciated the willingness to acknowledge issues when they arise and let the citizens know what is going on. She thanked Mrs. Richter for her efforts and asked her to let her team know they are doing a good job.
11. **City Administrator** – Patrice Tanner. Mrs. Tanner stated the city had applied for two grants

recently through Rural Infrastructure Funds. One is for the downtown parking improvement where the old fire station was located. The other is for the Phase I sewer improvements Vo-Tech lift station, which will be part of the overall Brickyard Road sewer improvements project. She added that Mr. Lane asked Legendary to trim some overgrown bushes at the city limits sign, so it is visible again. She thanked Mr. Lane for taking care of this issue. No further discussion.

Section E, Item1.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-44** – State-funded Grant Supplemental Agreement – Pecan Street Roadway Resurfacing Project. This resolution will approve a State-Funded Grant Supplemental Agreement for the Pecan Street Roadway Resurfacing Project for an additional \$1,844,458.00 for Construction and CEI Services. The total Agreement is in the amount of \$2,594,458.00 with a completion date of October 31, 2027. The project is to resurface Pecan Street from South Boulevard to Church Avenue for a total of .739 miles.
2. **Resolution No. 26-46** – Florida Department of Financial Services Firefighters Assistance Grant – 5 Self Contained Breathing Apparatus (SCBA). This resolution will approve the submittal of a Firefighter Assistance Grant with the Florida Department of Financial Services Division of the State Fire Marshall in the amount of \$54,354.55 to purchase 5 Self Contained Breathing Apparatus (SCBA).
3. **Resolution No. 26-47** – Florida Department of Financial Services Firefighters Assistance Grant – Powered Extrication Equipment. This resolution will approve the submittal of a Firefighter Assistance Grant with the Florida Department of Financial Services, Division of the State Fire Marshall in the amount of \$23,720.00 to purchase powered extrication equipment (spreader & cutter).
4. **Work Authorization No. 2026-02** – Continuing Professional Engineering Services – FDOT Beautification Grant. This work authorization addresses the necessary services for Landscape Architecture associated with FDOT Grant G3R77 between the Florida Department of Transportation and the City of Chipley. The tasks associated with this project are providing landscape architecture services for SR 77 Main Street from SR 10 (US 90) Jackson Avenue to Church Avenue. The total for these services is a lump sum not to exceed \$9,750.00. The design fees are not included in the grant awarded by FDOT and will be a city expenditure.
5. **Chipley Housing Authority** – Appointment of Commissioner – Alan Bush. This will approve the appointment of Alan Bush to the Chipley Housing Authority for a four-year term, effective July 1, 2026 through June 30, 2030.
6. **FY 23-24 Updated Minutes.** The FY 23-24 Minutes have been updated by adding explanation to the consent agenda items.
7. **Special Event Application** – Young Professionals Meeting – Washington County Chamber of Commerce. The Washington County Chamber of Commerce is requesting approval to hold a Young Professionals Meeting at the First National Bank Parkette on Wednesday, August 12, 2026, from 5:30 p.m. to 7:30 p.m. This will be a networking event for young professionals in Washington County.
8. **Modification to Listing Agreement** – Oswald Road Property (Davidson Sprayfield). This will extend the listing agreement with Elite Realty for the sale of the Oswald Property (Davidson Sprayfield) for one additional year with a termination date of 07/09/2027.

No further discussion.

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

G. AGENDA ITEMS

1. **Ordinance No. 999 (Public Hearing)** – Repealing Chapter 6 – Animal Control and Enacting a New Chapter 6 – Animal Control. Mayor Andrews closed the regular meeting and opened the public hearing at 5:22 p.m. Mrs. Tanner read the Ordinance by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, REPEALING CHAPTER 6, "ANIMAL CONTROL," OF THE CITY CODE IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 6, "ANIMAL CONTROL," TO ESTABLISH COMPREHENSIVE AND CONSOLIDATED ANIMAL CONTROL PROVISIONS; REMOVING BREED-SPECIFIC REGULATIONS; ADDING PROVISIONS FOR DANGEROUS ANIMALS, CAT MANAGEMENT, DEFINITIONS, NOISE NUISANCES, AND TIERED PENALTIES; PROVIDING FOR SEVERABILITY, CONFLICTS, REPEALER, AND FOR AN EFFECTIVE DATE.

Mrs. Tanner stated this will approve the final reading of Ordinance No. 999 - Repealing Chapter 6 – Animal Control and Enacting a New Chapter 6 – Animal Control. Official notice to advise the public of the proposed adoption of Ordinance No. 999 was published in the Washington County News on July 1, 2026. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews stated she wanted to clarify that the Ordinance changed the limitation from no more than four pets to removing the numerical limit altogether. She explained that any issues related to the number of animals would instead be addressed under the nuisance provisions of the Ordinance. Attorney Jordan stated this Ordinance focuses on the behavior of the animal or the person in control of the animal.

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

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

2. **Ordinance No. 1000 (Public Hearing)** – Amending Chapter 9 – Cemeteries. Mayor Andrews Closed the regular meeting and opened the public hearing at 5:26 p.m. Mrs. Tanner read the Ordinance by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING THE CITY OF CHIPLEY MUNICIPAL CODE BY ADDING CHAPTER 9, CEMETERIES; ESTABLISHING REGULATIONS FOR CITY-OWNED AND CITY-MAINTAINED CEMETERIES, INCLUDING REGULATIONS GOVERNING THE INTERMENT OF HUMAN REMAINS AND CREMATED REMAINS, THE MAINTENANCE OF GRAVESITES, THE REMOVAL OF PERSONAL ITEMS, THE INSTALLATION OF PERMANENT FIXTURES, THE PLANTING OF VEGETATION, AND DOMESTIC ANIMALS THEREIN; PROVIDING FOR DEFINITIONS; PROVIDING FOR AUTHORITY AND JURISDICTION; PROVIDING FOR PURPOSE; PROVIDING FOR A REPEALER; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR RELATED MATTERS.

Mrs. Tanner stated this will approve the final reading of Ordinance No. 1000. Attorney Jordan stated there was only one amendment that added a reference to the new Chapter 6 where owners must clean up after their animals. Official notice to advise the public of the proposed adoption of Ordinance No. 1000 was published in the Washington County News on July 1, 2026. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:28 p.m. No discussion.

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

3. **Resolution No. 26-45 – Microplastics – Legal Services Contract – David Grossman & Associates PLLC.** Attorney Jordan stated this resolution will approve a Legal Services Contract with David Grossman & Associates PLLC and its Partner firms to work with the City to have testing and mapping performed, at no expense to the City, and to prosecute on a contingency basis proceedings for damages against the responsible parties who substantially contributed to municipalities being contaminated by PFAS, Microplastic and 1,4 Dioxane. A settlement was reached and a fund of money is available that municipalities can apply to for dealing with current, ongoing, or future/anticipated PFAS issues, even if they were not named plaintiffs in the class action. The PFAS standards differ based on the funding source, but it is anticipated that every single municipal water system in the US will have levels that are detectable and eligible for funding. The registration deadline is July 31, 2026.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve Resolution No. 26-45 – Microplastics – Legal Services Contract – David Grossman & Associates PLLC. The motion passed unanimously.

4. **Request for a Land Use Change and Development Order – John and Leigh Whittington – 1370 Jackson Avenue.** Mrs. Donjuan stated John and Leigh Whittington are requesting a land use change and development order for the proposed Harvest Homeschool Hub, LLC. The property is currently zoned Commercial and was formerly used as a residential home, and the applicant is requesting a land use change to commercial use to be able to operate the proposed development as a homeschool for 15 to 20 students in grades K through 8. The project will also involve several site improvements, including renovations to the existing building, installation of a fire protection system, additional parking, and new signage. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Request for a Land Use Change and Development Order – John and Leigh Whittington – 1370 Jackson Avenue. The motion passed unanimously.

5. **Code Fines – 746 West Blvd.** Mrs. Tanner stated Impulsive Expressions LLC is requesting fines to be waived for property located at 746 West Blvd. Attorney fees as of 07/07/2026 total \$2,571.85. Total fines through July 7, 2026 at \$61,500.00. Attorney Jordan stated this is an active foreclosure case, but the property has since been brought into compliance. This request was approved previously for a different individual.

A motion was made by Council Member Russell and seconded by Council Member Cain to collect the attorney fees in the amount of \$2,571.85 for the property located at 746 West Blvd. The motion passed unanimously.

6. **RFQ No. 2025-03 – Real Estate Master Agreement and Task Order No. 2 – Elite Realty.** Mrs. Tanner stated Task Order No. 2 will be for Elite Realty to sell the property located at 616 Main Street that was seized by the Chipley Police Department. The Petitioner's Motion for Summary Final Judgment of Forfeiture was granted on May 19, 2026. She asked if the Council wanted to proceed with an appraisal, noting that it would incur an additional cost. The realtor stated the home and yard needed to be cleaned, which could potentially be handled in-house with Chief Richter and Mr. Lane working together. The estimated market value of the property is between \$125,000- \$150,000. The Council agreed not to proceed with an appraisal. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve RFQ No. 2025-03 – Real Estate Master Agreement and Task Order No. 2 – Elite Realty and list the home for \$150,000. The motion passed unanimously.

7. **1278 Holley Avenue Property** – Discussion. Mr. Robbie Collins, representing Grace Assembly of God, requested that the Council consider donating the property to the church due to it being an eyesore. Mr. Collins stated that the church would assume the cost of demolishing the home and removing the trees and debris from the property. He noted that the property is approximately 40 feet by 50 feet and that the church would complete the work within 90 days and will continue to maintain the property. Mr. Russell expressed concern regarding potential precedent for similar requests in the future. Mr. Collins stated that if the property was not donated, the City would be responsible for the expenses associated with demolition and tree removal. Mayor Andrews stated that, under the current City Code, the lot is too small for construction. Discussion ensued.

Section E, Item1.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the donation of the lot and give 90 days to demo the house and clean the lot and bring back into compliance. The motion passed unanimously.

J. OTHER BUSINESS

Mrs. Cain stated she still had citizens asking about a dog park and the place that Mrs. Tanner and Mr. Lane were looking at seemed like a good location.

Mr. Russell stated that the City has approved several variances allowing changes from residential to commercial use and from commercial to residential use. He asked whether an ordinance could be established requiring a timeline for completion of the approved changes, with the property reverting back if the changes are not completed within the specified timeframe. Attorney Jordan stated she would research the matter and provide additional information.

Mrs. Tanner stated she wanted to make clear that the discussion on the Planning & Zoning item was just a usage change and not a zoning change.

Mrs. Tanner stated the extension on the Oswald Property was approved tonight and wanted to make sure the Council understands the reason there has been difficulty selling that property is because of piping in the ground, which will cost at least \$100,000 to remove it and get it back to its original state. Moving forward, if Elite Realty gets an offer on the property, we would call a special meeting for council to discuss whether to accept it or not.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:56 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Special Council Meeting
Minutes
August 3, 2026 at 2:30 p.m.

Attendees:

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

Mr. Kevin Russell, Mayor Pro-Tem
 Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Guy Lane, Asst. City Admin./Public Works Dir.

Ms. Sherry Snell, City Clerk
 Mr. Michael Richter, Police Chief

Present Via ZOOM:

Ms. Cheryl McCall, Council Member

Mrs. Michelle Jordan, City Attorney

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

A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 2:30 p.m.

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

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

D. AGENDA ITEMS

1. **Oswald Property Offer** – Parcel No. 00-2358-0003. Mrs. Tanner stated that an offer of \$300,00000 had been received for the Oswald Property. She explained the contract had been updated to remove the rezoning contingency because the Greenbelt Agricultural Exemption can be used.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the offer of \$300,000 for the Oswald Property – Parcel No. 00-2358-0003. The motion passed unanimously.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 2:34 p.m.

Section E, Item2.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-49 – FY 2025-2026 Budget Amendment No. 2

MEETING DATE	PREPARED BY
Tuesday, August 11, 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. 26-49.

ATTACHMENTS

1. Resolution No. 26-49

RESOLUTION NO. 26-49

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:

	Original/ Revised Budget	Amendments	Revised Budget
TOTAL BUDGETED REVENUES AND OTHER FINANCING SOURCES	\$18,909,917		
General Fund		\$ 228,543	
Sanitation		0	
Water		0	
Gas		36,700	
Sewer		<u>119,199</u>	
		\$ 384,442	<u>\$19,294,359</u>
TOTAL BUDGETED OPERATING EXPENDITURES/ EXPENSES AND OTHER FINANCING USES	\$18,909,917		
Executive		\$ 0	
Administration		60,580	
Police		64,124	
Fire		3,839	
Street		100,000	
Recreation		0	
AmTrak/Farmers Market		0	
Sanitation		0	
Water		0	
Gas		36,700	
Sewer		<u>119,199</u>	
		\$ 384,442	<u>\$19,294,359</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 11th day of August, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

Fiscal Year 2025-2026									
Budget Amendment No. 2a									
Revenue	Executive	Administration	Police	Fire	Street	Recreation	Water	Gas	Sewer
46,317.00			46,317.00						
	Other Financing Sources - Capital City Bank Loan - 2026 Police Vehicle - Police Department - General Fund								
119,199.00									
								119,199.00	
	Other Financing Sources - Capital City Bank Loan - Aries Camera System - Sewer Department - Sewer Fund								
36,700.00									
								36,700.00	
	Other Financing Sources - Capital City Bank - 2026 Ford F-150 Truck - Gas Department - Gas Fund								
100,000.00									
					100,000.00				
	FDOT Beautification Grant - Street Department - General Fund								
(10,030.00)									
				(10,030.00)					
	Florida Department of Financial Services - VFA Grant - Bunker Gear - Grant Amendment Deduction due to Quote coming in lower - Fire Department								
	General Fund								
50,898.00									
		50,898.00							
	Code Enforcement Cases - Fines/Surplus on Properties - Administration Department - General Fund								
17,807.00									
			16,540.00						
			1,267.00						
	Housing Authority Overtime Reimbursement - Police Department - General Fund								
13,869.00									
				13,869.00					
	Volunteer Fire Department Revenue from Fundraisers/Donations - Fire Department - General Fund								
9,682.00									
		9,682.00							
	Proceeds from Sale of Property - Industrial Park Property and Church Avenue Property - Administration Department - General Fund								

Section G, Item1.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-50 Community Redevelopment Agency (CRA) 2026-2027 Budget Amendment

MEETING DATEPREPARED BY

Tuesday, August 11, 2026Patrice Tanner, City Administrator

SUMMARY

The CRA Board approved a budget amendment to transfer \$40,000.00 from the CRA Revolving Loan Program to the Commercial Improvement Grant Program.

RECOMMENDATION

City Staff recommend approval of the Community Redevelopment Agency (CRA) 2026-2027 Budget Amendment

ATTACHMENTS

1. Resolution No. 26-50

RESOLUTION NO. 26-50

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

WHEREAS, the Chipley Redevelopment Agency 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; and

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 Redevelopment Agency at a public meeting on July 21, 2026; 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, FLORIDA 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 11th day of August, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

EXHIBIT A			
BUDGET AMENDMENT DETAILS			
Line Item Code	Current Budget	Adjustment	Amended Budget
CRA Revolving Loan	\$ <u>40,000.00</u>	(\$ <u>40,000.00</u>)	\$ <u>0.00</u>
Commercial Improvement Grants	\$ <u>365,000.00</u>	+\$ <u>48,000.00</u>	\$ <u>413,000.00</u>

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Award of Bid 2026-03 – Florida Department of Commerce CDBG-DR - North 2nd Street Roadway & Drainage Improvements – Extreme Land Restoration, LLC

MEETING DATE PREPARED BY

Tuesday, August 11, 2026 Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of Award of Bid No. 2026-03 – Florida Department of Commerce CDBG-DR - North 2nd Street Roadway & Drainage Improvements to Extreme Land Restoration, LLC, in the amount of \$1,247,291.85 contingent on approval by Florida Department of Commerce.

- ATTACHMENTS
1. Bid No. 2026-03 Advertisement

2. Engineer’s Recommendation of Award

3. Bid No. 2026-03 – Bid Tab Summary

July 29, 2026

Ms. Patrice Tanner, City Administrator
City of Chipley
1442 Jackson Ave
Chipley, FL 32428

**RE: N 2nd Street Paving and Drainage Improvements (CHI22SW – Phase 2)
Engineer's Recommendation of Award**

Ms. Tanner:

On August 28, 2026, at 2pm bids were received and read aloud for the above referenced project. Eleven (11) bids were received as shown in the attached Detailed Bid Tabulation. The low bidder was Extreme Land Restoration of Lynn Haven with a Base Bid Amount of \$1,373,671.25. This base bid is over the \$1,265,445.32 budget, but we included in the bid docs two (2) deductive alternates in case the bids came in high. After factoring in both deductions, the reduced bid amount is \$1,247,291.85 which is within the allowable budget. I have reviewed this low bid for mathematical errors and bid spec requirements, and everything appears to be in order. We have worked with Extreme Land on several previous projects recently and feel that they will do an excellent job for the City of Chipley.

Therefore, we recommend the award of this project to Extreme Land Restoration LLC in the amount of **\$1,247,291.85** subject to State approval by grant agency.

Should you have any questions, please feel free to contact me.

Sincerely,



Rod Adams
Senior Engineer

N 2nd St Paving and Drainage Project
DHM No. CHI22SW (Phase 2)

BID SUMMARY

	CWR	GCUC	Lagniappe	Mainline	SEC	ECSC	Extreme Land	Roberts & Roberts	Anderson Columbia	American Sand	850 Construction
Part A (Roadway) Subtotal	\$ 1,481,975.25	\$ 1,181,252.78	\$ 1,061,177.95	\$ 1,254,628.98	\$ 1,291,992.80	\$ 1,271,748.26	\$ 989,479.25	\$ 1,398,087.12	\$ 1,149,786.68	\$ 1,076,606.85	\$ 1,177,868.03
Part B (Utility) Subtotal	\$ 450,608.11	\$ 459,451.00	\$ 443,197.78	\$ 496,459.73	\$ 629,214.00	\$ 398,815.54	\$ 384,192.00	\$ 510,212.00	\$ 524,156.27	\$ 394,517.00	\$ 416,985.37
Total Base Bid Amount	\$ 1,932,583.36	\$ 1,640,703.78	\$ 1,504,375.73	\$ 1,751,088.71	\$ 1,921,206.80	\$ 1,670,563.80	\$ 1,373,671.25	\$ 1,908,299.12	\$ 1,673,942.95	\$ 1,471,123.85	\$ 1,594,853.40
Net Deduction #1 Subtotal	\$ (90,625.20)	\$ (96,550.00)	\$ (112,752.50)	\$ -	\$ (83,305.00)	\$ (154,525.22)	\$ (99,203.70)	\$ (6,148.00)	\$ -	\$ (121,168.00)	\$ (75,907.11)
Net Deduction #2 Subtotal	\$ (22,884.40)	\$ (39,190.00)	\$ (26,449.50)	\$ (29,345.54)	\$ (49,825.00)	\$ (28,720.47)	\$ (27,175.70)	\$ (20,989.35)	\$ -	\$ (52,834.50)	\$ (34,543.39)
Total Deductions	\$ (113,509.60)	\$ (135,740.00)	\$ (139,202.00)	\$ (29,345.54)	\$ (133,130.00)	\$ (183,245.69)	\$ (126,379.40)	\$ (27,137.35)	\$ -	\$ (174,002.50)	\$ (110,450.50)
Total Reduced Bid Amount	\$ 1,819,073.76	\$ 1,504,963.78	\$ 1,365,173.73	\$ 1,721,743.17	\$ 1,788,076.80	\$ 1,487,318.11	\$ 1,247,291.85	\$ 1,881,161.77	\$ 1,673,942.95	\$ 1,297,121.35	\$ 1,484,402.90

Construction Budget = \$1,265,445.32

Note: Yellow highlighted values represent mathematical errors in the bid. The corrected value is shown in yellow.

N 2nd St Paving and Drainage Project

DHM No. CHI22SW (Phase 2)

Detailed Bid Tabulation

BASE BID SCHEDULE				BIDDING CONTRACTORS																					
				CWR		GCUC		Lagniappe		Mainline		SEC		ECSC		Extreme Land		Roberts & Roberts		Anderson Columbia		American Sand		850 Construction	
Part A (Roadway Items)																									
Item No.	Description	Unit	Qty.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
0101-1	Mobilization	LS	1.0	\$229,280.86	\$ 229,280.86	\$ 37,500.00	\$ 37,500.00	\$ 74,000.00	\$ 74,000.00	\$ 42,720.00	\$ 42,720.00	\$135,000.00	\$ 135,000.00	\$ 70,411.16	\$ 70,411.16	\$ 31,000.00	\$ 31,000.00	\$175,000.00	\$ 175,000.00	\$102,958.20	\$ 102,958.20	\$ 50,000.00	\$ 50,000.00	\$ 93,064.35	\$ 93,064.35
0102-1	Maintenance of Traffic (180 DAYS)	LS	1.0	\$104,410.17	\$ 104,410.17	\$ 7,500.00	\$ 7,500.00	\$ 1,500.00	\$ 1,500.00	\$ 28,560.00	\$ 28,560.00	\$ 87,500.00	\$ 87,500.00	\$ 20,926.15	\$ 20,926.15	\$ 7,500.00	\$ 7,500.00	\$ 80,000.00	\$ 80,000.00	\$ 16,098.70	\$ 16,098.70	\$ 20,000.00	\$ 20,000.00	\$ 77,543.96	\$ 77,543.96
0104-10-3	Sediment Barrier	LF	1,012.0	\$ 4.29	\$ 4,341.48	\$ 4.50	\$ 4,554.00	\$ 3.25	\$ 3,289.00	\$ 4.58	\$ 4,634.96	\$ 3.75	\$ 3,795.00	\$ 3.81	\$ 3,855.72	\$ 3.00	\$ 3,036.00	\$ 5.70	\$ 5,768.40	\$ 3.39	\$ 3,430.68	\$ 5.00	\$ 5,060.00	\$ 3.60	\$ 3,643.20
0110-1-1	Clearing and Grubbing (2.4 Acres)	LS	1.0	\$ 41,756.59	\$ 41,756.59	\$107,380.63	\$ 107,380.63	\$ 34,500.00	\$ 34,500.00	\$150,175.20	\$ 150,175.20	\$ 75,000.00	\$ 75,000.00	\$ 81,468.68	\$ 81,468.68	\$ 25,000.00	\$ 25,000.00	\$ 95,000.00	\$ 95,000.00	\$ 50,127.61	\$ 50,127.61	\$ 20,000.00	\$ 20,000.00	\$ 20,300.02	\$ 20,300.02
0120-1	Regular Excavation	CY	3,064.0	\$ 30.99	\$ 94,953.36	\$ 4.50	\$ 13,788.00	\$ 8.00	\$ 24,512.00	\$ 15.18	\$ 46,511.52	\$ 15.00	\$ 45,960.00	\$ 22.00	\$ 67,408.00	\$ 21.00	\$ 64,344.00	\$ 30.00	\$ 91,920.00	\$ 19.22	\$ 58,890.08	\$ 17.00	\$ 52,088.00	\$ 25.12	\$ 76,967.68
0120-2-2	Borrow Excavation, Truck Measure	CY	593.0	\$ 28.10	\$ 16,663.30	\$ 16.75	\$ 9,932.75	\$ 24.00	\$ 14,232.00	\$ 30.00	\$ 17,790.00	\$ 20.00	\$ 11,860.00	\$ 29.24	\$ 17,339.32	\$ 30.00	\$ 17,790.00	\$ 20.00	\$ 11,860.00	\$ 18.58	\$ 11,017.94	\$ 32.00	\$ 18,976.00	\$ 20.90	\$ 12,393.70
0120-4	Subsoil Excavation	CY	500.0	\$ 12.78	\$ 6,390.00	\$ 29.25	\$ 14,625.00	\$ 16.50	\$ 8,250.00	\$ 27.24	\$ 13,620.00	\$ 18.00	\$ 9,000.00	\$ 23.03	\$ 11,515.00	\$ 16.50	\$ 8,250.00	\$ 28.50	\$ 14,250.00	\$ 10.40	\$ 5,200.00	\$ 30.00	\$ 15,000.00	\$ 42.04	\$ 21,020.00
0285-706	Optional Base, OBG-6	SY	6,703.0	\$ 23.06	\$ 154,571.18	\$ 24.00	\$ 160,872.00	\$ 16.75	\$ 112,275.25	\$ 29.15	\$ 195,392.45	\$ 27.50	\$ 184,332.50	\$ 25.47	\$ 170,725.41	\$ 19.50	\$ 130,708.50	\$ 25.00	\$ 167,575.00	\$ 15.28	\$ 102,421.84	\$ 20.00	\$ 134,060.00	\$ 22.48	\$ 150,683.44
0334-1-52	Type SP Asphalt, Traffic B, (PG 76-22)	TN	928.2	\$ 171.04	\$ 158,759.33	\$ 195.00	\$ 180,999.00	\$ 200.00	\$ 185,640.00	\$ 179.55	\$ 166,658.31	\$ 155.00	\$ 143,871.00	\$ 186.76	\$ 173,350.63	\$ 181.00	\$ 168,004.20	\$ 160.00	\$ 148,512.00	\$ 152.33	\$ 141,392.71	\$ 150.00	\$ 139,230.00	\$ 181.25	\$ 168,236.25
0400-2-1	Concrete Class II, Culverts	CY	7.0	\$ 2,985.58	\$ 20,899.06	\$ 2,500.00	\$ 17,500.00	\$ 1,450.00	\$ 10,150.00	\$ 800.00	\$ 5,600.00	\$ 1,500.00	\$ 10,500.00	\$ 1,069.39	\$ 7,485.73	\$ 850.00	\$ 5,950.00	\$ 2,000.00	\$ 14,000.00	\$ 950.43	\$ 6,653.01	\$ 2,500.00	\$ 17,500.00	\$ 1,486.65	\$ 10,406.55
0425-1-521	Inlets, Ditch Bottom, Type C, <10'	EA	1.0	\$ 7,437.80	\$ 7,437.80	\$ 4,750.00	\$ 4,750.00	\$ 3,350.00	\$ 3,350.00	\$ 3,131.57	\$ 3,131.57	\$ 4,525.00	\$ 4,525.00	\$ 3,539.19	\$ 3,539.19	\$ 4,600.00	\$ 4,600.00	\$ 5,875.00	\$ 5,875.00	\$ 5,212.92	\$ 5,212.92	\$ 3,450.00	\$ 3,450.00	\$ 3,837.25	\$ 3,837.25
0425-1-541	Inlets, Ditch Bottom, Type D, <10'	EA	1.0	\$ 7,088.53	\$ 7,088.53	\$ 5,125.00	\$ 5,125.00	\$ 4,250.00	\$ 4,250.00	\$ 4,526.06	\$ 4,526.06	\$ 5,100.00	\$ 5,100.00	\$ 3,950.78	\$ 3,950.78	\$ 5,550.00	\$ 5,550.00	\$ 6,700.00	\$ 6,700.00	\$ 6,166.47	\$ 6,166.47	\$ 5,050.00	\$ 5,050.00	\$ 4,841.93	\$ 4,841.93
0430-94-1	Pipe Desilting (0" to 24")	LF	65.0	\$ 34.48	\$ 2,241.20	\$ 25.00	\$ 1,625.00	\$ 135.00	\$ 8,775.00	\$ 29.73	\$ 1,932.45	\$ 25.00	\$ 1,625.00	\$ 7.90	\$ 513.50	\$ 5.50	\$ 357.50	\$ 15.80	\$ 1,027.00	\$ 62.88	\$ 4,087.20	\$ 18.00	\$ 1,170.00	\$ 5.95	\$ 386.75
0430-175-118	Pipe Culvert, Opt. Mat., Round, 18" CD	LF	134.0	\$ 81.50	\$ 10,921.00	\$ 150.00	\$ 20,100.00	\$ 74.00	\$ 9,916.00	\$ 92.48	\$ 12,392.32	\$ 125.00	\$ 16,750.00	\$ 77.77	\$ 10,421.18	\$ 70.50	\$ 9,447.00	\$ 121.00	\$ 16,214.00	\$ 93.51	\$ 12,530.34	\$ 51.00	\$ 6,834.00	\$ 68.78	\$ 9,216.52
0430-175-124	Pipe Culvert, Opt. Mat., Round, 24" CD	LF	52.0	\$ 119.92	\$ 6,235.84	\$ 175.00	\$ 9,100.00	\$ 112.00	\$ 5,824.00	\$ 138.51	\$ 7,202.52	\$ 190.00	\$ 9,880.00	\$ 96.26	\$ 5,005.52	\$ 105.00	\$ 5,460.00	\$ 175.00	\$ 9,100.00	\$ 133.85	\$ 6,960.20	\$ 81.00	\$ 4,212.00	\$ 89.16	\$ 4,636.32
0430-175-224	Pipe Culvert, Opt. Mat., Ellipt/Arch, 24" CD	LF	132.0	\$ 158.57	\$ 20,931.24	\$ 225.00	\$ 29,700.00	\$ 205.00	\$ 27,060.00	\$ 238.94	\$ 31,540.08	\$ 150.00	\$ 19,800.00	\$ 188.09	\$ 24,827.88	\$ 170.00	\$ 22,440.00	\$ 205.00	\$ 27,060.00	\$ 221.22	\$ 29,201.04	\$ 170.00	\$ 22,440.00	\$ 167.50	\$ 22,110.00
0430-554-210	Straight Conc. EW., 54", Dbl., 15 Deg., Rnd.	EA	2.0	\$ 30,610.99	\$ 61,221.98	\$ 29,000.00	\$ 58,000.00	\$ 12,850.00	\$ 25,700.00	\$ 39,443.50	\$ 78,887.00	\$ 25,000.00	\$ 50,000.00	\$ 25,414.20	\$ 50,828.40	\$ 18,750.00	\$ 37,500.00	\$ 20,150.00	\$ 40,300.00	\$ 27,391.57	\$ 54,783.14	\$ 28,000.00	\$ 56,000.00	\$ 10,109.22	\$ 20,218.44
0430-982-125	MES, Optional Round, 18" CD	EA	1.0	\$ 2,543.37	\$ 2,543.37	\$ 3,250.00	\$ 3,250.00	\$ 3,050.00	\$ 3,050.00	\$ 2,745.68	\$ 2,745.68	\$ 2,200.00	\$ 2,200.00	\$ 2,814.79	\$ 2,814.79	\$ 2,275.00	\$ 2,275.00	\$ 1,865.50	\$ 1,865.50	\$ 2,450.58	\$ 2,450.58	\$ 2,100.00	\$ 2,100.00	\$ 2,377.41	\$ 2,377.41
0430-982-129	MES, Optional Round, 24" CD	EA	2.0	\$ 2,613.50	\$ 5,227.00	\$ 3,500.00	\$ 7,000.00	\$ 3,285.00	\$ 6,570.00	\$ 3,039.22	\$ 6,078.44	\$ 3,000.00	\$ 6,000.00	\$ 3,281.10	\$ 6,562.20	\$ 2,900.00	\$ 5,800.00	\$ 2,220.00	\$ 4,440.00	\$ 3,260.41	\$ 6,520.82	\$ 2,400.00	\$ 4,800.00	\$ 3,006.45	\$ 6,012.90
0430-982-629	MES, Optional Other-Ellipt/Arch, 24" CD	EA	6.0	\$ 3,111.18	\$ 18,667.08	\$ 4,000.00	\$ 24,000.00	\$ 3,050.00	\$ 18,300.00	\$ 3,462.34	\$ 20,774.04	\$ 3,500.00	\$ 21,000.00	\$ 3,322.77	\$ 19,936.62	\$ 3,000.00	\$ 18,000.00	\$ 2,900.00	\$ 17,400.00	\$ 3,417.75	\$ 20,506.50	\$ 3,000.00	\$ 18,000.00	\$ 3,262.16	\$ 19,572.96
0430-984-123	MES, Optional Round, 15" SD	EA	2.0	\$ 2,266.11	\$ 4,532.22	\$ 3,250.00	\$ 6,500.00	\$ 3,285.00	\$ 6,570.00	\$ 2,367.98	\$ 4,735.96	\$ 2,000.00	\$ 4,000.00	\$ 1,564.76	\$ 3,129.52	\$ 2,250.00	\$ 4,500.00	\$ 1,550.00	\$ 3,100.00	\$ 2,309.70	\$ 4,619.40	\$ 2,000.00	\$ 4,000.00	\$ 2,713.93	\$ 5,427.86
0430-984-125	MES, Optional Round, 24" SD	EA	2.0	\$ 2,201.00	\$ 4,402.00	\$ 3,500.00	\$ 7,000.00	\$ 3,285.00	\$ 6,570.00																

N 2nd St Paving and Drainage Project

DHM No. CHI22SW (Phase 2)

Detailed Bid Tabulation

BASE BID SCHEDULE				BIDDING CONTRACTORS																					
				CWR		GCUC		Lagniappe		Mainline		SEC		ECSC		Extreme Land		Roberts & Roberts		Anderson Columbia		American Sand		850 Construction	
Part A (Roadway Items)																									
Item No.	Description	Unit	Qty.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
0710-90	Painted Pavement Markings, Final Surface	LS	1.0	\$ 3,435.52	\$ 3,435.52	\$ 4,000.00	\$ 4,000.00	\$ 3,850.00	\$ 3,850.00	\$ 2,800.00	\$ 2,800.00	\$ 2,000.00	\$ 2,000.00	\$ 2,822.64	\$ 2,822.64	\$ 2,750.00	\$ 2,750.00	\$ 1,725.00	\$ 1,725.00	\$ 1,677.23	\$ 1,677.23	\$ 3,200.00	\$ 3,200.00	\$ 3,865.29	\$ 3,865.29
0711-11-124	Thermo, Std., White, Solid, 18" (Chevrons)	LF	68.0	\$ 8.46	\$ 575.28	\$ 12.00	\$ 816.00	\$ 5.25	\$ 357.00	\$ 8.96	\$ 609.28	\$ 16.75	\$ 1,139.00	\$ 9.03	\$ 614.04	\$ 8.75	\$ 595.00	\$ 17.25	\$ 1,173.00	\$ 16.77	\$ 1,140.36	\$ 14.00	\$ 952.00	\$ 9.52	\$ 647.36
0711-11-125	Thermo, Std., White, Solid, 24" (Stop Line)	LF	120.0	\$ 4.76	\$ 571.20	\$ 20.00	\$ 2,400.00	\$ 9.50	\$ 1,140.00	\$ 16.80	\$ 2,016.00	\$ 16.75	\$ 2,010.00	\$ 16.94	\$ 2,032.80	\$ 16.50	\$ 1,980.00	\$ 17.25	\$ 2,070.00	\$ 16.77	\$ 2,012.40	\$ 19.00	\$ 2,280.00	\$ 5.36	\$ 643.20
0711-11-160	Thermo, Std., White, Message or Symbol	EA	2.0	\$ 237.85	\$ 475.70	\$ 675.00	\$ 1,350.00	\$ 270.00	\$ 540.00	\$ 448.00	\$ 896.00	\$ 390.00	\$ 780.00	\$ 451.62	\$ 903.24	\$ 440.00	\$ 880.00	\$ 402.50	\$ 805.00	\$ 391.36	\$ 782.72	\$ 600.00	\$ 1,200.00	\$ 267.60	\$ 535.20
0711-16-201	Thermo, Std., Yellow, Solid, 4"	GM	0.997	\$ 5,513.37	\$ 5,496.83	\$ 7,200.00	\$ 7,178.40	\$ 6,000.00	\$ 5,982.00	\$ 7,280.00	\$ 7,258.16	\$ 12,700.00	\$ 12,661.90	\$ 7,338.87	\$ 7,316.85	\$ 7,150.00	\$ 7,128.55	\$ 6,559.50	\$ 6,539.82	\$ 6,373.47	\$ 6,354.35	\$ 8,800.00	\$ 8,773.60	\$ 6,190.00	\$ 6,171.43
0999-25	Initial Contingency Amount	LS	1.0	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00	\$116,700.00	\$ 116,700.00
Part A Subtotal				\$ 1,481,975.25		\$ 1,181,252.78		\$ 1,061,177.95		\$ 1,254,628.98		\$ 1,291,992.80		\$ 1,271,748.26		\$ 989,479.25		\$ 1,398,087.12		\$ 1,149,786.68		\$ 1,076,606.85		\$ 1,177,868.03	

N 2nd St Paving and Drainage Project

DHM No. CHI22SW (Phase 2)

Detailed Bid Tabulation

BASE BID SCHEDULE				BIDDING CONTRACTORS																							
				CWR		GCUC		Lagniappe		Mainline		SEC		ECSC		Extreme Land		Roberts & Roberts		Anderson Columbia		American Sand		850 Construction			
Part B (Utility Items)																											
Item No.	Description	Unit	Qty.	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price		
B1	8" Insertion Gate Valve, Water (Installed Hot)	EA	6.0	\$ 14,182.07	\$ 85,092.42	\$ 17,500.00	\$ 105,000.00	\$ 14,910.00	\$ 89,460.00	\$ 15,903.18	\$ 95,419.08	\$ 19,530.00	\$ 117,180.00	\$ 13,145.18	\$ 78,871.08	\$ 12,000.00	\$ 72,000.00	\$ 18,500.00	\$ 111,000.00	\$ 13,976.91	\$ 83,861.46	\$ 19,500.00	\$ 117,000.00	\$ 14,505.02	\$ 87,030.12		
B2	8"x8"x8" Wet-Tapping Saddle with 8" Tapping Valve, Water	EA	6.0	\$ 6,848.46	\$ 41,090.76	\$ 6,750.00	\$ 40,500.00	\$ 7,612.50	\$ 45,675.00	\$ 10,098.80	\$ 60,592.80	\$ 8,660.00	\$ 51,960.00	\$ 4,977.35	\$ 29,864.10	\$ 6,140.00	\$ 36,840.00	\$ 10,895.00	\$ 65,370.00	\$ 10,622.45	\$ 63,734.70	\$ 5,400.00	\$ 32,400.00	\$ 6,510.10	\$ 39,060.60		
B3	8"x8"x4" Wet-Tapping Saddle with 4" Tapping Valve, Water	EA	1.0	\$ 5,583.71	\$ 5,583.71	\$ 5,250.00	\$ 5,250.00	\$ 5,176.50	\$ 5,176.50	\$ 8,319.64	\$ 8,319.64	\$ 6,575.00	\$ 6,575.00	\$ 3,668.02	\$ 3,668.02	\$ 4,800.00	\$ 4,800.00	\$ 9,560.00	\$ 9,560.00	\$ 7,267.99	\$ 7,267.99	\$ 3,600.00	\$ 3,600.00	\$ 4,142.85	\$ 4,142.85		
B4	8" 90 Degree Bend, Water	EA	4.0	\$ 5,659.40	\$ 22,637.60	\$ 1,250.00	\$ 5,000.00	\$ 1,118.25	\$ 4,473.00	\$ 1,177.82	\$ 4,711.28	\$ 2,385.00	\$ 9,540.00	\$ 903.43	\$ 3,613.72	\$ 1,275.00	\$ 5,100.00	\$ 880.00	\$ 3,520.00	\$ 1,229.97	\$ 4,919.88	\$ 750.00	\$ 3,000.00	\$ 686.91	\$ 2,747.64		
B5	8" 45 Degree Bend, Water	EA	8.0	\$ 631.21	\$ 5,049.68	\$ 1,250.00	\$ 10,000.00	\$ 997.50	\$ 7,980.00	\$ 1,096.27	\$ 8,770.16	\$ 2,300.00	\$ 18,400.00	\$ 833.24	\$ 6,665.92	\$ 1,200.00	\$ 9,600.00	\$ 805.00	\$ 6,440.00	\$ 1,229.97	\$ 9,839.76	\$ 750.00	\$ 6,000.00	\$ 607.83	\$ 4,862.64		
B6	8" C900 PVC Water Main	LF	525.0	\$ 58.17	\$ 30,539.25	\$ 50.00	\$ 26,250.00	\$ 36.75	\$ 19,293.75	\$ 97.78	\$ 51,334.50	\$ 175.00	\$ 91,875.00	\$ 42.93	\$ 22,538.25	\$ 51.00	\$ 26,775.00	\$ 77.00	\$ 40,425.00	\$ 72.68	\$ 38,157.00	\$ 39.00	\$ 20,475.00	\$ 39.41	\$ 20,690.25		
B7	8" Cut and Cap, Water	EA	6.0	\$ 2,080.48	\$ 12,482.88	\$ 1,750.00	\$ 10,500.00	\$ 777.00	\$ 4,662.00	\$ 1,165.28	\$ 6,991.68	\$ 5,400.00	\$ 32,400.00	\$ 711.62	\$ 4,269.72	\$ 1,250.00	\$ 7,500.00	\$ 1,200.00	\$ 7,200.00	\$ 307.50	\$ 1,845.00	\$ 480.00	\$ 2,880.00	\$ 492.12	\$ 2,952.72		
B8	4" Insertion Gate Valve, Water (Installed Hot)	EA	1.0	\$ 9,791.85	\$ 9,791.85	\$ 13,500.00	\$ 13,500.00	\$ 8,662.50	\$ 8,662.50	\$ 12,839.98	\$ 12,839.98	\$ 15,375.00	\$ 15,375.00	\$ 8,919.17	\$ 8,919.17	\$ 8,200.00	\$ 8,200.00	\$ 15,000.00	\$ 15,000.00	\$ 7,267.99	\$ 7,267.99	\$ 19,000.00	\$ 19,000.00	\$ 9,632.22	\$ 9,632.22		
B9	4"x4"x4" Wet-Tapping Saddle with 4" Tapping Valve, Water	EA	1.0	\$ 5,515.53	\$ 5,515.53	\$ 5,000.00	\$ 5,000.00	\$ 4,743.90	\$ 4,743.90	\$ 7,002.01	\$ 7,002.01	\$ 6,210.00	\$ 6,210.00	\$ 3,627.74	\$ 3,627.74	\$ 4,750.00	\$ 4,750.00	\$ 9,000.00	\$ 9,000.00	\$ 4,752.15	\$ 4,752.15	\$ 4,000.00	\$ 4,000.00	\$ 4,513.74	\$ 4,513.74		
B10	4" 45 Degree Bend, Water	EA	2.0	\$ 408.72	\$ 817.44	\$ 1,000.00	\$ 2,000.00	\$ 819.00	\$ 1,638.00	\$ 828.68	\$ 1,657.36	\$ 1,835.00	\$ 3,670.00	\$ 607.73	\$ 1,215.46	\$ 975.00	\$ 1,950.00	\$ 575.00	\$ 1,150.00	\$ 475.21	\$ 950.42	\$ 600.00	\$ 1,200.00	\$ 353.74	\$ 707.48		
B11	4" C900 PVC Water Main	LF	44.0	\$ 93.11	\$ 4,096.84	\$ 100.00	\$ 4,400.00	\$ 26.25	\$ 1,155.00	\$ 102.62	\$ 4,515.28	\$ 112.00	\$ 4,928.00	\$ 55.07	\$ 2,423.08	\$ 43.50	\$ 1,914.00	\$ 85.00	\$ 3,740.00	\$ 27.95	\$ 1,229.80	\$ 38.00	\$ 1,672.00	\$ 35.79	\$ 1,574.76		
B12	4" Cut and Cap, Water	EA	1.0	\$ 1,908.89	\$ 1,908.89	\$ 1,500.00	\$ 1,500.00	\$ 525.00	\$ 525.00	\$ 988.60	\$ 988.60	\$ 2,630.00	\$ 2,630.00	\$ 422.26	\$ 422.26	\$ 1,900.00	\$ 1,900.00	\$ 1,045.00	\$ 1,045.00	\$ 139.77	\$ 139.77	\$ 600.00	\$ 600.00	\$ 328.78	\$ 328.78		
B13	3/4" HDPE Water Service Tubing, Includes Connection Costs	LF	76.0	\$ 39.75	\$ 3,021.00	\$ 75.00	\$ 5,700.00	\$ 13.13	\$ 997.88	\$ 98.60	\$ 7,493.60	\$ 55.00	\$ 4,180.00	\$ 60.74	\$ 4,616.24	\$ 30.00	\$ 2,280.00	\$ 97.00	\$ 7,372.00	\$ 139.77	\$ 10,622.52	\$ 30.00	\$ 2,280.00	\$ 25.94	\$ 1,971.44		
B14	Fire Hydrant Assembly	EA	2.0	\$ 7,772.47	\$ 15,544.94	\$ 6,750.00	\$ 13,500.00	\$ 7,507.50	\$ 15,015.00	\$ 8,766.11	\$ 17,532.22	\$ 9,045.00	\$ 18,090.00	\$ 10,270.72	\$ 20,541.44	\$ 8,675.00	\$ 17,350.00	\$ 10,000.00	\$ 20,000.00	\$ 8,050.70	\$ 16,101.40	\$ 9,000.00	\$ 18,000.00	\$ 7,601.63	\$ 15,203.26		
B15	Bacteriological Sampling Point (Passing Tests Only)	EA	4.0	\$ 1,367.32	\$ 5,469.28	\$ 1,500.00	\$ 6,000.00	\$ 1,207.50	\$ 4,830.00	\$ 1,024.90	\$ 4,099.60	\$ 2,384.00	\$ 9,536.00	\$ 1,501.21	\$ 6,004.84	\$ 1,200.00	\$ 4,800.00	\$ 3,090.00	\$ 12,360.00	\$ 559.07	\$ 2,236.28	\$ 2,000.00	\$ 8,000.00	\$ 1,162.64	\$ 4,650.56		
B16	Adjust Existing Water Valve to Final Pavement Surface	EA	5.0	\$ 1,251.01	\$ 6,255.05	\$ 1,250.00	\$ 6,250.00	\$ 1,102.50	\$ 5,512.50	\$ 1,633.94	\$ 8,169.70	\$ 1,120.00	\$ 5,600.00	\$ 1,083.35	\$ 5,416.75	\$ 275.00	\$ 1,375.00	\$ 500.00	\$ 2,500.00	\$ 251.59	\$ 1,257.95	\$ 1,000.00	\$ 5,000.00	\$ 1,189.32	\$ 5,946.60		
B17	As-Built Utility Drawings, Paper Copy and Digital Cadd	LS	1.0	\$ 4,228.33	\$ 4,228.33	\$ 4,750.00	\$ 4,750.00	\$ 9,660.00	\$ 9,660.00	\$ 3,000.00	\$ 3,000.00	\$ 3,915.00	\$ 3,915.00	\$ 6,887.25	\$ 6,887.25	\$ 4,950.00	\$ 4,950.00	\$ 2,875.00	\$ 2,875.00	\$ 3,913.53	\$ 3,913.53	\$ 8,000.00	\$ 8,000.00	\$ 7,135.92	\$ 7,135.92		
B18	Adjust Existing Manhole Top to Final Pavement Surface	EA	8.0	\$ 1,751.67	\$ 14,013.36	\$ 1,750.00	\$ 14,000.00	\$ 1,260.00	\$ 10,080.00	\$ 2,373.60	\$ 18,988.80	\$ 2,240.00	\$ 17,920.00	\$ 1,649.95	\$ 13,199.60	\$ 68.75	\$ 550.00	\$ 1,500.00	\$ 12,000.00	\$ 838.61	\$ 6,708.88	\$ 1,800.00	\$ 14,400.00	\$ 2,378.64	\$ 19,029.12		
B19	2.5" Insertion Plug Valve, Gas (Installed Hot)	EA	2.0	\$ 8,280.36	\$ 16,560.72	\$ 8,250.00	\$ 16,500.00	\$ 8,754.38	\$ 17,508.76	\$ 8,120.00	\$ 16,240.00	\$ 10,065.00	\$ 20,130.00	\$ 8,490.50	\$ 16,981.00	\$ 7,750.00	\$ 15,500.00	\$ 8,335.00	\$ 16,670.00	\$ 8,386.15	\$ 16,772.30	\$ 7,500.00	\$ 15,000.00	\$ 8,622.57	\$ 17,245.14		
B20	2.5"x2.5"x2.5" Wet-Tapping Saddle with 2.5" Tap Valve, Gas	EA	2.0	\$ 12,848.84	\$ 25,697.68	\$ 12,500.00	\$ 25,000.00	\$ 13,584.38	\$ 27,168.76	\$ 12,600.00	\$ 25,200.00	\$ 15,100.00	\$ 30,200.00	\$ 12,701.88	\$ 25,403.76	\$ 12,375.00	\$ 24,750.00	\$ 12,950.00	\$ 25,900.00	\$ 9,504.30	\$ 19,008.60	\$ 5,000.00	\$ 10,000.00	\$ 13,379.85	\$ 26,759.70		
B21	2.5" 90 Degree Bend, Gas	EA	2.0	\$ 513.96	\$ 1,027.92	\$ 1,025.00	\$ 2,050.00	\$ 543.38	\$ 1,086.76	\$ 504.00	\$ 1,008.00	\$ 600.00	\$ 1,200.00	\$ 508.07	\$ 1,016.14	\$ 495.00	\$ 990.00	\$ 520.00	\$ 1,040.00	\$ 1,397.69	\$ 2,795.38	\$ 750.00	\$ 1,500.00	\$ 535.19	\$ 1,070.38		
B22	2.5" Gas Main, Welded Steel	LF	95.0	\$ 63.96	\$ 6,076.20	\$ 75.00	\$ 7,125.00	\$ 86.94	\$ 8,259.30	\$ 62.72	\$ 5,958.40	\$ 75.00	\$ 7,125.00	\$ 63.23	\$ 6,006.85	\$ 61.58	\$ 5,850.00	\$ 65.00	\$ 6,175.00	\$ 363.40	\$ 34,523.00	\$ 120.00	\$ 11,400.00	\$ 66.61	\$ 6,327.95		
B23	2.5" Cut and Cap, Gas	EA	2.0	\$ 485.40	\$ 970.80	\$ 1,000.00	\$ 2,000.00	\$ 513.19	\$ 1,026.38	\$ 476.00	\$ 952.00	\$ 570.00	\$ 1,140.00	\$ 479.85	\$ 959.70	\$ 467.50	\$ 935.00	\$ 490.00	\$ 980.00	\$ 2,515.84	\$ 5,031.68	\$ 500.00	\$ 1,000.00	\$ 505.46	\$ 1,010.92		
B24	2" Insertion Plug Valve, Gas (Installed Hot)	EA	4.0	\$ 7,994.83	\$ 31,979.32	\$ 7,750.00	\$ 31,000.00	\$ 9,660.00	\$ 38,640.																		

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Fiscal Year 2025-2026 Budget and TRIM Schedule

MEETING DATE	PREPARED BY
Tuesday, August 12, 2025	Patrice Tanner, City Administrator

SUMMARY

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 16, 2025 at 5:05 p.m. and the Final Millage and Budget Hearing will be held on September 29, 2025 at 5:05 p.m.

RECOMMENDATION

City Staff recommend approval of the Fiscal Year 2025-2026 Budget and TRIM Schedule.

ATTACHMENTS

- 1. Budget and TRIM Schedule

City of Chipley

FY 2025 - 2026 Budget and TRIM Schedule

Section G, Item4.

DAY #	DATE	AGENCY	ACTIVITY
1	July 1, 2025 (06/30/25)	Property Appraiser	Certifies tax roll or court certifies interim tax roll (Form DR-420)
Within 35 Days	August 4, 2025 (08/01/25)	City	Taxing authority advises Property Appraiser of proposed millage, rolled-back rate, date, time and place of the tentative budget hearing on Form DR-420
	TBD	City	Budget Workshop
	TBD	City	Budget Workshop
Between 65/80 Days (78 days) WCBCC - 09/15/25 (Tentative) School Board-07/28/25(Tentative)	September 16, 2025 5:05 p.m.	City	Tentatively adopts millage and budget at the tentative millage and budget hearing.
Between 80/95 Days (86 days)	September 24, 2025	City	Advertises (in newspaper) final millage and budget hearing within 15 days after the tentative millage and budget are adopted.
WCBCC - 09/22/25 (Final) School Board - 09/08/25 (Final) (91 days)	September 29, 2025 5:05 p.m.	City	Holds final millage and budget hearing NO SOONER than 2 days NOR LATER than 5 days after it is advertised in the newspaper. Adopts final millage and budget.
Within 3 Days of Final Hearing	October 2, 2025	City	Forwards resolution or ordinance adopting final millage to Property Appraiser, Tax Collector and FDOR. NO LATER THAN 3 DAYS
	TBD	Property Appraiser	Certifies final tax roll to Taxing Authorities. Form DR-422
	TBD	City	Completes and certifies Form DR-422 to Property Appraiser. (within 3 days)
Within 30 Days of Final Millage and Budget Adoption	October 29, 2025	City	Certifies compliance with SS. 200.065 and 200.069, F.S., to Department of Revenue-Form DR-487

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Settlement and Release Agreement – Fellowship of Psalms

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of the Settlement and Release Agreement between Fellowship of Psalms v. City of Chipley in the amount of \$325,000.00.

ATTACHMENTS

- 1. Settlement and Release Agreement

SETTLEMENT AND RELEASE AGREEMENT

This SETTLEMENT AND RELEASE AGREEMENT (hereinafter referred to as “Agreement”) is entered into this _____ day of _____, 2026 by and between Fellowship of Psalms 41:4, Inc. (“Plaintiff”) and City of Chipley (“Defendant”) (all collectively to be referred to herein as the “Parties”).

- 1. Total Settlement Amount:** Plaintiff agrees to settle its claims and satisfy the claims asserted in Fellowship of Psalms v. City of Chipley, Case No. 23-123CA, filed in Washington County Circuit Court, against Defendant in exchange for the total payment of Three Hundred Twenty-Five Thousand Dollars and 00/100 (\$325,000.00) on or before August 14, 2026. Upon receipt of full payment of \$325,000.00, Plaintiff will file a notice of dismissal with prejudice.
- 2. Releases:** Subject to the terms and provisions contained in this Agreement, Plaintiff and Defendant, on their own behalf, and on the behalf of their partners, board members, officers, managers, agents, successors, assigns, representatives, hereby irrevocably, unconditionally, and forever release any and all claims, obligations, losses, costs, suits, actions, causes of action, liabilities, damages, expenses (including attorney’s fees and costs), and demands of any type or kind whatsoever, whether arising at law, in equity, or under state or federal law, regardless of whether such claim is known or unknown, the Parties may have against each other (or their partners, board members, officers, managers, agents, successors, assigns, representatives) from the beginning of time until the execution date of this Agreement.

- 3. Dismissal:** The waiver and release in this Agreement includes, without limitations, all claims and demands against Defendant, set forth in the action captioned above, subject to the right of the Court to exercise jurisdiction over this Settlement Agreement.
- 4. Attorneys' Fees and Costs:** In the event of a legal action or other proceeding arising under this Agreement or a dispute regarding any alleged breach, default, claim, enforcement action, or misrepresentation arising out of this Agreement, whether or not a proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, whether incurred before suit, during suit, or at the appellate level.
- 5. Counterparts:** This Settlement Agreement may be executed in counterpart originals and, if so executed and delivered, all of the counterparts together shall constitute one and the same Agreement. This signed Settlement Agreement, including any counterparts, may be delivered by facsimile or scanned and delivered by electronic mail. A faxed or scanned signature shall be deemed to have the same force and effect as an original signature. Electronic signatures are acceptable.
- 6. Entire Agreement:** This Agreement sets forth the entire agreement between the Parties with regard to the subject matter hereof, and there are no extraneous agreements or understandings. This Agreement may not be modified or amended by any oral representation or agreement and may only be modified or amended in writing signed by all parties hereto.

7. Severability: The provisions of this Agreement are severable, meaning that if any part is found to be unenforceable or inoperable, then such provisions shall be deemed severed, and all other parts shall remain fully valid and enforceable.

IN WITNESS WHEREOF, the Parties hereto have hereunto signed this Agreement on the dates below written.

Fellowship of Psalms 41:4, Inc.
By: Its Authorized Representative

Date

City of Chipley
By: Its Authorized Representative

Date

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Farmer’s Market & Gazebo Rental – Cornerstone New Life Fellowship Church

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Patrice Tanner, City Administrator

SUMMARY

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 and anticipates receiving approval by August 11, 2026. Proof of insurance will be submitted to the City prior to the event.

RECOMMENDATION

City Staff recommend approval of the Farmer’s Market & Gazebo Rental – Cornerstone New Life Fellowship Church

ATTACHMENTS

- 1. Farmer’s Market & Gazebo Rental Application



Farmer's Market & Gazebo Rental Application

Application deadline: No later than 45 days before the requested date.

Applicant Information

Name: **Bennett** **Jossie** **Cornerstone New Life Fellowship**
Last First Organization/Company Name

Address: **3258 Sapp Rd**
Street Address Apartment/Unit #

Cottondale **FL** **32431**
City State Zip Code

Phone #: **850-890-4496** Alt. Phone #: _____

Email: **jossiebennett94@gmail.com**

Important Information

Date Requested: **10/31/2026**

Time Requested: **3 pm - 7 pm**

Purpose for Rental: **Community Outreach** **Possible Car Show**

Concert/Music? Yes/No **Gospel Music**

Will food and nonalcoholic beverages be sold? Yes/No **Food vendors/No alcohol**

Number of Participants? **Not sure**

Vendor Fee is \$150 per event (plus applicable taxes).
 (Fees will be collected at the time of approval)

Please initial each line:

- 1. ____ Application deadline is no later than 45 days before the requested date by 4:00 p.m. If you are approved, you will be required to make payment that same day.
- 2. ____ You will receive a confirmation email or phone call when your application has been received if you are submitting electronically. If you do not get a call or email within two days of submitting your application, please follow up to be sure we have received it. If you show up at the Farmers Market and we have not received your application, you will not be able to use the location. It is your responsibility to make sure the application has been received.
- 3. ____ Please make checks payable to: City of Chipley. To mail rental application, please mail to: City of Chipley, Attn: City Clerk, Post Office Box 1007, Chipley, FL 32428. Applications can also be emailed to cityhall@cityofchipley.com and also may be dropped off at 1442 Jackson Avenue, Chipley, FL 32428.

For additional information, please contact City Hall at 850-638-6350, Monday – Friday 8:00 a.m. – 4:00 p.m. or email cityhall@cityofchipley.com.

Approved: _____

Date Approved: _____

Amount Due: ____\$155.25_____ (\$150 per month plus 3.5% sales tax)

Applicant Signature: _____

Date: _____

Approved by: _____

Date: _____

**HOLD HARMLESS INDEMNIFICATION AND
INSURANCE**

FOR THE SOLE CONSIDERATION OF the **City of Chipley** granting permission for the undersigned vendor to utilize a space at the Farmers Market as provided for in the attached application, 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 Farmers Market as described above, and forever releases and discharges the City of Chipley, for any such Claims.

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

IN WITNESS WHEREOF, the undersigned has executed this release, this _____ day of _____, 20 ____.

VENDOR:

_____ Signature	_____ 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 – Truth Church Color Run

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Patrice Tanner, City Administrator

SUMMARY

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 Truth Youths Christmas at Hospitals.

Insurance is not required for this event.

RECOMMENDATION

City Staff recommend approval of the Special Event Application – Truth Church Color Run

ATTACHMENTS

- 1. Special Event Application.



City of Chipley



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

Special Event Application

Name/Organization: Truth Church

Address: 1377 Brickyard Rd ste 6 Chipley FL

Contact person: Lilly King Phone: 850 326 7073 Fax: X

E-mail: lillianjohnson030@gmail.com

Type of Event: Color Run - 5K

Purpose of Event: • Raise funds for Truth Youth's Christmas @ Hospitals. • Bring community together • Give families a fun event

Location of Event: Panhandle Technical College - 757 Hoyt St. Chipley FL Indoors/Outdoors

Date(s) & Time(s) of Event: October 3 2026 6:30am - 9am

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

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

Will food and nonalcoholic beverages be sold? NO - free waters

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: 20-75?

Are security and/or medical services provided? NO

Applicant Signature: Lilly King Date: 8.5.26

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

* Contacted Bryan Lee with Panhandle Technical College requesting approval to use their parking lot. Waiting for call back.
updated- Bryan has granted permission

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Color Run - 5K 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 5th day of August, 20 26.

FIRM OR ORGANIZATION: Truth Church, Chipley

[Signature]
Signature

Lilly King
Print Name

Mallory Fears
Witness

Kacey Odom
Witness

Mallory Fears
Print Name

Kacey Odom
Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Lilly King, 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 5th day of August, 20 26.



Kaylad D. Corbitt
Notary Public



City of Chipley

CITY HALL
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: Truth Church Chipley		Person in Charge: Lilly King		Date: 8-5-26
Address of Organization: 1377 Brickyard Rd St 6 Chipley			Telephone Number: 850 326 7073	
Title of Event: Color Run - 5K				
Date of Event: October 3 2026	Starting Time of Event: 7 am	Duration of Event: 9 am	Actual Closing Time (Set up of barriers, Etc.) 9 am	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): Watermelon Trot Route Hoyt St - South Blvd - Kirkland Rd - Brickyard Rd - Wemy Rd - 3rd St - South Blvd - Hoyt St - See included map -				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier: N/A		Policy #: (S1,0	Date: Minut	
Coverage Amount: N/A		Days		
Length of Coverage:				
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: 8-6-26	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official: 		Date Signed:	

Chippley

Section G, Item 7.



- Chief Ritcher stated there are no sidewalks on South Blvd & Brickyard. - when reviewing "street view" on google maps - there seems to be some sidewalks.
- need closures or PD for intersecting roads
- Begin & End in same spot. A "full circle" route.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Development Order – Ashlynn Marquez – Main Street

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

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) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located on Main Street, Parcel ID: 00000000-00-1437-0002, 0.09 Acreage

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

Development application review is attached and has met all requirements for the city.

The proposed development for a new parking lot will benefit the local community by increasing additional parking downtown in the historical commercial district.

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

The Planning & Zoning Commission met on Tuesday, August 6, 2026, at 3:00 p.m. and approved the recommendation by vote five (5) to zero (0).

RECOMMENDATION

City Staff recommends approval for the development order for construction of a new parking lot.

ATTACHMENTS

- 1. Development Application Review
- 2. Development Packet



City of Chipley

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

Section H, Item1.



Development Order Application

The property is located on the east side of Main Street (State Road No. 77), Chipley, Florida and is in the Historical Commercial zoning district. The purpose of the review is to identify whether the proposed development is consistent with Part II of the City of Chipley Code of Ordinances. Deficiencies of the applications are indicated in red throughout this memo based on the application materials provided. The applicant has sufficiently addressed all comments. There are some additional permits and documentation that will be required to be submitted once received as noted throughout in **orange**.

Additional submissions were made for this project, prompting a review of the following application types:

- Land Use Compliance Certificate Application;

Development Order Application Review

Chapter 36 – Subdivisions, Article III. - Plat, Plan Approval Procedure, Sec. 36-52. - Submittal of general site plans and data.

The proposed plat design and development plans shall be reviewed and approved by the zoning commission in two stages. In the first stage, the subdivider is required to submit only general site plans and data which shall include, but not be limited to, the following:

(1) Topographic data. The topographic data shall include existing conditions as follows:

- a. Boundary lines, street lines and block lines.* Bearing and distances; easements; locations, widths and purposes.

Sufficient: Provided in Plan Set: Sheet S-1

Streets on and adjacent to tract. Names and right-of-way widths and locations; types; width and elevation of surfacing; any legally established centerline elevations; walks, curbs, and gutters, etc.

Sufficient: Provided in Plan Set: Sheet S-1

- b. Utilities on and adjacent to the tract.* Locations, sizes and invert elevations of sanitary, storm and combined sewers; locations and sizes of water mains; locations of gas lines, fire hydrants, electrical and telephone poles, and streetlights; if water mains or sewers are not on or adjacent to

the tract, indicate the direction and distance to the site of nearest ones, showing invert elevations of sewers.

Sufficient: Provided in Plan Set: Sheet S-1.

- c. *Ground elevation on the tract.* Based upon a datum plane approved by the city clerk, for land that slopes approximately less than two percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions; for land that slopes approximately more than two percent, either show contours with an interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with intervals of not more than two feet if necessary because of irregular land or the need for more detailed data for preparing plans and construction drawings.

Sufficient: Provided in Plan Set: Sheets S-1, C-1, C-3.

- d. *Title and certificates.* Present land tract designation according to official records in the office of the appropriate recorder; title under which the proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of a registered civil engineer or surveyor, and date of survey.

Sufficient: Provided in Plan Set: Title Sheet, T-1.

(2) The following data may be required of the applicant by the zoning commission, contingent upon special conditions of the site and/or proposal:

- a. Subsurface conditions on the tract, when required by the zoning commission. Location and results of tests made to ascertain subsurface soil, rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of five feet; location and results of soil percolation tests if individual sewage systems are proposed.

Sufficient: Development falls under exemptions for stormwater management under City of Chipley Code of Ordinance, Chapter 14, Section 14-88, (7) Construction of any structure or addition to an existing structure creating 600 square feet or less of new impervious surface total. More than one project may be constructed at different times, but the total exemption cannot exceed the allowable limit.

- b. Other conditions on the tract. Watercourses, marshes, rock outcrops, wooded areas, isolated preservable trees one foot or more in diameter, houses, barns, shacks and other significant features.

Sufficient: This subsection may be required by zoning commission; however, no watercourses, marshes, rock outcrops, wooded areas, or isolated are reported in the provided documentation.

- c. Other conditions on adjacent lands. Approximate direction and gradient of ground slope, including any embankments or retaining walls, character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influences; owners of adjacent unplatted land; for adjacent platted land, refer to the

subdivision plat by name, recordation data, and number and show approximate percentage built up, typical lot size and dwelling type.

Sufficient: This subsection may be required by zoning commission and conditions of adjacent lands are not included in the provided documentation.

- d. Photographs, when required by the zoning commission. Location of cameras, direction of views, and key numbers.

Sufficient: Photograph examples of the intended use of the proposed development are included in the applicant submission.

- e. Zoning on and adjacent to the tract. Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract.

Conditional: This subsection may be required by zoning commission and is not provided within the submitted Plans but is publicly available.

- f. Key plan showing the location of the tract.

Sufficient: This subsection may be required by zoning commission but is provided in the Title page of the Plan Set.

Specifications, Minimum Standards | Chapter 36 – Subdivisions, [Article IV, Specifications, Minimum Standards](#)

Sec. 36-93. - Suitability of land.

- (a) The zoning commission shall not approve the subdivision of land if, from investigation conducted by state or county health authorities, it is determined that in the interest of the public, the site is not suitable for platting and development purposes of the kind proposed.

Sufficient: There is no evidence to suggest that the proposed site is unsuitable for the proposed development.

- (b) Land that is subject to flooding conditions as determined by the state department of health and land that is determined by the zoning commission to be topographically unsuitable shall not be platted for residential occupancy, nor for such other use as may endanger health, life or property, or aggravate erosion or flood conditions.

Sufficient: There is no evidence to suggest that the proposed site is particularly sensitive to flooding based on the elevations depicted in the Topo Map Attachment. The site is not located in a flood zone as identified by the FEMA Flood Zone Map Service Center.

Land Use Compliance | Chapter 44 – Zoning, [Article VI – District Regulations](#), Sec. 44-161. – Historical Commercial land use classification.

- (1) Historical Commercial: *Purpose:* To provide for the vitality of downtown Chipley as a safe community of businesses, residential, small commercial, cultural, government and entertainment use. To provide standards of future development where future

uses and building appearances do not detract from or negatively impact the historical character of the area.

Sufficient: The parking lot achieves the purpose of the Historical Commercial zoning designation by providing necessary parking for the downtown business and community.

(2) Intensity: Maximum lot coverage of 90 percent of total gross acreage of a parcel, including buildings and impervious surfaces.

Sufficient: The proposed site intensity is 80.34%.

(3) Uses: Commercial land uses include:

a. Commercial. Small commercial uses (primarily retail), offices, clinics and businesses catering to personal needs. This may include financial institutions, barber/beauty shops, appliance/clothing effects repair or alterations, restaurants and cafes (excluding dancing and entertainment), visual and performing art studios, motels/hotels/bed and breakfast facilities, theaters and other businesses not deemed to be detrimental to the nature of the historical commercial district.

b. Residential. Loft apartments are allowed in upstairs portions of buildings. Living spaces shall require compliance with building and fire safety codes pertaining to residential/commercial joint use. Proof of compliance with codes shall be submitted to the city before occupancy.

Sufficient: The historical commercial parking lot with gravel parking achieves the purpose of the Historical Commercial land use by fulfilling necessary parking for the downtown business.

(3) Requirements:

a. Maximum lot coverage: 90 percent.

Sufficient: The proposed site intensity is 80.34 including all proposed impervious surfaces.

b. Building setback:

1. Front: None

Sufficient: No setbacks are required for the parking lot development.

1. Side and Rear: None.

Sufficient: No setbacks are required for the parking lot development.

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Chipley, FL will conduct a public hearing at the City Hall Council Chambers located at 1442 Jackson Ave, Chipley, FL and via Zoom, on Thursday, August 6, 2026, at 3:00 p.m. CST. The purpose of this hearing is to review and consider the following request:

1. Request for a Development Order – Ashlynn Marquez – Main Street - Parcel ID: 00000000-00-1437-0002.

You are invited to a Zoom webinar!

When: August 6, 2026 03:00 PM Central Time (US and Canada)

Topic: Planning & Zoning Commission Meeting

Join from PC, Mac, iPad, or Android: <https://us02web.zoom.us/j/87872061248>

Phone one-tap: +16465588656,,87872061248# US (New York) +16469313860,,87872061248# US

Join via audio:

+1 646 558 8656 US (New York) +1 646 931 3860 US +1 301 715 8592 US (Washington DC)
 +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 669 444 9171 US
 +1 669 900 9128 US (San Jose) +1 689 278 1000 US +1 719 359 4580 US +1 253 205 0468 US
 +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 360 209 5623 US +1 386 347 5053 US
 +1 507 473 4847 US +1 564 217 2000 US

Webinar ID: 878 7206 1248

All citizens and interested parties are encouraged to attend the public hearing in person or via zoom. Any inquiries regarding the public hearings or any person requiring special accommodation due to disability or physical impairment, including speech or hearing impairments, should contact the City Hall at 850-638-6350 at least five (5) business days prior to the hearing.

Patrice Tanner
 City Administrator

City of Chipley
Development Order

File No. _____ Fees Paid \$ _____

Name of Owner: Ashlynn Marquez Phone #: 254-535-6765

Address: 4391 Cypress Crossing Road Vernon, FL 32462

Name of Developer/Contractor: Ashlynn Marquez

Address: 4391 Cypress Crossing Road Vernon, FL 32462 Phone #: 254-535-6765

Type of Development: Parking Lot Parcel Size: 0.09-acres

Location of Development: Main Street

Land Use Designation: Historic Commercial Sq. Ft. of Building N/A

Site Plan Required? Yes X No _____ Stormwater Permit Required? Yes _____ No X

City Utilities Needed? Potable Water N/A Waste Water N/A Natural Gas N/A Garbage N/A

Attachments to Order: 1. _____ 2. _____
3. _____ 4. _____

Date of Planning & Zoning Commission Approval: _____

Date of City Council Approval: _____

Contingencies/Conditions of Approval: _____

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

_____/_____
Signature – City Administrator Date Attest _____/_____
Date

SEAL

Owner/Developer/Contractor: _____



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Owner's Name): Ashlynn Marquez

Project Site Address: Main Street

Phone Number: 254-535-6765

Contractor Name/Address _____

Contractor Phone #: _____ Parcel I.D. Number: 00-1437-0002

City of Chipley Future Land Use Designation

Low Density Residential	☐	Neighborhood Commercial	☐
Medium Density Residential	☐	Historic Commercial	☐
High Density Residential	☐	Industrial	☐
Historic	☐	Recreational	☐
Commercial	☐	Public/Semi Public/Educational	☐

Flood Zone: ☐ Yes ☒ No Zone Type _____

Scope of work (Please provide details of all work): Construction of parking lot.

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

Ashlynn Marquez
Applicant

7-14-26
Date

City Official Verifying Compliance

Date

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

Site Narrative

It is proposed to construct a parking lot on the 0.09-acre parcel located on the Main Street in Chipley, Florida. Proposed improvements are to consist of a gravel parking area and one concrete ADA parking space.

Currently the 0.09-acre parcel is that of a vacant undeveloped parcel. No existing stormwater management facility exists for the parcel. The proposed improvements will not require any on-site stormwater treatment as they fall below the regulated permitting threshold. No sewer, water or garbage will be required for the proposed improvements.

The existing alley access off of Main Street will be used to access the proposed driveway. No new traffic will be generated as part of the proposed improvements as the improvements will support the current traffic trips in the area.

PARKING LOT

ASHLYNN MARQUEZ
4391 CYPRESS CROSSING ROAD
VERNON, FL 32462

DHM

MELVIN ENGINEERING

EB-0005637 LC-0000277

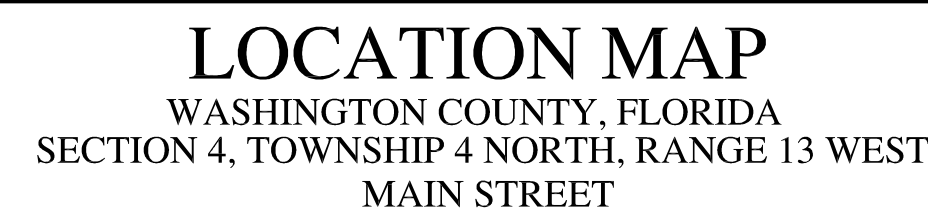
MARIANNA OFFICE
4428 Lafayette Street
Marianna, FL 32446
Phone: (850) 482-3045

TALLAHASSEE OFFICE
2541-1 Barrington Circle
Tallahassee, FL 32308
Phone: (904) 671-7221

www.melvineng.com

Project Name: **PARKING LOT**

Client Name: **ASHLYNN MARQUEZ**



JULY 2026

DHM
MELVIN ENGINEERING

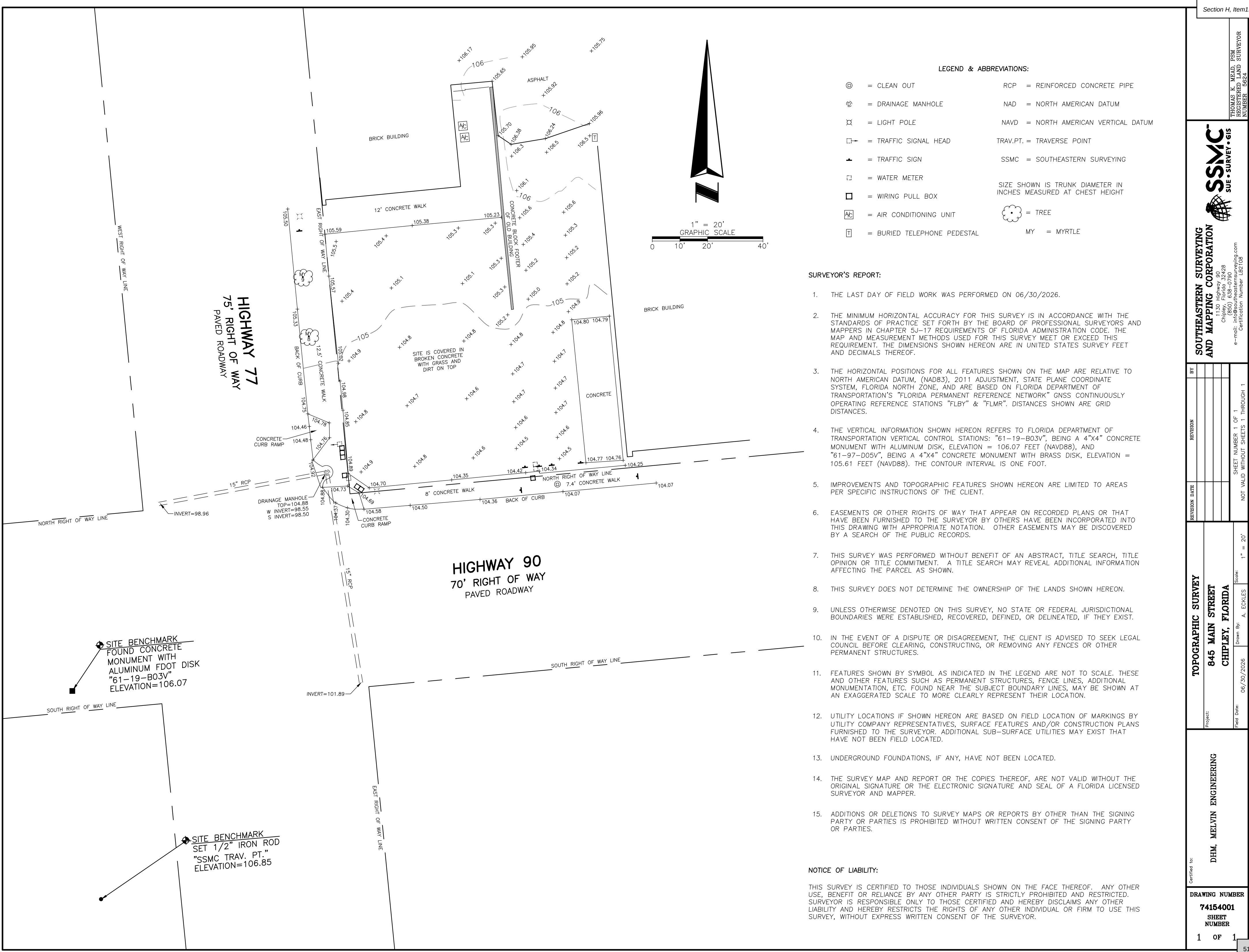
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DHM Project No: AMC26PK
DRAWN BY: MMFARRIS
CHECKED BY: BEM
PROJECT ENGINEER: Brent E. Melvin, P.E.
FL Registration No: FL83163

Seal:

Sheet Title:	
TITLE SHEET	

Drawing No:		T1	
Submittal: Const. Plans		Date: 07-2026	
X	Not for Construction		
	Released for Construction		



- LEGEND & ABBREVIATIONS:
- | | | | |
|---|-----------------------------|----------|---|
| ⊙ | = CLEAN OUT | RCP | = REINFORCED CONCRETE PIPE |
| ⊕ | = DRAINAGE MANHOLE | NAD | = NORTH AMERICAN DATUM |
| ⊗ | = LIGHT POLE | NAVD | = NORTH AMERICAN VERTICAL DATUM |
| ⊠ | = TRAFFIC SIGNAL HEAD | TRAV.PT. | = TRAVERSE POINT |
| ▲ | = TRAFFIC SIGN | SSMC | = SOUTHEASTERN SURVEYING |
| ⊡ | = WATER METER | | SIZE SHOWN IS TRUNK DIAMETER IN INCHES MEASURED AT CHEST HEIGHT |
| □ | = WIRING PULL BOX | ☼ | = TREE |
| ⊞ | = AIR CONDITIONING UNIT | MY | = MYRTLE |
| ⊞ | = BURIED TELEPHONE PEDESTAL | | |

- SURVEYOR'S REPORT:
- THE LAST DAY OF FIELD WORK WAS PERFORMED ON 06/30/2026.
 - THE MINIMUM HORIZONTAL ACCURACY FOR THIS SURVEY IS IN ACCORDANCE WITH THE STANDARDS OF PRACTICE SET FORTH BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE. THE MAP AND MEASUREMENT METHODS USED FOR THIS SURVEY MEET OR EXCEED THIS REQUIREMENT. THE DIMENSIONS SHOWN HEREON ARE IN UNITED STATES SURVEY FEET AND DECIMALS THEREOF.
 - THE HORIZONTAL POSITIONS FOR ALL FEATURES SHOWN ON THE MAP ARE RELATIVE TO NORTH AMERICAN DATUM, (NAD83), 2011 ADJUSTMENT, STATE PLANE COORDINATE SYSTEM, FLORIDA NORTH ZONE, AND ARE BASED ON FLORIDA DEPARTMENT OF TRANSPORTATION'S "FLORIDA PERMANENT REFERENCE NETWORK" GNSS CONTINUOUSLY OPERATING REFERENCE STATIONS "FLBY" & "FLMR". DISTANCES SHOWN ARE GRID DISTANCES.
 - THE VERTICAL INFORMATION SHOWN HEREON REFERS TO FLORIDA DEPARTMENT OF TRANSPORTATION VERTICAL CONTROL STATIONS: "61-19-B03V", BEING A 4"x4" CONCRETE MONUMENT WITH ALUMINUM DISK, ELEVATION = 106.07 FEET (NAVD88), AND "61-97-D05V", BEING A 4"x4" CONCRETE MONUMENT WITH BRASS DISK, ELEVATION = 105.61 FEET (NAVD88). THE CONTOUR INTERVAL IS ONE FOOT.
 - IMPROVEMENTS AND TOPOGRAPHIC FEATURES SHOWN HEREON ARE LIMITED TO AREAS PER SPECIFIC INSTRUCTIONS OF THE CLIENT.
 - EASEMENTS OR OTHER RIGHTS OF WAY THAT APPEAR ON RECORDED PLANS OR THAT HAVE BEEN FURNISHED TO THE SURVEYOR BY OTHERS HAVE BEEN INCORPORATED INTO THIS DRAWING WITH APPROPRIATE NOTATION. OTHER EASEMENTS MAY BE DISCOVERED BY A SEARCH OF THE PUBLIC RECORDS.
 - THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF AN ABSTRACT, TITLE SEARCH, TITLE OPINION OR TITLE COMMITMENT. A TITLE SEARCH MAY REVEAL ADDITIONAL INFORMATION AFFECTING THE PARCEL AS SHOWN.
 - THIS SURVEY DOES NOT DETERMINE THE OWNERSHIP OF THE LANDS SHOWN HEREON.
 - UNLESS OTHERWISE DENOTED ON THIS SURVEY, NO STATE OR FEDERAL JURISDICTIONAL BOUNDARIES WERE ESTABLISHED, RECOVERED, DEFINED, OR DELINEATED, IF THEY EXIST.
 - IN THE EVENT OF A DISPUTE OR DISAGREEMENT, THE CLIENT IS ADVISED TO SEEK LEGAL COUNCIL BEFORE CLEARING, CONSTRUCTING, OR REMOVING ANY FENCES OR OTHER PERMANENT STRUCTURES.
 - FEATURES SHOWN BY SYMBOL AS INDICATED IN THE LEGEND ARE NOT TO SCALE. THESE AND OTHER FEATURES SUCH AS PERMANENT STRUCTURES, FENCE LINES, ADDITIONAL MONUMENTATION, ETC. FOUND NEAR THE SUBJECT BOUNDARY LINES, MAY BE SHOWN AT AN EXAGGERATED SCALE TO MORE CLEARLY REPRESENT THEIR LOCATION.
 - UTILITY LOCATIONS IF SHOWN HEREON ARE BASED ON FIELD LOCATION OF MARKINGS BY UTILITY COMPANY REPRESENTATIVES, SURFACE FEATURES AND/OR CONSTRUCTION PLANS FURNISHED TO THE SURVEYOR. ADDITIONAL SUB-SURFACE UTILITIES MAY EXIST THAT HAVE NOT BEEN FIELD LOCATED.
 - UNDERGROUND FOUNDATIONS, IF ANY, HAVE NOT BEEN LOCATED.
 - THE SURVEY MAP AND REPORT OR THE COPIES THEREOF, ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE OR THE ELECTRONIC SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
 - ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.

NOTICE OF LIABILITY:

THIS SURVEY IS CERTIFIED TO THOSE INDIVIDUALS SHOWN ON THE FACE THEREOF. ANY OTHER USE, BENEFIT OR RELIANCE BY ANY OTHER PARTY IS STRICTLY PROHIBITED AND RESTRICTED. SURVEYOR IS RESPONSIBLE ONLY TO THOSE CERTIFIED AND HEREBY DISCLAIMS ANY OTHER LIABILITY AND HEREBY RESTRICTS THE RIGHTS OF ANY OTHER INDIVIDUAL OR FIRM TO USE THIS SURVEY, WITHOUT EXPRESS WRITTEN CONSENT OF THE SURVEYOR.

Section H, Item 1.

THOMAS K. MEAD, PSM
FLORIDA LICENSED SURVEYOR
NUMBER 5824

**SOUTHEASTERN SURVEYING
AND MAPPING CORPORATION**
1130 Highway 90
Chipley, FL 90428
(850) 638-0790
e-mail: info@southeasternsurveying.com
Certification Number LB2108

SSMC
SUE • SURVEY • GIS

BY	REVISION	REVISION DATE

TOPOGRAPHIC SURVEY
845 MAIN STREET
CHIPLEY, FLORIDA

Project:
Field Date: 06/30/2026
Drawn By: A. ECKLES
Scale: 1" = 20'

DHM, MELVIN ENGINEERING

DRAWING NUMBER
74154001
SHEET
NUMBER
1 OF 1



Figure 1 shows a schematic of a vertical cantilever beam. The beam is fixed at the top and free at the bottom. A horizontal force is applied at the free end, causing a deflection. A scale bar at the bottom indicates a length of 10 units.

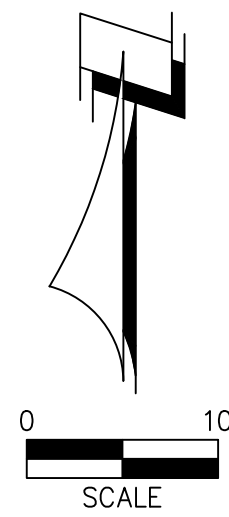


Drawing No:	
C1	
Submittal: Const. Plans	Date: 07-2026
X	Not for Construction
	Released for Construction

IT IS PROPOSED TO CONSTRUCT A PARKING LOT 0.09-ACRE PARCEL LOCATED OFF MAIN STREET IN CHIPLEY, FLORIDA. PROPOSED IMPROVEMENTS ARE TO CONSIST OF GRAVEL PARKING LOT AND CONCRETE ADA PARKING SPACE. NO SEWER AND WATER IS REQUIRED. ON-SITE STORMWATER TREATMENT IMPROVEMENTS ARE NOT REQUIRED FOR THE PROPOSED IMPROVEMENTS.

The diagram illustrates the vertical layers of the proposed sod installation system. From top to bottom, the layers are: a dashed line representing the property boundary, a layer of existing asphalt pavement, a layer of existing concrete, a layer of proposed gravel, and a layer of proposed sod. The sod layer is depicted with downward-pointing arrows, indicating its placement on top of the gravel layer.

	PROPERTY BOUNDARY
	EXISTING ASPHALT PAVEMENT
	EXISTING CONCRETE
	PROPOSED GRAVEL
	PROPOSED SOD



DEVELOPER: ASHLYNN MARQUEZ
4391 CYPRESS CROSSING ROAD
VERNON, FL 32462
CONTACT: ASHLYNN MARQUEZ, OWNER

ENGINEER: DAVID H. MELVIN, INC. CONSULTING ENGINEERS
4428 LAFAYETTE STREET
MARIANNA, FL 32446
CONTACT: MARY-MARGARET FARRIS, EI
(850) 482-3045

SURVEYOR: SOUTHEASTERN SURVEYING AND MAPPING CORP.
1130 HIGHWAY 90
CHIPLEY, FLORIDA 32428
(850) 638-0790
CONTACT: LEE ANDERSON, PSM

General Information		
Property Tax ID#:	00-1437-0002	
Site Address:	Main Street	
Developer:	Ashlynn Marquez	
Engineer:	David H. Melvin, Inc.	
Land Use:	Historic Commercial	
Site Data Table		
Total Parcel Area (SF):	3,920 SF	0.09 AC
<u>Existing Impervious Area:</u>	3,215 SF	82.00 %
Concrete Area	693 SF	17.68 %
Asphalt Area	406 SF	10.36 %
Broken Concrete/Dirt Area (405 SF to be Removed)	2,116 SF	53.97 %
<u>Proposed Impervious Area:</u>	340 SF	8.67 %
Concrete Area	340 SF	8.67 %
<u>Pre-Post Impervious Area:</u>	3,150 SF	80.34 %
Existing Impervious Area (405 SF to be Removed):	2,810 SF	71.67 %
Proposed Impervious Area:	340 SF	8.67 %
Parking		
Regular Parking Space	5 Spaces	
Handicap Parking Space (1 space/25 Regular spaces; 5 Spaces)	1 Spaces	
Total Parking Provided:	6 Spaces	

- 1 INSTALL HANDICAP PARKING SPACE (SEE DETAIL B/C4)
- 2 INSTALL REGULAR PARKING SPACE (SEE DETAIL B/C4)
- 3 INSTALL CONCRETE WHEEL STOP (SEE DETAIL D/C4)
- 4 INSTALL 8" CONCRETE HEADER CURB (SEE DETAIL A/C4)
- 5 INSTALL GRAVEL AREA (SEE DETAIL A/C4)
- 6 INSTALL LANDSCAPE AREA TO CONSIST OF:
 - (1) TONTO CRAPE MYRTLE TREE
 - (1) MUHLY GRASS 'PINK'
 - 100 SF DWARF MONDO GRASS
 - 300 SF ZOYSIA SOD

$$1'' = 10'$$

Project Name: **PARKING LOT**

Client Name: ASHLYNN MARQUEZ

RELEASE RECORD

[illegible]

DHM Project No: AMC26PK

DRAWN BY: MMFARRIS

CHECKED BY: BEM

PROJECT ENGINEER

Brent E. Melvin, P.E.

FL Registration No: FL83163

Seal

Sheet Title:

SITE AND DIMENSION PLAN

Drawing No:

C2

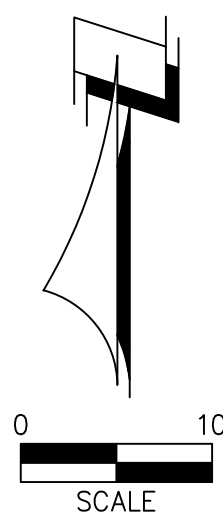
Submittal: Const. Plans	Date: 07-2026
----------------------------	------------------

X	Not for Construction
	Released for Construction



The diagram illustrates a cross-section of a road construction project. From top to bottom, the layers are: PROPERTY BOUNDARY (indicated by a dashed line), EXISTING ASPHALT PAVEMENT (a thin solid layer), EXISTING CONCRETE (a thicker solid layer), PROPOSED GRAVEL (a layer of small circles), PROPOSED SOD (a layer of small squares), EXISTING CONTOURS (a dashed line), EXISTING SPOT ELEVATIONS (represented by downward arrows), and PROPOSED SPOT ELEVATIONS (represented by upward arrows). A dimension line indicates a width of 106 feet, with a note 'x 106' and a specific elevation of '106.00'' pointing to one of the spot elevation markers. The bottom left is labeled 'M.E.' and the bottom right is labeled 'MATCH EXISTING'.

	PROPERTY BOUNDARY
	EXISTING ASPHALT PAVEMENT
	EXISTING CONCRETE
	PROPOSED GRAVEL
	PROPOSED SOD
	EXISTING CONTOURS
	EXISTING SPOT ELEVATIONS
	PROPOSED SPOT ELEVATIONS
M.E.	MATCH EXISTING



1. ENGINEER SHALL PROVIDE CONTRACTOR WITH ELECTRONIC FILE FOR SITE TAKEOUT. CONTRACTOR SHALL VERIFY ALL LAYOUT FEATURES PRIOR TO INSTALLATION OF IMPROVEMENTS. CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY CONFLICTS OR AMBIGUITY. THE CONTRACTOR SHALL UTILIZE REGISTERED SURVEYOR FOR LAYOUT OF ALL SITE IMPROVEMENTS.
2. UNLESS OTHERWISE INDICATED OR MODIFIED ON THE PLANS OR IN THE SPECIFICATIONS, THE CURRENT FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ROAD CONSTRUCTION SHALL BE THE GOVERNING SPECIFICATIONS FOR CONSTRUCTION MATERIAL AND SITE WORK.
3. WHERE REFERENCE IS MADE TO A STANDARD INDEX OR DETAIL, THE CURRENT FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ROAD CONSTRUCTION SHALL BE USED AS IF A PART OF THIS PLAN.
4. PRIOR TO COMMENCING CONSTRUCTION IN ANY COUNTY, OR STATE RIGHT-OF-WAY OR EASEMENT, THE CONTRACTOR SHALL LOCATE AND VERIFY ALL EXISTING PRIVATE AND PUBLIC UTILITIES. THE CONTRACTOR SHALL ALSO COORDINATE WITH THE APPROPRIATE UTILITY PROVIDER FOR ANY NECESSARY UTILITY RELOCATION'S REQUIRED TO IMPLEMENT THE PROPOSED PLAN. ANY REQUIRED UTILITY RELOCATION WORK SHALL BE INCLUDED IN THE CONSTRUCTION BID.
5. THE CONTRACTOR SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.
6. EXISTING SURVEY ELEVATION INFORMATION WAS OBTAINED FROM SOUTHEASTERN SURVEYING & MAPPING, INC. IF ANY DISCREPANCIES ARE FOUND DURING CONSTRUCTION WITH EXISTING ELEVATION INFORMATION THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR CLARIFICATION PRIOR TO ANY FURTHER CONSTRUCTION OR INSTALLATION OF IMPROVEMENTS.
7. CONTRACTOR SHALL SOD ALL DISTURBED AREA AND RE-GRADE SMOOTH ALL ON-SITE AREAS (500 SF OF SOD) THE REMAINDER OF THE DISTURBED AREA SHALL BE SEEDED AND MULCHED TO ENSURE STABILITY AND PROMOTIB EROSION.
8. CONTRACTOR SHALL NOTIFY ENGINEER FOR SITE VISIT AND CONFIRMATION OF GRADE STAKING PRIOR TO INSTALLATION OF ANY STRUCTURE, CONCRETE OR ASPHALT.
9. EXISTING GRADES, DRAINAGE ELEVATIONS/INVERTS AND UTILITY ELEVATIONS/INVERTS SHALL BE FIELD VERIFIED AND ANY DISCREPANCIES SHALL BE REPORTED TO ENGINEER OF RECORD PRIOR TO ANY CONSTRUCTION OR INSTALLATION OF IMPROVEMENTS.

1. ALL PERMITS (CITY) MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION COMMENCEMENT AND KEPT ON-SITE DURING CONSTRUCTION UNTIL COMPLETION OF PROJECT.
2. THE CONTRACTOR SHALL REQUEST AN ON-SITE PRE-CONSTRUCTION MEETING WITH THE PROJECT ENGINEER PRIOR TO ANY CONSTRUCTION ACTIVITY.
3. CONSTRUCT SEDIMENTATION/EROSION CONTROLS AND THEN CLEARLY "FLAG" THE LIMITS OF CLEARING. CONSTRUCTION ACTIVITY SHALL NOT COMMENCE UNTIL THE SEDIMENT CONTROLS HAVE BEEN INSPECTED AND APPROVED. THE CONTRACTOR SHALL CONTACT CITY REPRESENTATIVE TO INSPECT SAID SEDIMENT/EROSION CONTROLS PRIOR TO CONSTRUCTION ACTIVITY.
4. CLEAR THE REMAINING PORTION OF THE SITE AND CREATE DIVERSION CHANNELS TO DIRECT THE FLOW. WHERE NEEEDED, CHECK DAMS CONSTRUCTED OF HAY BALES SHALL BE USED TO TRAP SEDIMENT.
5. CONSTRUCT SITE IMPROVEMENTS IN ACCORDANCE WITH THE APPROVED PLANS.
6. SOD OR SEED ALL REMAINING DISTURBED AREAS.
7. CONTACT PROJECT ENGINEER FOR INSPECTION OF SITE DURING CONSTRUCTION.
8. PRIOR TO THE REMOVAL OF ANY EXCAVATED MATERIAL FROM THE SITE THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER THE LOCATION OF ALL PROPOSED DISPOSAL SITES. ALL DISPOSAL SITES SHALL BE PROPERLY PERMITTED AND APPROVED TO RECEIVE THE EXCAVATED MATERIALS. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FROM THE ALLOWABLE DISPOSAL SITES FROM THE ENGINEER PRIOR TO THE REMOVAL OF ANY EXCAVATED MATERIALS.
9. OBTAIN FINAL APPROVAL FROM THE ENGINEER AND OWNER. CONTRACTOR SHALL REPAIR/REPLACE/RECONSTRUCT AT NO EXTRA COST ANY RELATED ITEMS TO THE EXISTING STORMWATER COLLECTION SYSTEM THAT ARE FOUND TO BE IN NON-COMPLIANCE WITH EXISTING CONDITIONS.

DHM
MELVIN ENGINEERING

EB-0005637 LC-0000277

MARIANNA OFFICE
4428 Lafayette Street
Marianna, FL 32446
Phone: (850) 482-3045

TALLAHASSEE OFFICE
2541-1 Barrington Circle
Tallahassee, FL 32308
Phone: (850) 671-7221

www.melvineng.com

Project Name:
PARKING LOT

Client Name:
ASHLYNN MARQUEZ

[illegible]

DHM Project No: AMC26PK
DRAWN BY: MMFARRIS
CHECKED BY: BEM
PROJECT ENGINEER: Brent E. Melvin, P.E.
FL Registration No: FL83163

Seal

Sheet Title:

GRADING AND DRAINAGE PLAN

Drawing No:

C3

Submittal: Const. Plans		Date: 07-2026
X	Not for Construction	
	Released for Construction	

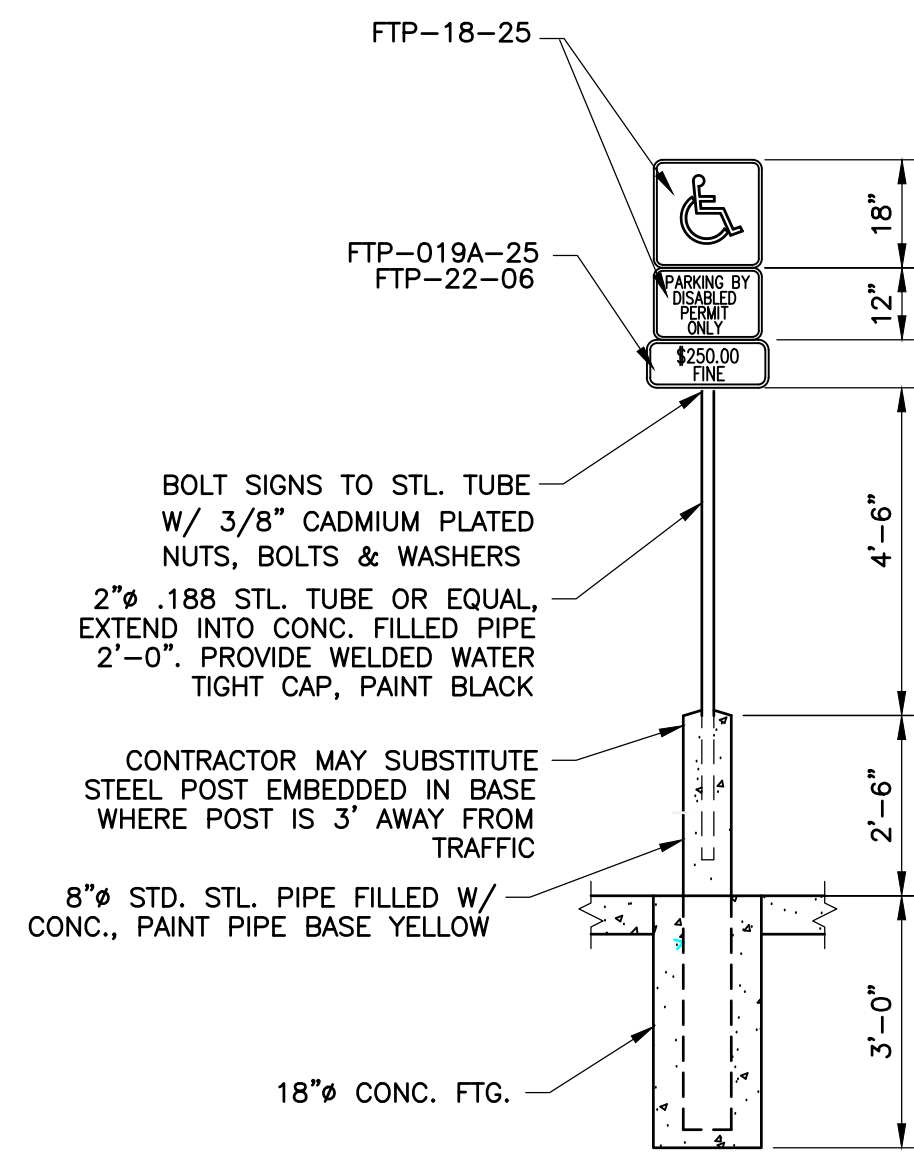
Client Name: ASHLYNN MARQUEZ

[illegible]

FL Registration No: FL83163

Seal:

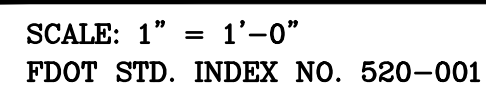
X	Not for Construction
	Released for Construction



N.T.S.

SCALE: 1" = 5'

N.T.S



CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Resolution No. 26-48 – 1278 Holley Ave - Grace Assembly of God

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Patrice Tanner, City Administrator

SUMMARY

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 service the public health and welfare of City residents.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-48 – 1278 Holley Ave - Grace Assembly of God

ATTACHMENTS

- 1. Resolution No. 26-48

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

WHEREAS, the City of Chipley, Florida (the "City") owns certain real property located at 1278 Holley Ave., Chipley, Florida, Parcel Identification No. 00-2847-0000, more particularly described as The East 40 feet of Lots 26 and 27 in Block "C" of Rubenstein & Laken Addition to the Town of Chipley, Florida, according to plat thereof on file in the Office of the Clerk of the Circuit Court of Washington County, Florida, being in Section 33, Township 5 North, Range 13 West (the "Property"); and

WHEREAS, Section 2-130 of the Code of Ordinances of the City authorizes the City to convey real property to a qualifying nonprofit entity to be used for a public purpose, subject to the conditions set forth therein; and

WHEREAS, Grace Assembly @ Chipley Inc. (the "Grantee") is a Florida not for profit corporation that is tax-exempt under Section 501 of the Internal Revenue Code, no part of the net earnings of which inures to the benefit of any private shareholder or individual, and whose principal mission is public health and welfare/relief of human suffering and poverty within the meaning of Section 2-130(1); and

WHEREAS, the Grantee owns the parcel of real property immediately adjacent to the Property; and

WHEREAS, the City Council finds that the Property is not needed for any municipal purpose; that the estimated costs of remediation and cleanup of the Property exceed its fair market value, such that the Property has no net value to the City; that the Property is of a size that cannot be redeveloped as a standalone parcel under the current codes and land development regulations of the City; that the Grantee, as owner of the immediately adjacent parcel, is uniquely situated to put the Property to productive use by combining it with the Grantee's adjacent property; and that conveyance of the Property to the Grantee for the public purpose described herein serves a valid public and municipal purpose;

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

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Declaration of Intent. The City Council hereby declares its intention to convey the Property to the Grantee by quitclaim deed, in its "as is, where is" condition and without warranty of title, upon the terms set forth herein.

Section 3. Consideration. The consideration for the conveyance shall be the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, including the Grantee's assumption of all responsibility for the condition and cleanup of the Property and the return of an otherwise non-developable, negative-value parcel to productive use

Section 4. Public Purpose. The Property shall be used by the Grantee for the public purpose of expansion of the Grantee's charitable community-service and benevolence facilities serving the public health and welfare of City residents, and for no purpose inconsistent with Section 2-130.

Section 5. Encumbrances. The Property is not encumbered by any bonds or obligations for which the Property or the revenue derived therefrom is specially pledged."

Section 6. Public Hearing. A public hearing on the proposed conveyance shall be held before the City Council on _____, 2026, at : __.m., at City Hall, which date is not less than 30 days after the adoption of this Resolution. At the hearing, the terms of the proposal and the use of the Property shall be explained and citizens and taxpayers shall be given the opportunity to be heard.

Section 7. Publication. The City Clerk is directed to cause this Resolution to be published in full in two issues of a newspaper of general circulation published in the City, with the first publication not less than ten (10) days before the public hearing and the second publication one week after the first publication, and both publications prior to the public hearing.

Section 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 11th day of August, 2026.

CITY OF CHIPLEY

ATTEST:

Sherry Snell, City Clerk

Tracy L. Andrews, Mayor

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Code Enforcement Case – 504 Martin Luther King Drive

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Patrice Tanner, City Administrator

SUMMARY

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 8/11/2026 are \$50,450.00. Attorney fees as of 08/10/2026 are \$3,874.60.

The property is now in compliance.

RECOMMENDATION

Discussion.

ATTACHMENTS

- 1. Attorney Fees

Blankenship Jordan, P.A.
Matter Billing Log
Date Range: 08/10/2023 - 11/11/2025

Section H, Item3.

Matter Opened Date: 08/22/2023

File #: 17-0002-58

City of Chipley / 17-0002

RE: 504 MLK Dr Code Enforcement

FEES

Date		Details	Hours	Amount
08/10/2023	Law Clerk	rev file/ prep hrg outline for new atty.. JM	0:36	\$105.00
02/27/2024	Michelle Jordan	R/R email corr from TD; review order; email title agent re: O&E report	0:12	\$40.00
03/25/2024	Michelle Jordan	Review file & update lit. mgmt spreadsheet. HU.	0:06	\$12.50
05/07/2024	Michelle Jordan	Review title work. HU.	0:54	\$112.50
05/08/2024	Michelle Jordan	Continued review of title work & research civil jdgmt/cases & location of Davis. HU.	0:30	\$62.50
05/10/2024	Michelle Jordan	Research taxes. Draft complaint, lis pendens, & notice of appearance. HU.	2:30	\$312.50
05/14/2024	Michelle Jordan	Proofread pleadings & send to MG for approval. Compile exhibits for complaint. HU.	0:30	\$62.50
05/16/2024	Michelle Jordan	Review/ revise Complaint, Title Work, Previous code enforcement liens. MG.	0:36	\$120.00
05/16/2024	Michelle Jordan	Telephone conference with H Upton regarding revisions and addition of second code enforcement count. MG.	0:18	\$60.00
05/16/2024	Michelle Jordan	P/C w/MG re Complaint & outstanding CE Order. Email to MJ & MG re: same. HU.	0:24	\$50.00
05/17/2024	Michelle Jordan	P/C w/MG re Complaint & outstanding CE Order. Email to MJ & MG re: same. HU.	0:24	\$50.00
05/17/2024	Michelle Jordan	Email fm/to TD re: old CE order. Email to MG & MJ re: same. HU.	0:06	\$12.50
05/22/2024	Michelle Jordan	Draft/ revise complaint and finalize for filing. MG.	0:24	\$80.00
05/23/2024	Michelle Jordan	Finalize & file complaint, notice of lis pendens & notice of appearance. HU.	0:30	\$62.50
05/31/2024	Michelle Jordan	Update pleading index. Draft summonses & file. HU.	0:42	\$87.50
06/02/2024	Michelle Jordan	Review file. Draft & file summonses. HU.	0:30	\$62.50

Blankenship Jordan, P.A.

Matter Billing Log

Section H, Item3.

Date Range: 08/10/2023 - 11/11/2025

06/14/2024	Michelle Jordan	Review Clerk's docket, update pleading index, save issued summonses. Lookup CI address where Davis is located. Draft letters to Sheriffs re: service upon defendants. HU.	0:54	\$112.50
06/20/2024	Michelle Jordan	Email to MJ re: service of process. HU.	0:06	\$12.50
06/26/2024	Michelle Jordan	Review & save pleadings. HU.	0:06	\$12.50
07/01/2024	Michelle Jordan	Receive/review answer of clerk regarding unpaid fines and fees. MG.	0:06	\$20.00
07/09/2024	Michelle Jordan	Review & save pleading. HU.	0:06	\$12.50
07/10/2024	Michelle Jordan	Save return of non-service. Draft ltr to WCSO re: service upon T. Davis. Email same to MJ. Review & save pleading. HU.	0:12	\$25.00
07/12/2024	Michelle Jordan	Efile return of service re: T. Davis. HU.	0:06	\$12.50
07/29/2024	Michelle Jordan	R/R Answer of Terry Davis (mailed from institution); email to MG and HU; update file	0:24	\$80.00
07/29/2024	Michelle Jordan	Review/ analyze answer of T Davis regarding incarceration and lack of notice. MG.	0:06	\$20.00
08/02/2024	Michelle Jordan	Review file, update pleading index & link pleadings. Email to/fm MJ & MG. HU.	0:24	\$50.00
09/19/2024	Michelle Jordan	Review & save pleading. HU.	0:06	\$12.50
09/20/2024	Michelle Jordan	Draft Mtn4Sum. Judgment. HU.	0:48	\$100.00
10/02/2024	Michelle Jordan	Draft Motion for Summary Judgment. Draft Affidavit in Support of Motion for Summary Judgment. Email same to MG for review. HU.	1:30	\$187.50
12/04/2024	Michelle Jordan	Review & revise MSJ. HU.	0:30	\$62.50
02/11/2025	Michelle Jordan	Receive/ review order setting status conference. MG.	0:06	\$20.00
03/21/2025	Michelle Jordan	Review clerk's docket, update pleading index and link pleadings. Update Litigation Mgmt Spreadsheet. HU.	0:12	\$25.00
04/14/2025	Michelle Jordan	Attend status conference. MG.	0:06	\$20.00
04/14/2025	Michelle Jordan	Prepare for status conference. MG.	0:18	\$60.00
04/15/2025	Michelle Jordan	Email fm/to MG & MJ re: update from hearing. HU.	0:06	\$12.50
04/28/2025	Michelle Jordan	Email to JA re: scheduling final hearing. HU.	0:12	\$25.00
05/01/2025	Michelle Jordan	Email fm JA re: potential hearing dates. Review calendar. Email MG re: hrg dates JA provided. HU.	0:06	\$12.50
05/12/2025	Michelle Jordan	Text w/MG re: availability for hearing. Email to Kristi re: final hearing availability. HU.	0:12	\$25.00
05/13/2025	Michelle Jordan	Email K Novonglosky regarding priority of tax lien. MG.	0:06	\$20.00

Blankenship Jordan, P.A.

Matter Billing Log

Date Range: 08/10/2023 - 11/11/2025

Section H, Item3.

05/14/2025	Michelle Jordan	Email to/fm JA re: hrg. HU.	0:06	\$12.50
05/19/2025	Michelle Jordan	Draft NOH & email same to MG for review. HU.	0:24	\$50.00
05/20/2025	Michelle Jordan	Receive/ review stipulation to declare tax lien superpriority. MG.	0:06	\$20.00
05/21/2025	Michelle Jordan	Review & save pleadings. HU.	0:06	\$12.50
05/22/2025	Michelle Jordan	Review & save pleadings. HU.	0:06	\$12.50
06/11/2025	Michelle Jordan	Finalize & file notice of hearing. Mail notice to defendant via cert. mail. Email notice to JA and TD. Email to CR re: covering hearing. Calendar hearing & invite TD. HU.	0:36	\$75.00
07/21/2025	Michelle Jordan	Review clerk's docket, update pleading index & link pleadings. HU.	0:12	\$25.00
09/03/2025	Michelle Jordan	Draft/ revise witness list. MG.	0:24	\$80.00
09/04/2025	Michelle Jordan	Review & save pleading. HU.	0:06	\$12.50
09/05/2025	Michelle Jordan	Review file & draft trial brief. HU.	0:48	\$100.00
09/08/2025	Michelle Jordan	Review file & continue drafting trial brief. HU.	0:24	\$50.00
09/10/2025	Michelle Jordan	Draft/ revise motion to take judicial notice with Deed and code enforcement. MG.	0:18	\$60.00
09/11/2025	Michelle Jordan	Draft/ revise/ file notice of offering business records, request for judicial notice and trial brief. MG.	1:18	\$260.00
09/12/2025	Michelle Jordan	T/C and email corr with PT and TA re: abatement	0:12	\$40.00
09/12/2025	Michelle Jordan	P/C w/ MG. Text w/ MG/MBJ. Email to JA rescheduling hrg. File return of service. P/C w/ MG. Text w/ MG/MBJ. Email to JA rescheduling hrg. File return of service. HU.	0:30	\$62.50
09/15/2025	Michelle Jordan	Review & save pleading. Update case management spreadsheet. HU.	0:06	\$12.50
10/21/2025	Michelle Jordan	Draft motion to stay & proposed Order. Email same to MG for review. HU.	0:18	\$45.00
10/23/2025	Michelle Jordan	Email fm/to MG. Email to Opposing Counsel re: motion to stay. HU.	0:12	\$30.00
10/31/2025	Michelle Jordan	Email to/fm Kristi re: consent/objection to the city's motion to stay. Finalize & file motion to stay. Draft letter to Judge. E-file letter & proposed Order. Mail copies to Defendant. Save e-filed pleadings. HU.	0:48	\$120.00
11/03/2025	Michelle Jordan	Receive/ review order granting 90 day stay to permit compliance. MG.	0:06	\$22.50
11/04/2025	Michelle Jordan	Review/ revise/ finalize notice of serving order to stay. MG.	0:06	\$22.50
11/04/2025	Michelle Jordan	Review & save pleading. Calculate & calendar l/d of stay. Draft certificate of compliance re: Order & email same to MG. Update Lit Mgmt Spreadsheet. HU.	0:24	\$60.00
11/05/2025	Michelle Jordan	Finalize & file certificate of compliance. Mail copy to Defendant. HU.	0:24	\$60.00

Blankenship Jordan, P.A.
Matter Billing Log

Date Range: 08/10/2023 - 11/11/2025

Section H, Item3.

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
Total				\$3,507.50

DISBURSEMENTS

Date	Expense	Amount
04/29/2024		\$200.00
06/20/2024	Process Service Cost	\$80.00
06/20/2024	Process Service Cost	\$40.00
07/10/2024	Process Service Cost	\$40.00
06/11/2025	Mail notice of hearing to defendant via cert mail. HU.	\$5.54
10/31/2025	Mail motion, letter & proposed Order to Defendant. HU.	\$0.78
11/05/2025	Mail certificate of complaint to defendant. HU.	\$0.78
Total		\$367.10

Summary of Fees and Disbursements

Total Fee & Disbursements \$3,874.60

Blankenship Jordan, P.A.

Matter Billing Log

Date Range: 08/10/2023 - 11/11/2025

Section H, Item3.

Filter	Value
Matter Owner	All
Date Range	All Dates
Client	All
Matter	City of Chipley-504 MLK Dr Code Enforcement
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: 08/10/2023 - 11/11/2025

Section H, Item3.

for Invoice Printing

Include Payment Transactions No

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: 592 Main Street – Taxes Due

MEETING DATE	PREPARED BY
Tuesday, August 11, 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 \$4,004.67 as of July 30, 2026. Attorney fees as of 08/10/2026 total \$9,349.47 which includes work done on 589 Main Street. Attorney Jordan will give additional details on this property.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Certificate of Title
2. Attorney Fees

Blankenship Jordan, P.A.

Matter Billing Log

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

Section H, Item4.

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 Efiling 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, Item4.

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

Section H, Item4.

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, Item4.

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.

Matter Billing Log

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

Section H, Item4.

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.
Matter Billing Log
Date Range: 04/13/2023 - 06/29/2026

Section H, Item4.

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, Item4.

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, Item4.

for Invoice Printing

Include Payment Transactions No

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	
	Auth. Code:			Tender:
	Card:			AID:
	Payment Method:			TID:
	Payment Variant:			MID:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Communications Site Lease Agreement – Wildstar Networks

MEETING DATE	PREPARED BY
Tuesday, August 11, 2026	Patrice Tanner, City Administrator

SUMMARY

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 up to three (3) buildings owned by the City which has a fair market value of approximately \$275 per month.

The term of this lease shall be for a period of five (5) years and shall be automatically renewed for three (3) additional five (5) year terms a the expiration of the previous term.

RECOMMENDATION

City Staff recommend approval of the Communications Site Lease Agreement – Wildstar Networks.

ATTACHMENTS

1. Agreement

COMMUNICATIONS SITE LEASE AGREEMENT

Site Name / ID: Chipley Lattice

1. **Parties.** This Communications Site Lease Agreement (the "Lease") is entered into as of August 7, 2026, between the City of Chipley, Florida, a Florida municipal corporation ("Lessor"), and SOM1101 LLC, a Florida limited liability company doing business as Wildstar Networks ("Lessee"). Lessor and Lessee are each a "Party" and together the "Parties."
2. **Facility.** This Lease is for the lease of space on and within the existing self-support lattice tower and the surrounding ground compound owned or controlled by Lessor, located southeast of Lessor's water tower identified as "Chipley," at 1044 US-90, Chipley, FL 32428 (the "Facility"). Coordinates: 30.781835° N / -85.522129° W. Overall structure height: 250 feet AGL. The Commencement Date of this Lease shall be the date of the last signature below (the "Commencement Date"), which date shall in all cases be deemed the effective date of this Lease notwithstanding the date stated in Section 1.
3. **Equipment Space.** Lessor agrees to provide nine (9) square feet of outdoor ground space at the base of the Facility, in the form of a three-foot by three-foot (3' x 3') cabinet pad, for the Communication Equipment (defined to include all equipment necessary for a send-and-receive antenna system), at the location described in the Scope of Work.
4. **Antenna and Cable Space.** Lessor agrees to provide space for Lessee's antennas and associated mounting hardware at a centerline of approximately two hundred thirty (230) feet AGL for the base node radios, and at such additional elevations on the Facility as are necessary to establish and maintain clear line of sight between Lessee's microwave backhaul antennas and the connecting towers, which elevations may be above or below the base node centerline provided that no antenna shall be mounted above two hundred forty (240) feet AGL or below one hundred fifty (150) feet AGL without Lessor's prior written consent. Lessor further agrees to provide a continuous cable and conduit pathway between the equipment space and the antenna space.
5. **Compensation.** As full consideration for the rights granted under this Lease, and in lieu of monetary rent, Lessee shall provide the following in-kind compensation to Lessor for so long as this Lease remains in effect:

In-Kind Compensation (Trade of Service). Lessee shall provide fixed-wireless broadband internet service at no charge to up to three (3) buildings owned by Lessor and designated by Lessor in writing, subject to each designated location being within Lessee's serviceable coverage area and having adequate line of sight to Lessee's network. Lessee shall provide installation, customer premises equipment, and ongoing support at each such location at no charge. Service shall be provided at Lessee's 100Mbps service level. Lessor may substitute a designated location upon thirty (30) days' written notice, provided the substitute location meets the coverage and line-of-sight conditions stated above. The Parties agree that the fair market value of such service is approximately \$275 per month in the aggregate as of the

Commencement Date, and such value shall be deemed to increase by three percent (3%) on each anniversary of the Commencement Date. In the event Lessee is unable or fails to provide the in-kind service described in this Section for any reason other than a temporary interruption governed by the Service Level provisions below, Lessee shall pay Lessor monetary rent equal to the greater of (i) \$400 per month or (ii) 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, commencing on the first month in which such service is not provided and continuing until such service is restored or this Lease is terminated.

Commencement of Service. Service shall commence at each designated location within thirty (30) days of the later of (i) Lessor's written designation of that location and (ii) the date the Communication Equipment at the Facility is placed in service.

Service Level. Any interruption of the service provided under this Section shall be remedied ~~on within~~ the same ~~basistimeframes~~ Lessee provides to its similarly situated paying customers, and in no event later than seventy-two (72) hours after Lessee receives notice or becomes aware of the interruption. If service to any designated location is interrupted for more than five (5) consecutive days, Lessee shall credit Lessor the sum of \$100 per location per day of interruption beyond such five-day period, payable within thirty (30) days of restoration. An interruption lasting more than thirty (30) consecutive days at any designated location shall constitute a Material Breach under Section 23.

No Monetary Rent; No Escalation. ~~No monetary rent shall be due under this Lease, and the compensation described in this Section shall not escalate during the Initial Term or any Extension Term.~~ Escalation and Service Upgrades. Except for the monetary rent payable under the Compensation Section above upon a failure to provide the in-kind service, no monetary rent shall be due under this Lease. The fair market value of the in-kind compensation shall escalate by three percent (3%) annually as set forth in the Compensation Section above. The service level described in this Section shall be upgraded at the commencement of each Extension Term to match Lessee's then-current service tier most comparable to the 100Mbps tier as of the Commencement Date. Additionally, commencing with the first Extension Term, Lessee shall provide service to one (1) additional Lessor-designated building per Extension Term (up to a maximum of six (6) buildings total), subject to the same coverage and line-of-sight conditions.

6. **Scope of Work.** Lessee shall perform the following work at the Facility (the "Scope of Work"):

Description of Work. Lessee shall furnish, install, operate, and maintain: (i) four (4) Tarana base node radios mounted at a centerline of approximately two hundred thirty (230) feet AGL; (ii) up to four (4) microwave backhaul antennas mounted at the elevations necessary to establish clear line of sight to the connecting towers, which may be above or below the base node centerline; (iii) all associated mounting hardware, consisting of industry-standard pipe-to-pipe clamps and two-inch (2") rigid pipe; (iv) transmission line, optical fiber, and low-

voltage cabling between the antennas and the equipment cabinet, routed along the cable pathway described in Section 4; (v) one (1) outdoor equipment cabinet, on the 3' x 3' pad described in Section 3, housing the network electronics; (vi) a separate electrical service to the Facility for Lessee's exclusive use, including meter, disconnect, panel, conduit, and branch circuits; and (vii) all grounding and bonding hardware necessary to bond Lessee's equipment to the Facility's existing grounding electrode system in accordance with applicable standards.

Reference Documents. The Scope of Work is further described in Lessee's proposal titled "Wildstar Networks Request for Tower Access," dated August 1, 2026, a copy of which is attached to and incorporated into this Lease by reference. In the event of any conflict between that proposal and this Lease, this Lease shall control.

Work Performed By. Lessee's personnel and/or Lessee's licensed contractors. All work shall be performed by qualified personnel, in a workmanlike manner, and in compliance with ~~applicable~~ all applicable federal, state, and local laws, ordinances, rules, regulations, codes, manufacturer specifications, and applicable industry standards including ANSI/TIA-222 and NFPA 70 (NEC). Lessee shall require all contractors performing work at the Facility to maintain insurance coverage consistent with the requirements of Section 13 and to name Lessor as an additional insured.

Structural and Mount Analysis. Prior to installation, and at Lessee's sole expense, Lessee shall furnish to Lessor a structural analysis of the Facility and a mount analysis, each prepared by a professional engineer licensed in the State of Florida, demonstrating that the Facility can support the Communication Equipment in accordance with ANSI/TIA-222. Lessee shall not commence installation until Lessor has received ~~such analysis and approved such analysis, with such approval not to be unreasonably withheld or delayed.~~

Schedule. Work is anticipated to begin within 7 days after the Commencement Date and to be substantially complete within 90 days after work begins; provided, however, that the Communication Equipment shall be placed in service no later than one hundred eighty (180) days after the Commencement Date. Failure to place the Communication Equipment in service within such 180-day period shall, at Lessor's election, constitute a Material Breach under Section 23. Permitted work hours: Monday–Friday, 6:00 a.m. – 6:00 p.m., except for emergency work performed under Section ~~166~~.

Notice and Coordination. ~~Lessee may access~~ Lessee shall provide Lessor with at least twenty-four (24) hours' advance written notice before accessing the Facility ~~and perform~~ for routine work, including structure climbing, ~~at any time and.~~ For emergency repairs requiring immediate access, Lessee may access the Facility without advance notice, ~~and but~~ shall notify Lessor of its presence on site at or before the time of arrival. Lessee shall provide Lessor with as much advance notice as is reasonably practicable under the circumstances before any work involving crane or lift use or a road or lane closure, and shall coordinate such work with Chief Hunter Aycok, Fire Department.

Removal from Existing Water Tower. Within 180 days after the Communication Equipment at the Facility is placed in service, Lessee shall remove its equipment from Lessor's "Chipley" water tower and shall restore that structure in accordance with the terms of the lease governing that installation. Failure to complete such removal and restoration within the 180-day period shall constitute a Material Breach under Section 23.

Commented [MJ1]: 31© references "Chipley Southwest"

Cost Responsibility. Except as expressly stated otherwise in this Lease, all costs of the Scope of Work shall be borne by Lessee.

Changes. Any material change to the Scope of Work, including the addition of antennas, an increase in the leased area, or a change in the mounting elevation, requires Lessor's prior written consent, which shall not be unreasonably withheld, conditioned, or delayed.

As-Built. Within thirty (30) days of completion, Lessee shall provide Lessor with as-built documentation or photographs of the installed Communication Equipment.

7. **Permitted Communication Equipment.** The following Communication Equipment is permitted by this Lease. Lessor shall have the right, upon reasonable prior notice and during normal business hours, to inspect the Communication Equipment at the Facility to verify compliance with this Lease:

- A. Four (4) Tarana base node radios for transmit and receive signal.
- B. Up to four (4) microwave backhaul antennas for transmit and receive signal, each not exceeding 36 inches in diameter.
- C. One (1) communication equipment enclosure/cabinet not exceeding the square footage specified in Section 3.
- D. Optical fiber, transmission line, and low-voltage cable(s) for power and data transmission between the equipment space and the antennas.
- E. Optical fiber, coaxial, or other service drop from the street, adjacent pole line, or utility point of presence to the equipment space.
- F. Hardware required to ground the Communication Equipment and antennas, including but not limited to ground wire, ground bus bars, ground rods, and ground clamps.
- G. Electrical service equipment, including meter socket, disconnect, panel, conduit, and branch circuits serving the Communication Equipment.
- H. Mounting hardware, including pipe-to-pipe clamps and two-inch (2") rigid pipe.

8. **Electrical Service.** Lessee shall obtain, at its sole cost and expense, a separate electrical service to the Facility for its exclusive use, and shall be responsible for all permit costs, wiring, fixtures, metering, and other electrical work associated with that service. All such work shall be completed using established electrical standards and approved by Lessor, with such approval not to be unreasonably withheld. Any Upon termination or non-renewal of this Lease, any such wiring, fixtures, or other permanent electrical improvements shall become Lessor's property following the termination or non-renewal of this Lease, excepting, at Lessor's election, either (a) become

Lessor's property, or (b) be removed by Lessee at Lessee's sole cost as part of the restoration required under Section 11. Lessee's meter, disconnect, and any equipment installed within or serving only Lessee's cabinet shall in all cases be removed by Lessee.

9. **Power Interruption.** Lessor shall not be responsible for the interruption of AC power to the site as a result of power failure or supply on the part of the supplying electric utility, its suppliers, or future providers, or as a result of planned maintenance of the Facility upon not less than forty-eight (48) hours' advance notice to Lessee.
10. **Utility Payment.** Lessee shall make all payments for electrical power supplied to the Facility and used by Lessee, directly to the serving utility.
11. **Repairs and Restoration.** Lessee shall not be required to make any repairs to the Facility unless such repairs shall be necessitated by reason of the default or neglect of Lessee. Upon expiration or termination of this Lease, Lessee shall restore the Facility to the condition in which it existed upon execution of this Lease, as documented by the photographs or condition report prepared pursuant to Section 31(c), reasonable wear and tear and loss by casualty or other causes beyond Lessee's control excepted. If Lessee fails to remove the Communication Equipment and restore the Facility within sixty (60) days after expiration or termination, Lessor may, at its option and upon fifteen (15) days' written notice to Lessee, remove or cause the removal of such equipment and restore the Facility, all at Lessee's sole cost and expense. Any Communication Equipment remaining at the Facility more than ninety (90) days after expiration or termination shall be deemed abandoned and shall become the property of Lessor.
12. **Indemnification and RF Safety.** Lessee agrees to defend, hold harmless, and indemnify Lessor from any and all responsibility for injury sustained by Lessee, Lessee's employees, its officers, employees, and agents from and against any and all claims, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or related to Lessee's contractors, or any other person or persons acting for Lessee at the Facility installation, operation, maintenance, repair, or removal of the Communication Equipment at the Facility, including but not limited to injury to persons or damage to property, unless such injury claim is caused by the sole negligence, gross negligence, reckless or willful misconduct of Lessor. Additionally, Lessee certifies that its employees, contractors, and other personnel acting for Lessee are, as required, trained in Federal Communications Commission ("FCC") and other government guidelines on RF exposure, and shall hold harmless, defend, and indemnify Lessor for any injury sustained by Lessor or a third party as a result of RF exposure attributable to the Communication Equipment.
13. **Insurance.** Lessee shall, during the term of this Lease, maintain ~~commercially reasonable~~ property coverage on all personal property and fixtures owned by Lessee at the Facility in an amount sufficient to cover the full replacement cost thereof. Lessee acknowledges that Lessor is not responsible for insuring against the loss of the Communication Equipment. Lessee shall maintain ~~a single limit or combined limit general liability insurance policy in an amount:~~ (a) a commercial general liability insurance policy with limits of not less than two million dollars (\$2,000,000.00)

per occurrence and four million dollars (\$4,000,000.00) general aggregate; (b) an umbrella or excess liability policy with limits of not less than ~~one~~five million dollars (\$4,500,000.00) per occurrence; and (c) workers' compensation insurance as required by the laws of the State of Florida, including employer's liability coverage with limits of not less than one million dollars (\$1,000,000.00). Lessor shall be named as an additional insured on all liability policies, and Lessee shall provide a certificate of insurance upon request, certificates of insurance evidencing such coverage prior to commencement of any work at the Facility and upon each policy renewal thereafter. Each policy shall require the insurer to give Lessor not less than thirty (30) days' prior written notice of cancellation or material change.

14. **No Warranty of Suitability.** Lessee understands that Lessor makes no guarantee of the suitability ~~or safety~~ of the Facility for Lessee's intended use, and Lessee agrees to assume all risk, ~~corporate and personal, for the use~~ for the use of the Facility; provided, however, that Lessor represents that, as of the Commencement Date, it has the legal authority to enter into this Lease and to grant the rights described herein, and that, to Lessor's actual knowledge and without any duty of investigation, it has not received written notice of any condition of the Facility that would make it unsafe for the installation and operation of the Facility. ~~Communication Equipment.~~
15. **Site Security.** ~~Lessor agrees to maintain the Facility in as secure a manner as reasonably possible. However, Lessee acknowledges that Lessor has no obligation to provide security for the Communication Equipment at the Facility, and~~ Lessor shall not be responsible for the loss or damage of Communication Equipment due to fire, flood, acts of God, theft, or vandalism.
16. **Access and Keys.** Lessee shall have access to the Facility twenty-four (24) hours per day, seven (7) days per week, unescorted, including for the purpose of performing emergency repairs. Lessor will provide to Lessee one (1) key or access credential that operates all locks associated with Lessee's use of the Facility. Such key or credential shall not be duplicated. If Lessee misplaces a key and Lessor determines in its sole reasonable discretion that it is in the best interest of the Facility and other users to re-key the locks, it shall be Lessee's responsibility to pay for such work performed by a qualified locksmith. Lessee shall ensure that all locks, gates, and doors associated with the Facility are closed and locked when Lessee has finished accessing the Facility. All keys and credentials shall be returned to Lessor within fifteen (15) days of termination or expiration of this Lease. Lessee shall notify Lessor as soon as practicable following any emergency access outside of the permitted work hours described in Section 6.
17. **Housekeeping.** Lessee shall ensure that all unneeded lights and other electrical devices are in the off position when not in use and upon leaving the Facility, and shall remove all debris and construction material generated by Lessee promptly upon completion of each work visit and in no event later than five (5) business days after generation.
18. **Technical Data.** Lessee shall, when requested, provide to Lessor the exact operating frequencies and other technical data that may be requested for each transmitter and receiver, or other such Communication Equipment that Lessee desires to install at the Facility. Lessee shall also

proactively notify Lessor within fifteen (15) days of any material change in operating frequencies or the addition of any transmitter or receiver at the Facility.

19. **Permits and Authorizations.** Lessee, as required, shall be responsible for obtaining and maintaining in good standing throughout the term of this Lease any and all permits, easements, licenses, or rights of way from any agency associated with Lessee's operation of Communication Equipment at the Facility. The lapse, revocation, or non-renewal of any material permit, license, or FCC authorization required for Lessee's operations shall constitute a Material Breach under Section 23.
20. **Evidence of Authorization.** Lessee shall, upon request, provide to Lessor a copy of all permits, easements, licenses, or rights of way required of Lessee for its operation. Additionally, Lessee shall post or attach a copy of its FCC license, or other government authorization if required, authorizing Lessee's operation at the Facility, on or near the Communication Equipment.
21. **Interference.** Lessee shall operate the Communication Equipment in a manner that will not cause interference to Lessor and other lessees or licensees of the Facility (collectively, "Other Users"), provided that their installations predate that of the Communication Equipment. Lessee shall cooperate fully in identifying and correcting any interference problems the Communication Equipment may cause to Other Users of the Facility. Subsequent to the installation of the Communication Equipment, Lessor shall not permit Other Users to permanently install new equipment at the Facility ("Other Equipment") if such Other Equipment is likely to cause causes harmful interference with Lessee's operations or the Communication Equipment. Other Users may install Other Equipment temporarily to determine if such harmful interference does in fact occur, and if such interference does occur, it must be remedied within twelve (12) forty-eight (48) hours to Lessee's reasonable satisfaction at no expense to Lessee, or the Other Equipment must be (i) turned off immediately upon determining that the harmful interference cannot be resolved, and (ii) removed by the Other User as soon as reasonably practicable. Notwithstanding the foregoing, the restrictions in this Section shall not apply to any equipment installed or operated by Lessor for its own municipal or public-safety communications, whether installed before or after the Communication Equipment, and Lessee shall not cause interference to, and shall accept any interference from, such Lessor equipment. All of Lessee's operations shall be in compliance with all FCC, National Telecommunications and Information Administration, or other regulatory agency requirements.
22. **Hazardous Materials.** Lessee agrees that it will not use, generate, store, or dispose of any Hazardous Material on, under, about, or within the Facility in violation of any law or regulation. Lessor represents, warrants, and agrees (1) that neither Lessor nor, to Lessor's knowledge, actual knowledge and without any duty of investigation, neither Lessor nor any third party has used, generated, stored, or disposed of, or permitted the use, generation, storage, or disposal of, any Hazardous Material on, under, about, or within the Facility in violation of any law or regulation, and (2) that Lessor will not, and will not knowingly permit any third party to, use, generate, store, or dispose of any Hazardous Material on, under, about, or within the Facility in violation of any

law or regulation. As used in this paragraph, "Hazardous Material" shall mean petroleum or any petroleum product, asbestos, any substance known by the State of Florida to cause cancer and/or reproductive toxicity, and/or any substance, chemical, or waste that is identified as hazardous, toxic, or dangerous in any applicable federal, state, or local law or regulation. This paragraph shall survive the termination of this Lease.

23. **Default and Cure.** Failure on the part of ~~Lessee~~either Party to comply with any of the material provisions of this Lease (a "Material Breach") shall be grounds for termination of this Lease by ~~Lessor, and Lessor will be under no further obligation to provide the accommodations described in this Lease~~the non-breaching Party; provided, however, that prior to any such termination, ~~Lessor must notify Lessee~~the non-breaching Party must notify the breaching Party of the Material Breach and provide ~~Lessee~~the breaching Party with a thirty (30) day opportunity to cure such Material Breach (the "Cure Period"). If ~~Lessee~~the breaching Party cures the Material Breach during the Cure Period, ~~Lessor~~the non-breaching Party shall no longer have the right to terminate on that basis and this Lease shall continue in full force and effect.
24. **Attorneys' Fees; Governing Law; Venue.** If either Party is required to enforce any term or provision of this Lease, the substantially prevailing Party (as determined by a court order) shall be entitled to recover its reasonable costs and expenses, including but not limited to its reasonable attorneys' fees, from the other Party, subject to any limitations imposed by applicable law, including Section 768.28, Florida Statutes. Nothing in this Lease shall be deemed a waiver of Lessor's sovereign immunity or of any limitations on liability or damages under Florida law. The laws of the State of Florida shall govern this Lease, and venue for any action related hereto shall be in Washington County, Florida.
25. **Taxes.** If personal property taxes are assessed, Lessee shall pay, or arrange to be paid, any portion of such taxes directly attributable to the Communication Equipment. Lessor shall pay all real property taxes, assessments, and deferred taxes on the Facility and the underlying property; provided, however, that if Lessee's use of the Facility results in any increase in the assessed value of the property or the imposition of any additional tax or assessment, Lessee shall reimburse Lessor for such increase within thirty (30) days of Lessor's written demand accompanied by supporting documentation.
26. **Term.** The term of this Lease shall be for a period of five (5) years starting on the Commencement Date (the "Initial Term"), and shall be automatically renewed for three (3) additional five (5) year terms at the expiration of the previous term (each an "Extension Term"), unless ~~Lessee notifies Lessor~~either Party notifies the other Party in writing of its intent to terminate this Lease at the end of the then-current term, not less than ~~thirty (30) days prior to the expiration of the then-current term~~one hundred eighty (180) days prior to the expiration of the then-current term. Lessor may elect, in its sole discretion and by written notice given not less than one hundred eighty (180) days prior to the expiration of the then-current term, not to renew this Lease, and no Extension Term shall commence if Lessee is then in default beyond any applicable Cure Period. At the commencement of each Extension Term, the compensation payable under this Lease,

including the fair market value of the in-kind service and the monetary rent fallback, shall be adjusted to the then-current fair market value, as reasonably determined by Lessor, in addition to the annual escalation provided elsewhere in this Lease. The Communication Equipment shall be removed from the Facility on or before the date of Lease expiration.

27. **Termination for Convenience.** ~~Lessee~~Either Party shall have the right to terminate this Lease in its sole discretion at any time upon ~~thirty (30)~~one hundred eighty (180) days' written notice to ~~Lessor; the other Party.~~ In the event of such termination for convenience, Lessee shall remove all of the Communication Equipment from the Facility ~~at any time on or before~~within sixty (60) days after the expiration effective date of such termination, and shall notify Lessor when such removal has been accomplished.
28. **Assignment.** Either Party may assign this Lease to any successor to its business resulting from a merger, sale of assets, or similar transaction, provided that (a) the assigning Party gives the other Party not less than thirty (30) days' prior written notice of such assignment, and (b) the assignee expressly assumes in writing all obligations of the assigning Party under this Lease and demonstrates to the non-assigning Party's reasonable satisfaction that it has the financial and technical capacity to perform such obligations. Lessee may not assign this Lease in any other circumstances without Lessor's prior written consent, which shall not be unreasonably withheld. This Lease will inure to the benefit of and be binding upon the successors and assigns of Lessor, and the successors and permitted assigns of Lessee.
29. **Entire Agreement; Severability.** This Lease constitutes the entire agreement and understanding between the Parties and supersedes all offers, negotiations, and other agreements concerning the subject matter contained herein. Any amendments to this Lease must be in writing and executed by both Parties. If any provision of this Lease is invalid or unenforceable with respect to any Party, the remainder of this Lease, or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected, and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.
30. **Notices.** Any notice or demand required to be given herein shall be made by certified or registered mail, return receipt requested, ~~or~~ by reliable overnight courier, or by email (with a confirmation copy sent by certified mail or overnight courier within two (2) business days), to the address or email of the respective Party set forth in the signature blocks below. Notice by email shall be deemed given upon the earlier of (i) confirmation of receipt by the receiving Party or (ii) delivery of the confirmation copy sent by certified mail or overnight courier.
31. **Additional Terms.** (a) Lessee's existing lease for Lessor's "Chipley" water tower shall terminate upon Lessee's completion of the removal and restoration described in Section 6, and neither Party shall have further obligation thereunder except as to obligations that expressly survive. (b) Nothing in this Lease obligates Lessee to relocate from, or Lessor to terminate, the lease for Lessor's "Chipley Southwest" water tower; any such relocation is contingent on Lessee obtaining a lease for an alternate structure and shall be addressed by separate written agreement of the

Commented [MJ2]: Is this the same tower?

Parties. (c) No ~~Pre-Lease Inspection~~pre-lease inspection is required under this Lease; ~~the~~however,
within thirty (30) days of the Commencement Date, the Parties shall jointly photograph and
document the condition of the Facility to establish a baseline for the restoration obligation under
Section 11. The Parties acknowledge that the equipment locations are described in Sections 3, 4,
and 6.

WHEREFORE, Lessor and Lessee, or their duly authorized representatives, have signed below.

LESSOR

_____	_____
City of Chipley, Florida	Date
By: <u>Tracy Andrews</u>	
Title: <u>Mayor</u>	
P.O. Box 1007	
Chipley, FL 32428	
Email / Phone: tandrews@cityofchipley.com/850-638-6350	

LESSEE

_____	_____
SOM1101 LLC d/b/a Wildstar Networks	Date
By: Chris Josey	
Title: VP of Operations	
355 Bulldog Road, Unit 101	
Freeport, FL 32439	
Email / Phone: cjoye@wildstarnetworks.com / 817-629-0812	

EXHIBIT A — SCOPE OF WORK

Attached to and incorporated into the Communications Site Lease Agreement between the City of Chipley, Florida (“Lessor”) and SOM1101 LLC d/b/a Wildstar Networks (“Lessee”)

1. Purpose

This Exhibit A describes the work Lessee will perform at the Facility under Section 6 of the Lease. It is provided so that Lessor has a complete written record of what will be installed, where it will be installed, and how the work will be sequenced and closed out. In the event of any conflict between this Exhibit A and the Lease, the Lease shall control.

2. Site Identification

Site Name / ID	Chipley Lattice
Structure Type	Existing self-support lattice tower
Overall Structure Height	250 feet AGL
Site Address	1044 US-90, Chipley, FL 32428
Coordinates	30.778970781835° N / -85.526612522129° W
Lessor	City of Chipley, Florida
Lessee	SOM1101 LLC d/b/a Wildstar Networks
Lease Dated	August 7, 2026

3. Summary of Work

Lessee will install a fixed-wireless broadband base station on the existing self-support lattice tower, together with microwave backhaul links to Lessee’s adjacent network sites and a ground-mounted equipment cabinet at the base of the tower. The installation replaces Lessee’s existing equipment on Lessor’s “Chipley” water tower, which will be removed after the new site is placed in service. No modification to the tower structure itself is contemplated; all antenna mounting is by clamped pipe attachment to existing tower members.

4. Equipment Schedule

Item	Equipment	Qty	Mounting Elevation
1	Tarana base node radio (BN)	4	~230 ft AGL centerline
2	Microwave backhaul antenna	Up to 4	As required for clear line of sight; above or below the BN <u>centerline within 150-240 ft AGL per</u> <u>Section 4 of the Lease</u>

Item	Equipment	Qty	Mounting Elevation
3	Outdoor equipment cabinet	1	Grade, on 3' × 3' concrete pad
4	Mounting pipe — 2" rigid, with pipe-to-pipe clamps	As req'd	At each antenna position
5	Transmission line / optical fiber / low-voltage cable	As req'd	Tower face to cabinet, on approved pathway
6	Grounding kit — wire, bus bar, clamps, rods	As req'd	Tower and grade
7	Electrical service — meter, disconnect, panel, conduit	1	Grade, adjacent to cabinet

Maximum microwave antenna diameter: 36 inches. Final antenna count, azimuths, and elevations will be confirmed by the structural and mount analysis described in Section 8 below.

5. Mounting Arrangement

All antennas and radios will be mounted using industry-standard pipe-to-pipe clamps and two-inch (2") rigid pipe. Vertical pipe standoffs will be clamped to existing tower members, with the base node radios and microwave antennas attached to those standoffs. No welding, drilling, cutting, or other modification of tower members will be performed, and no attachment will be made to any Lessor antenna, mount, or cable.

Final antenna azimuths, mounting positions, and standoff lengths will be established by the structural and mount analysis described in Section 8 and confirmed with Lessor before installation.

6. Mounting Elevations

The Tarana base nodes will be installed at a centerline of approximately two hundred thirty (230) feet AGL, selected to maximize coverage across the service area. Microwave backhaul antennas will be installed at the elevations necessary to establish and maintain clear line of sight to the connecting towers; some may be mounted below the base node centerline and others at lower elevations on the tower, provided that no antenna will be mounted above two hundred forty (240) feet AGL or below one hundred fifty (150) feet AGL without Lessor's prior written consent, consistent with Section 4 of the Lease.

Lessee will confirm the final base node centerline and each backhaul antenna elevation with Lessor in writing before installation, and will record the as-installed elevations in the as-built documentation furnished under Section 14.

7. Ground Equipment, Cabinet Pad, and Electrical Service

- Lessee will install one (1) outdoor equipment cabinet on a three-foot by three-foot (3' × 3') concrete pad at the base of the tower, within the nine (9) square feet of ground space provided under Section 3 of the Lease.
- Lessee will obtain a separate electrical service to the site for its exclusive use, including meter socket, disconnect, panel, conduit, and branch circuits, at Lessee's sole cost and expense, including all permit costs.
- Transmission line, optical fiber, and low-voltage cabling will be routed from the antennas to the cabinet along the cable pathway provided under Section 4 of the Lease, supported at intervals consistent with manufacturer requirements.
- All Lessee equipment will be grounded and bonded to the Facility's existing grounding electrode system in accordance with NFPA 70 and applicable industry practice. Lessee will not compromise or disconnect any existing ground path serving Lessor's equipment.

8. Pre-Construction Submittals

Lessee will furnish the following to Lessor before mobilizing to the site:

- A structural analysis of the tower and a mount analysis, each prepared and sealed by a professional engineer licensed in the State of Florida, demonstrating that the tower can support the equipment described in Section 4 in accordance with ANSI/TIA-222. Lessee will not commence installation until Lessor has received ~~this analysis~~ and approved this analysis, such approval not to be unreasonably withheld or delayed.
- A certificate of insurance evidencing the coverage required under Section 13 of the Lease, naming Lessor as an additional insured.
- Copies of any building, electrical, or right-of-way permits required for the work.
- Contact information for Lessee's site supervisor and any contractor performing work at the Facility.

9. Construction Sequence and Schedule

Work is anticipated to begin within 7 days after the Commencement Date and to be substantially complete within 90 days after work begins. The anticipated sequence is:

- Structural and mount analysis; submittals to Lessor.
- Pad construction, electrical service installation, and cabinet placement at grade.
- Tower work: mount installation, antenna and radio installation, cable installation, grounding and bonding.
- Alignment of microwave backhaul links and commissioning.
- Turn-up and placement in service.
- Removal of Lessee's equipment from Lessor's "Chipley" water tower (Section 12 below).

10. Site Access and Coordination

Lessee has access to the Facility twenty-four (24) hours per day, seven (7) days per week, unescorted, under Section 16 of the Lease. ~~During construction~~Except for emergency repairs requiring immediate access, Lessee will provide Lessor with at least twenty-four (24) hours' advance written notice before accessing the Facility for routine work, including structure climbing, consistent with Section 5 of the Lease. For emergency access, Lessee will notify Lessor of its presence on site at or before the time of arrival, ~~and~~. Lessee will coordinate in advance with Chief Hunter Aycock, Fire Department, any activity involving crane or lift mobilization, a road or lane closure, or work requiring Lessor to relocate equipment, interrupt Facility operations, or de-energize a circuit.

11. Codes, Standards, and Workmanship

All work will be performed by qualified personnel in a workmanlike manner, in compliance with manufacturer specifications, applicable federal, state, and local codes, and the following standards as applicable:

- ANSI/TIA-222 — Structural standard for antenna supporting structures and antennas.
- NFPA 70 (National Electrical Code).
- OSHA 29 CFR 1910 and 1926, including fall protection and climber qualification requirements.
- FCC rules applicable to Lessee's licensed and unlicensed operations, including RF exposure limits under 47 CFR 1.1307 and 1.1310.

12. Removal of Equipment from Existing Water Tower

Within 180 days after the equipment at the Facility is placed in service, Lessee will remove its antennas, cabling, and ground equipment from Lessor's "Chipley" water tower and restore that structure in accordance with the lease governing that installation. Lessee will notify Lessor in writing when removal and restoration are complete.

13. Housekeeping and Restoration

- Lessee will remove all debris, packaging, and surplus construction material generated by its work ~~at the end~~promptly upon completion of each work ~~period~~visit and in no event later than five (5) business days after it is generated.
- Lessee will keep gates, doors, and locks secured whenever it is not actively on site.
- Any disturbance to fencing, gravel, landscaping, or paving caused by Lessee's work will be restored to its prior condition at Lessee's expense.

14. Post-Construction Deliverables

Within thirty (30) days after completion, Lessee will provide Lessor with:

- As-built documentation or photographs showing the installed equipment, mounting elevations, and cable routing.
- A list of operating frequencies and transmit power for each installed transmitter and receiver.
- A copy of Lessee’s applicable FCC license or authorization, a copy of which will also be posted at or near the equipment cabinet.

15. Work Not Included

The following are outside the scope of this Exhibit A:

- Any structural modification, reinforcement, or strengthening of the tower. If the analysis under Section 8 identifies a deficiency, Lessee and Lessor will address the remedy and its cost allocation by written amendment before work proceeds.
- Any change to Lessor’s existing antennas, cabling, or equipment on the tower.
- Painting, lighting, or marking of the tower, and any FAA obstruction lighting or notification obligations, which remain Lessor’s responsibility as owner of the structure.
- Any work at Lessor’s “Chipleigh Southwest” water tower, which is addressed separately under Section ~~26(b)~~31(b) of the Lease.

Acknowledged and incorporated into the Lease:

Lessor initials: _____ Date: _____
Lessee initials: _____ Date: _____

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