

**City of Chipley**  
**Council Meeting**  
**Minutes**  
**June 10, 2025 at 5:00 p.m.**

**Attendees:**

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

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

**Others Present Were:**

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

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

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

**A. CALL TO ORDER**

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

**B. PRAYER AND PLEDGE**

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

**C. APPROVAL OF AGENDA**

Mayor Andrews added #4) Code Case – 777 West Blvd; #5) Little STEM Library and added Tim Parsons – Liberty Partners of Tallahassee, LLC following the proclamation.

**A motion was made by Council Member Russell and seconded by Council Member Blount to approve the agenda with the additions. The motion passed unanimously.**

**D. CITIZENS REQUEST**

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

No citizen requests. No further discussion.

#### **E. APPROVAL OF MINUTES**

1. Regular Council Meeting - April 8, 2025
2. Special Council Meeting - April 10, 2025
3. Special Council Meeting – May 6, 2025
4. Regular Council Meeting – May 13, 2025
5. Special Council Meeting – May 29, 2025

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

#### **F. PRESENTATIONS**

##### **1. Proclamation – Small Cities Month**

Mayor Andrews read the proclamation recognizing June 2025 as Small Cities Month encouraging everyone to recognize this event and to work together this month and throughout the year to invest in small cities and towns to better the lives of all citizens.

**Tim Parsons, Liberty Partners of Tallahassee, LLC.** Mr. Parsons stated the legislature still has not passed the budget and it's been a difficult session. The city submitted three projects for legislative appropriation funding and yesterday there was some confirmation that two of those requests will be approved. We have not received official notice but I wanted to share with you that it looks like the Pecan Street Resurfacing Project will be funded at \$750,000 and the Police Equipment request will be funded at \$400,000. Once it is official, I will send the end of session summary to you. Discussion ensued.

#### **G. CONSENT AGENDA ITEMS**

1. **Resolution No. 25-36** – Florida Department of Agriculture and Consumer Services Agreement – Wastewater Treatment Facility (WWTF)
2. **Resolution No. 25-37** - State of Florida – Department of Management Services Local Government Cybersecurity Grant Program Agreement No. DMS-24/25-340 (CSFA No. 72.016)
3. **Resolution No. 25-38** - Peoples South Bank Loan – Police Department.
4. **Reappointment of Planning & Zoning Commission Member** – Wanda Owens.

Mr. Russell asked if Planning & Zoning Commission members were required to live in or own a business inside the city limits. Mrs. Tanner stated the city code allows any interested person to be appointed. Discussion ensued.

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

#### **H. AGENDA ITEMS**

1. **Ordinance No. 994 (Public Hearing)** – Sidewalk Solicitation. Mayor Andrews closed the regular meeting and opened the public hearing at 5:14 p.m. Mrs. Tanner read Ordinance No. 994 by title:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF**

**CHIPLEY, FLORIDA, REPEALING SECTIONS 34-5 AND 34-6 OF THE CITY OF CHIPLEY CODE OF ORDINANCES IN THEIR ENTIRETIES; ESTABLISHING REGULATIONS FOR THE SOLICITATION OF DONATIONS AND SALE OF GOODS AND SERVICES ON PUBLIC ROADWAYS AND DESIGNATED AREAS; PROVIDING FOR PERMIT REQUIREMENTS AND APPROVAL CRITERIA; AND PROVIDING FOR TEMPORARY EXCEPTIONS FOR SPECIAL EVENTS; WITH THE PURPOSE OF PROMOTING PUBLIC SAFETY AND ENSURING THE ORDERLY USE OF PUBLIC SPACES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance, if approved, will repeal Sections 34-5 and 34-6 of the City of Chipley Code of Ordinances establishing regulations for the solicitation of donations and sale of goods and services on public roadways and designated areas. Provide for permit requirements and approval criteria. And provide for temporary exceptions for special events. Official notice to advise the public of the proposed adoption of Ordinance No. 994 was published in the Washington County News on May 28, 2025. 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 5:16 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. 994. The motion passed unanimously.**

2. **Ordinance No. 995 (First Reading)** – Amendment to Chapter 6 – Animal Control. Mrs. Tanner explained this Ordinance, if approved, will amend Chapter 6 – Animal Control of the City Code of Chipley, Florida, addressing animal control by removing breed-specific regulations and introducing provisions for dangerous animals. It establishes clear definitions and measurements for noise nuisances, implements tiered penalties for violations, and outlines owner responsibilities and enforcement mechanisms. The ordinance also mandates community education on responsible pet ownership, ensures alignment with Florida Statutes. Attorney Jordan stated she focused on the mandated changes and added some guidelines for dogs on chains. Mayor Andrews asked about cats roaming on your property or fences for dogs. Attorney Jordan stated she did not make any changes for cats but Section 6-38 does address them being a nuisance. She stated other cities implement a catch/neuter/release program. Mr. Russell asked about the cost to do that. Attorney Jordan stated you would have to discuss a program with local veterinarians. Mrs. Cain stated we have a leash law. Mr. Lane stated they have to be on a leash or under verbal control if you are not on your property. Mr. Russell asked about a stronger punishment. Mr. Lane stated if we carry an animal to the animal control facility, the owner has to pay a fee of \$45 at City Hall and pays the facility for a rabies shot if they can't provide proof from a veterinarian. With the changes in this Ordinance it states a fee of \$100 for the second violation and \$250 with the third violation. Mrs. Tanner asked how would we enforce the mandatory attendance at a city-approved responsible pet ownership class. Attorney Jordan stated you would have to put a system in place. Mrs. Tanner asked if community education is required by the Florida Statutes. Attorney Jordan stated it was not and was just a suggestion. Mrs. Tanner stated it could possibly be offered once a year and they could be required to talk to Mr. Lane before getting their animal back. Mrs. Tanner stated we could also post some information on the website. Mayor Andrews stated that Attorney Jordan would go back over the ordinance to make changes and bring back to council for review. Discussion ensued.
3. **Washington County School District Summer Lunch Program** – Jiranda White, Director of Federal Programs and Food Service. Mrs. White stated the Washington County School District offers a Summer Lunch Program with eight different sites they can go to get meals. The program runs June 9 – July 31, Monday through Thursday from 9 a.m. to 12:00 p.m. and they are trying

to let everyone know to help increase participation. Mr. Russell asked if the information could be placed in the July bills and posted on the city Facebook page. Mrs. Tanner said she would make sure that is done. Discussion ensued.

4. **Code Case #189 – 777 West Boulevard, Parcel #00-1990-0000.** Mrs. Tanner explained Code Case # 189 - Michael & Amanda Taylor, 777 West Boulevard, Parcel # 00-1990-0000, is an active case and was heard before the Special Magistrate, on October 27, 2022. An order was issued stating the owner had 60 days to bring property into compliance or the property would be assessed with daily fines of \$50 until the property is brought into compliance. This property is still in non-compliance with the City of Chipley, Code of Ordinances. This property is homestead property and has not gone through the foreclosure process with the City of Chipley. The fines total as of 06/10/2025 are \$47,450 and legal fees \$1,090, for a total of \$48,540.00. Mr. Adrian Rodriguez is in attendance via zoom to discuss the fines and the lien on this property.

Mr. Rodriguez stated he is under contract to purchase the home, renovate and clean up the property. The title work and lien search found code violations. My intention is to bring it into compliance by cleaning up the outside. I wanted to find out if you offer a stipulated agreement if I buy it to be given 45-60 days to mitigate for a reduced payoff. Mayor Andrews stated we currently do not have a program in place, but would love to see the property brought into compliance in hopes of beautifying our community. Mrs. Tanner stated he is asking to waive or reduce the fees. Ms. McCall stated the employee costs should be included in the total as well. Mr. Rodriguez stated the closing date was June 20<sup>th</sup> but he could try and request more time. Mr. Russell asked if he could meet with the City Administrator to make a plan. Mr. Rodriguez stated he is in south Florida but could do a conference call. Attorney Jordan asked if he is given 60 days and does not meet the timeline what would be the penalty. Mr. Rodriguez stated if he does not meet the timeline, then he is on the hook for the full amount for fines and legal fees. Attorney Jordan stated she could work with that. Mrs. Tanner stated after going over the order written by the Special Magistrate, she found something that was not included. The order stated a permit was not pulled, but the fence is also in violation with the height and materials used which are not allowed. Mayor Andrews stated if we give Mrs. Tanner the authority to negotiate and work with the attorney then she can let council know the final outcome. Mr. Rodriguez stated his due diligence period is over on the 14<sup>th</sup> but he can try to extend. Mrs. Tanner asked Attorney Jordan if she gets the numbers to her by the 17<sup>th</sup>, how long would it take her to prepare an agreement. Attorney Jordan stated she would be able to get it done by then. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member Cain to let the City Administrator negotiate the cost with Mr. Rodriguez, finalize the agreement and then notify council of the outcome. The motion passed unanimously.**

5. **Little STEM Library – Nikole Arrant.** Nikole Arrant, HNTB Corporation, stated she is part of the 2025 Florida Engineering Leadership Institute (FELI) Class. Each year, the FELI Class develops a Vision and Mission specific to the class and ours is Science, Technology, Engineering and Mathematics (STEM) outreach. We would like to expand the STEM exposure through the patronage of Little STEM Libraries and implementation of FDOT STEM boxes to inspire curiosity and hands-on learning. Our class project would be the installation of Little STEM Libraries in public places with a high traffic area of kids. Each library will be stocked with STEM-related books and activities to spread awareness and educate kids in the local community about STEM. We would like to place one in a city park. Council agreed they would like to see one at Shivers and Gilmore Parks. Mrs. Arrant stated she would check and see if they could put two up. Discussion ensued.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve the placement of a Little STEM Library at both Shivers and Gilmore Parks. The motion passed unanimously.**

**I. OTHER BUSINESS**

Attorney Jordan stated there have been 3-4 code cases lately asking for forgiveness of fines and when we see it being repeated we need a policy in place. She asked council if they would like her to establish a standard for owners with written agreements and come up with a percentage to use. She stated she would reach out to other cities and see what they use. Council agreed for Attorney Jordan to come up with a policy and bring back to them for review.

Mayor Andrews stated her niece, Victoria McQueen, was visiting from Penn State where she is seeking a political science degree. She is shadowing her for two weeks learning about the weak government system and how it works.

**J. ADJOURN**

The meeting was adjourned by Mayor Andrews at 6:29 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,  
City Clerk