City of Chipley
Council Meeting
Minutes
August 11, 2026 at 5:00 p.m.

Attendees:

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

Absent:

Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Brock Tate, Recreation Director
Mrs. Tamara Donjuan, Code Enf/Planning Officer
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mrs. Michelle Jordan, City Attorney

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

A. CALL TO ORDER

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

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

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

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

D. CITIZENS REQUEST

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

1. Regular Council Meeting – July 14, 2026

2. Special Council Meeting – August 3, 2026

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

F. PRESENTATIONS

Darlings Dixie Softball State Champions

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

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-49** – FY 2025-2026 Budget Amendment No. 2. This resolution will approve a budget amendment for Fiscal Year 2025-2026.

2. **Resolution No. 26-50** – Community Redevelopment Agency (CRA) 2026-2027 Budget Amendment. The CRA Board approved a budget amendment to transfer $40,000.00 from the CRA Revolving Loan Program to the Commercial Improvement Grant Program.

3. **Award of Bid 2026-03** – Florida Department of Commerce CDBG-DR – North 2nd Street Roadway & Drainage Improvements – Extreme Land Restoration, LLC. The City advertised for the North 2nd Street Roadway & Drainage Improvement Project. This project primarily consists of roadway and drainage improvements on North 2nd Street from Glenwood Avenue to Warren Avenue. Roadway improvements include complete reconstruction of the existing paved roadway with the addition of concrete shoulder gutter along both sides and new concrete driveways and isolated sections of concrete sidewalk replacement. Drainage improvements consist of replacement and upsizing of existing stormwater culverts along with the addition of concrete end treatments and concrete drainage inlets. Signing and pavement markings are also included with thermoplastic striping being placed on the final asphalt surface. Eleven bids were received with the low bid from Extreme Land Restoration, LLC in the amount of $1,247,291.85. David H. Melvin, Inc. has reviewed the bids and recommends award of bid to Extreme Land Restoration, LLC.

4. **Fiscal Year 2025-2026 Budget and TRIM Schedule.** This will approve the Budget and TRIM schedule with the required dates and times for the tentative and final public hearings as well as all other steps required for the annual millage and budget process. The Tentative Millage and Budget Hearing will be held on September 17, 2026 at 5:05 p.m. and the Final Millage and Budget Hearing will be held on September 29, 2026 at 5:05 p.m.

5. **Settlement and Release Agreement** – Fellowship of Psalms. This Settlement and Release Agreement between Fellowship of Psalms v. City of Chipley is in the amount of $325,000.00. Upon receipt of full payment, the Plaintiff will file a notice of dismissal with prejudice.

6. **Farmer's Market & Gazebo Rental** – Cornerstone New Life Fellowship Church. Cornerstone New Life Fellowship is requesting approval to hold a Community Outreach Event and Car Show on Saturday, October 31, 2026 from 3:00 p.m. – 7:00 p.m. at the Farmer's Market. The event will include gospel music and food vendors. The church is also contacting Capital City Bank regarding use of its parking lot for the car show, however, approval has not yet been received. Proof of insurance will be submitted to the City prior to the event.

7. **Special Event Application** – Truth Church Color Run. Truth Church is requesting approval to hold a Color Run 5K on Saturday, October 3, 2026 starting at 7:00 a.m. The run will start at the Panhandle Technical College on Hoyt St. and head S to South Blvd. to Kirkland Rd. to Brickyard Rd. to Usery Rd. to South Blvd. and back to the Panhandle Technical College on Hoyt St. The money raised will go toward the Truth Youths Christmas at Hospitals.

8. **Resolution No. 26-51** – Adopting Updated Internal controls Policy. This resolution will approve updates to the Internal Controls Policy for the monitoring and oversight of State and Federal Grant awards.

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

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

H. AGENDA ITEMS

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

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

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

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

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

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

Discussion ensued.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. OTHER BUSINESS

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

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

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

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

J. ADJOURN

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

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk