

City of Chipley
Council Meeting
Minutes
December 9, 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

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

Rena Harrell, 1374 Railroad Avenue, stated she had an issue with the culvert that the city put in at 1237 Church Avenue. She was concerned about the water being directed toward her property. Mayor Andrews asked Mrs. Tanner and Mr. Lane to set up a meeting with Mrs. Harrell to discuss further.

No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – December 9, 2025

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

F. CONSENT AGENDA ITEMS

1. **Resolution No. 26-10** – Parades. This resolution will approve the parade list for 2026.
2. **Resolution No. 26-11** – Capital City Bank Loan – Water Department. This resolution will approve a loan with Capital City Bank for the purchase of (1) New Vermeer Vacuum Excavator for the Water Department in the amount of \$74,719.90 with an interest rate of 4.80% with seven

(7) annual payments.

3. **Resolution No. 26-12** – Code Enforcement Fines Policy. This resolution will approve a policy authorizing the City Administrator to administratively approve the waiver or reduction of code enforcement fines and execute releases of liens upon compliance and payment of ten percent (10%) of outstanding fines plus all administrative and legal costs.
4. **Resolution No. 26-13** – Chipley Police Department Investigative Cost Recovery Policy. This resolution will approve a policy authorizing the Chipley Police Department to seek reimbursement for investigative costs in criminal cases, as mandated by Florida Statute 938.27, which requires convicted persons to pay costs of investigation. Costs shall be documented thoroughly, primarily through the CPD's Record Management System (RMS) for applicable tasks and submitted to the State Attorney's Office for inclusion in court judgments.
5. **Resolution No. 26-14** – FDFS Firefighter Assistance Grant Agreement. This resolution will approve the grant agreement for a Firefighter Assistance Grant with the Florida Department of Financial Services, Division of the State Fire Marshall in the amount of \$31,828.80 to replace approximately seven sets of outdated bunker gear. Receiving this grant would allow them to not only resolve the issues of outdated PPE but would ensure our firefighters can continue to safely protect and serve our community without the concern of obsolete equipment.

Mr. Russell asked about consent agenda item #3 and if the mail should be certified for proof of receipt. Attorney Jordan stated she could make that change. Discussion ensued.

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

H. AGENDA ITEMS

1. **Ordinance No. 996 (Public Hearing)** – Land Use Map Amendment – 1237 Church Avenue – Thomas Simmons III. Mayor Andrews closed the regular meeting and opened the public hearing at 5:11 p.m. Mrs. Tanner read Ordinance No. 994 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1393-0000 LOCATED AT 1237 CHURCH AVENUE, FROM LOW DENSITY RESIDENTIAL TO COMMERCIAL PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.

Mrs. Tanner explained this Ordinance will approve the final reading of Ordinance No. 996 – amending the Future Land Use Map changing the land use designation of Parcel No. 00-1393-0000 from Low Density Residential to Commercial. Official notice to advise the public of the proposed adoption of Ordinance No. 996 was published in the Washington County News on November 29, 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. Rena Harrell asked why the parcel was made commercial and not neighborhood commercial. Mayor Andrews stated his intent of use was not allowed in neighborhood commercial. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the final reading of Ordinance No. 996. The motion passed with three (3) ayes and two (2) nays, with Council Member Russell and Council Member McCall being opposed.

2. **FDOT Property** – Corner of Hwy 77 & Hwy 90. Mrs. Tanner explained it was discussed a few years back about trying to obtain the NE corner lot of Highway 77 and Highway 90. FDOT now owns this parcel. It was discussed at that time if we were able to obtain it to utilize the property as a parking lot. Attached is a sketch showing the area that has been requested by another party (flag shape in black). The other party is possibly going to ask FDOT for an additional 30 feet south of her property after she spoke with an engineer about the specifics and number of parking spaces.

The City has the option to write a letter and request the balance of the property from FDOT as a public purpose conveyance, but we must be able to state in the letter that we are going to utilize the property for a public purpose. To avoid the remaining parcel being land-locked, the City can include in our request 10-12 feet of the eastern property line to access the remaining property.

I have talked with the party that is trying to obtain the flag shaped section notated on the included

map and she has stated she is in urgent need of the parking for her business, however, if the city is going to move forward with a parking lot quickly, then she is willing to discuss not obtaining that portion of the property from FDOT to allow the city to make one large parking lot.

We have a couple of things to consider tonight:

Is the City Council interested in obtaining the property from FDOT for a public purpose (possibly a parking lot). If so, are we able to move forward with a parking lot quickly, if we are interested in the entire parcel.

Are we only interested in obtaining the balance of the property to include 10-12 feet of the eastern property line to access the remaining property from Business Alleyway.

Council discussed parking issues if it were turned into a parking lot. Brent Melvin, DHM Engineering, stated he had looked at the parcel and discussed parking options. Mr. Russell stated he would like to see it as a green space with benches and possibly a fountain. Ms. McCall stated the City gave property to FDOT on the other corners at that intersection for making a wider turning radius, so that should be accounted for in obtaining this parcel. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain for the Mayor and City Administrator to negotiate with FDOT on this parcel and bring it back to Council for a vote. The motion passed unanimously.

3. **Request Waiver of Fines** – 1214 Johnson Avenue. – Mrs. Tanner explained that fines began to accrue 5/6/23 at \$50/day. Total fines through the date of the request for abatement (8/12/25) are \$44,450. Total legal fees owed are \$840.00. That leaves a payoff of \$46,130.00. Tanisha Trotter, Truist Bank, stated she had authority to pay up to \$15,000 to resolve this issue. Attorney Jordan stated the document would have to be structured different than a normal release of lien to settle the fines. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to give Attorney Jordan permission to structure the document differently and to collect \$15,000 for the settlement of code enforcement activity related to 1214 Johnson Avenue. The motion passed unanimously.

4. **Resolution No. 26-15** – FDOT Municipal Small County Outreach Program (M-SCOP) Grant Submission. Mrs. Tanner explained this resolution will approve the submission of two applications for funding for the FDOT M-SCOP Program for MLK Drive from SR 273 to SR 77 (approx. 0.56 miles) and 2nd Street from SR 90 to Old Bonifay Road (approx. 0.4 miles) which are both high priority infrastructure projects. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-15. The motion passes unanimously.

I. OTHER BUSINESS

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:55 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk