

City of Chipley
Council Meeting
Minutes
October 14, 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. Jamie Richter, Finance Director
Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Jimmy Cook, Water Utilities Director

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 Pastor Phillip Horvath 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.

No citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – September 9, 2025

2. Budget Workshop – September 15, 2025
3. Budget Workshop – September 16, 2025
4. Special Meeting Tentative Millage & Budget Hearing – September 16, 2025
5. Special Meeting Final Millage & Budget Hearing – September 29, 2025
6. Special Meeting – September 29, 2025

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

F. DEPARTMENT REPORTS

1. Attorney Report – Michelle Jordan. Attorney Jordan stated that 1278 Holley Avenue is scheduled for a summary judgement hearing on December 16, 2025 and the Chipley Course trail date is set for November 6, 2025. No further discussion.
2. CRA Report – Philip Horvath. Mr. Horvath stated that a candidate, Shirley Parrado, who has CRA experience, has accepted the position of Executive Director with the Chamber of Commerce. All the CRA grants have been closed out and a new grant cycle has begun. Discussion ensued.
3. Fire Department Report – There were no questions. No further discussion.
4. Code Enforcement Report – Patrice Tanner. Mr. Michael Taylor, 777 West Blvd. stated he would like the fees waived on his property. Mrs. Tanner stated this was not on the agenda due to the property not being in compliance yet. Mr. Taylor asked to be put on the agenda for November. Mayor Andrews stated we will have all the numbers at the next meeting and will be able to discuss it. Discussion ensued.
5. Planning & Zoning Report – Patrice Tanner. There were no questions. No further discussion.
6. Police Department Report – Chief Michael Richter. Chief Richter stated that activity numbers have increased considerably over the past three months. During this period, the department issued a total of 2,000 warnings, 225 citations - 60 of which were criminal - and made 72 arrests. Additionally, the department received good news regarding a grant from FDLE, which will provide funding for much needed equipment. Discussion ensued.
7. Public Works Department Report – Guy Lane. Mr. Lane stated they are in the middle of putting up Christmas lights and getting ready for the Homecoming parade. The Peach Street lift station project started yesterday. Discussion ensued.
8. Recreation Department Report – There were no questions. No further discussion.
9. Water Utilities Department Report – Jimmy Cook. There were no questions. No further discussion.
10. Finance Department Report – Jamie Richter. There were no questions. No further discussion.
11. City Administrator Report – Patrice Tanner. Mrs. Tanner stated the Bennett Drive construction contract and the NW Stormwater System Restoration project are both on tonight's agenda for approval; Chipley Mongoven Building – work has begun on this project; Chipley Peach Street Lift Station Improvements – this project started yesterday; Citywide Flooding Resiliency Improvement – construction is 50% complete; Jim Trawick Park – Phase X – we have reapplied for this grant; Pecan Street Improvements Project – this project was approved; COPS Hiring Grant Program – this grant was approved and we will be hiring two new police officers; Downtown Beautification Grant – we submitted for this grant; We were also approved for a FDLE grant for \$60,000 of needed equipment. Discussion ensued.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-02** – Natural Gas Rate Schedule. This resolution will approve the resolution approving the new Natural Gas Rate Schedule, which includes a CPI increase of 3.1%.
2. **Resolution No. 26-03** – Water and Sewer Rate Schedule. This resolution will approve the resolution approving the new Water and Sewer Rate Schedule, which includes a CPI increase of 3.1%.
3. **Resolution No. 26-04** – Water & Sewer Tap Fee Schedule. This resolution will approve the resolution approving the new Water & Sewer Tap Fee Schedule, which includes a CPI increase of 3.1%.
4. **Resolution No. 26-05**– FDOT Utility Work by Highway Contractor Agreement. This resolution will approve the Utility Work by Highway Contractor Agreement FPID No. 450802-1-52-02. This work is identified as SR 77 (Main Street) from south of 5th Street to south of SR 273.
5. **Resolution No. 26-06**– Agreement for Sale and Purchase of Real Property – Kingdom Come, LLC. This resolution will approve the agreement for sale and purchase of 1.31 acres of real property located at 1082 Commerce Avenue to Kingdom Come, LLC in the amount of \$6,550.00.
6. **Bid No. 2025-04 Construction Agreement** – FC Northwest Stormwater System Restoration Griffin Road Drainage Improvements Project – Gulf Coast Utility Contractors of Panama City. This will approve the Construction Agreement with Gulf Coast Utility Contractors, LLC in the amount of \$778,359.50 for the drainage improvements on Griffin Road.
7. **Bid No. 2025-05 Construction Agreement** – FDOT M-SCOP Bennett Drive Resurfacing Project – Anderson Columbia. This will approve the Construction Agreement with Anderson Columbia in the amount of \$569,170.26 for the milling and resurfacing of Bennett Drive.
8. **RFQ No. 2025-05 Professional Services Agreement** – FDOT M-SCOP Bennett Drive Resurfacing Project CEI Services – Alday- Howell. This will approve the Agreement for CEI Services for the FDOT M-SCOP Bennett Drive Resurfacing Project with Alday-Howell Engineering, Inc. in the amount of \$80,669.
9. **Request for Development Order and Certificate of Appropriateness for Redevelopment** – 1357 Brickyard Road – Nolin Properties. Nolin Properties LLC is requesting a Development Order and Certificate of Appropriateness for redeveloping property located on 1357 Brickyard Road, Parcel ID:00-2218-0013.
10. **Special Event Application** – ArtKidDoo 2026 – Early Learning Coalition of NWF. ArtKidDoo 2026 Children's Art Festival will be held at Shivers Park on Saturday, February 7, 2026 from 8:00 a.m. to 3:00 p.m. This event is for families with children ages birth – 12 years.
11. **Special Event Application** – First Baptist Church Fall Festival. The First Baptist Church Fall Festival will be held on Sunday, October 26, 2025 from 4:00 p.m. to 6:00 p.m. They are requesting to close 4th Street from the Spivey property to South Boulevard.
12. **Resolution No. 26-07** – Department of Justice Office of Community Oriented Policing Services (COPS) Grant Award. This resolution will accept the FY25 COPS Hiring Program grant award in the amount of \$250,000 to hire two (2) additional police officers. It is for a period of five (5) years with the grant covering up to 75% of each Officers salary for three (3) years, but no more than \$125,000 in the three (3) year period for each officer, which means the city will be responsible for all salaries not paid by the grant.

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

H. AGENDA ITEMS

1. **Resolution No. 26-01** – Florida City Government Week. Mrs. Tanner explained this resolution will recognize October 20-26, 2025 as Florida City Government Week where the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 26-01. The motion passed unanimously.

2. **Special Event Application** – Roulhac Middle School Fundraiser. Mrs. Tanner explained that Roulhac Middle School would like to hold a fund raiser in the city parking lot located at the corner of SR 77 and SR 90 on Friday, October 17, 2025 from 11:30 a.m. - 2:00 p.m. The Kona Ice Van will be set up for this event, utilizing two (2) parking spaces as indicated on the attached map. As part of the fundraiser, Kona Ice has agreed to contribute 25% of all sales to support the RMS Student Council. The fundraiser is scheduled for the same day as the Homecoming Parade. Kona Ice has submitted a copy of their liability insurance. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Special Event Application for the Roulhac Middle School Fundraiser. The motion passed unanimously.

3. **Special Event Application** – Chipley Station – Car Show. Mrs. Tanner explained that the Chipley Station is requesting approval for a temporary road closure on Saturday, November 22, 2025, from 4:00 p.m. to 9:00 p.m. to host a car show. The requested closure includes 7th Street, from the business alleyway on the south side of Chipley Station to Railroad Avenue. The event will utilize the Capital City Bank parking lot, parking spaces in front of Chipley Station, and parking in front of the Farmers Market on 7th Street. Special Event Insurance will be submitted prior to the event. The road closure is for safety reasons.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Special Event Application for the road closure pending submittal of insurance. The motion passed unanimously.

4. **Code Fines** – 1471 South Railroad Avenue – Kathy Hartzog. Mrs. Kathy Hartzog stated she was willing to clean up the property owned by her son, located at 1471 South Railroad Avenue, and demolish the house, as long as the city waives the code fees and does not take her property. Her brother, Mr. James Barnes, will obtain estimates for the demolition, however a timeline for the work has not yet been established. Mrs. Tanner stated even if the council waives the fines, the attorney fees would still be required. Once those fees are paid in full, a lien release will be issued. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to cease the foreclosure proceedings and allow 90 days for the house to be demolished and the property to be cleaned up. After the 90 day period, Council will revisit the associated fees. The motion passed unanimously.

5. **Blue Star Memorial Marker Rededication** – Chipley Garden Club Members – Stacy & Michael Hansen. Mrs. Hansen stated she wanted to give an update on the rededication and asked Mayor Andrews to speak at the ceremony. A rededication ceremony will be held on Tuesday, November 11, 2025 at 9:00 a.m. Discussion ensued.

6. **Hometown Heroes Banner Program** – Discussion. Mrs. Tanner explained that Mr. Holland Kent proposed starting a Hometown Heroes Banner Program to honor past and present members of the Armed Forces. Banners would be for current or former residents of Chipley who must have served in any of the following branches of service: Army, Navy, Air Force, Marines, Coast Guard, or National Guard. Each banner would feature the individual's photo, name, branch of

service and/or credentials. Banners would be sponsored by individuals and/or businesses and installed by the city. We could utilize the poles in the downtown area on Main Street and Railroad Avenue. The number of banners will be limited based on the number of available poles. To initiate the program, a policy and a resolution will need to be approved by Council. The banners require 3-4 weeks for production and cost between \$80-125, depending on size. The new program will begin on Memorial Day and continue through Veterans Day 2026. Council agreed to proceed with the program.

I. OTHER BUSINESS

There was no other business.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:45 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk