

**City of Chipley**  
**Council Meeting**  
**Minutes**  
**January 13, 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. Guy Lane, Asst. City Admin./Public Works Dir.  
Mr. Hunter Aycock, Fire Chief  
Mr. Rodney Pittman, Collection System Foreman

Ms. Sherry Snell, City Clerk  
Mr. Michael Richter, Police Chief  
Mr. Brock Tate, Recreation 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 Council Member Russell and Mayor Andrews led the pledge to the American Flag.

**C. APPROVAL OF AGENDA**

Mr. Russell asked Mayor Andrews to add Agenda Item #2 – Cemetery Discussion.

**A motion was made by Council Member Cain 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 – 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. DEPARTMENT REPORTS**

1. **Fire Department** – Chief Hunter Aycock. Chief Aycock stated it had slowed down which was a good thing. Council thanked Chief Aycock and his firemen for all their hard work and dedication.
2. **Attorney** – There were no questions. No further discussion.

3. **CRA** – Mrs. Shirley Parrado introduced Susan Williams as the CRA Administrator and stated they are revamping, updating and providing as much information as they can pertaining to the CRA grants. Ms. McCall asked for the addresses to be added on the revolving loan report in the future.
4. **Code Enforcement** - There were no questions. No further discussion.
5. **Planning & Zoning** - There were no questions. No further discussion.
6. **Police Department** – Chief Michael Richter. Chief Richter stated that one of the two vacant positions has been filled and noted that 2025 was a successful year for securing grants for much needed equipment. Discussion ensued.
7. **Public Works Department** – Guy Lane. Mr. Lane stated that everything was going well, although there had been some electrical issues downtown related to the Christmas lights. Discussion ensued.
8. **Recreation Department** – Brock Tate. Mr. Tate stated that coaches were in place for basketball, and approximately 14 teams were being formed. There were also 20 cheerleaders that would be participating. Discussion ensued.
9. **Water Utilities Department** – Rodney Pittman. Mr. Pittman stated everything was going smooth with no violations being reported on the reports for the Wastewater Reclaimed Facility. He also stated that the 1<sup>st</sup> Avenue project which is part of the Peach Street lift station was going good with the extension of the main. Discussion ensued.
10. **Finance Department** - There were no questions. No further discussion.
11. **City Administrator** – Patrice Tanner. Mrs. Tanner stated there were a couple of grants on the consent agenda for approval, including a change order for additional work to be completed on the Mongoven/First National Bank project. Also the FDOT Transportation Alternatives grant for the Westbourne Avenue and West Boulevard sidewalk project, noting that CTST had previously applied for a Safe Routes to School grant for this project, but did not receive approval. No further discussion.

## G. PRESENTATIONS

1. **Christmas House Decoration Awards.** The City Council presented plaques to the Christmas House Decoration Award Winners as follows:

The Thomas Hall Family – 764 3<sup>rd</sup> Street  
 Jeff & Darla Platt – 748 3<sup>rd</sup> Street  
 The Tony Gushlaw Family – 788 Iona Street  
 #AllforPaul – 863 Earl Street  
 Edgar & Tamara Donjuan – 769 3<sup>rd</sup> Street

Mayor Andrews read the plaque as follows: Your "Chipley Pride" shows by the appearance of your Christmas decorations. The care you devoted to your grounds not only makes your neighborhood look good, but it inspires others to follow. We commend you for showing your Christmas spirit in helping make Chipley a nicer more attractive place in which to live.

The Mayor and Council thanked each of the award winners. No further discussion.

2. **Chipley Christmas Fest Parade Contest Winners** – Heather Lopez. Mrs. Lopez presented trophies to the winners of the parade floats as follows:

3<sup>rd</sup> Place – Sullivan House  
 2<sup>nd</sup> Place – Walmart  
 1<sup>st</sup> Place – Washington County Sheriff's Department

3. **Recognition Award** – Christmas Fest of Chipley, Inc. The City Council recognized the outstanding contributions and selfless dedication to the betterment of our community by Christmas Fest of Chipley, Inc. The Council presented them with an award for their significant impact on the City of Chipley.

## H. CONSENT AGENDA ITEMS

1. **Resolution No. 26-16** – Florida Department of Commerce Agreement No. M0041 – Amendment No. 4 – Mongoven/First National Bank Building Project. This resolution will approve the Florida Department of Commerce Agreement No. M0041 – Amendment No. 4 to amend Section 20 – Funding/Consideration, Subsection (a), the funding shall not exceed one million, twenty-seven thousand, one hundred two dollars and eighty-one cents (\$1,027,102.81); Section 6 (a) Audit requirements; adding Sections 31, 32 and 33 for required language; and replacing Attachment A – Scope of Work; Attachment I – Audit Requirements; Exhibit 1 to Attachment I – Funding Sources; and Attachment J – Audit Compliance Certification.
2. **Resolution No. 26-17** – PeopleSouth Bank Loan – Street Department. This resolution will

approve a loan with One Florida Bank for the purchase of (1) New 2026 Ford Transit Passenger Van for the Street Department in the amount of \$54,882.00 with an interest rate of 4.45% with five (5) annual payments.

3. **Resolution No. 26-18** – PeopleSouth Bank Loan – Street Department. This resolution will approve a loan with One Florida Bank for the purchase of (1) New 2026 F-550 Truck with Dump Body for the Street Department in the amount of \$77,512.00 with an interest rate of 4.65% with seven (7) annual payments.
4. **Resolution No. 26-19** – PeopleSouth Bank Loan – Police Department. This resolution will approve a loan with PeopleSouth Bank for the purchase of (1) New 2026 Ford Police Interceptor for the Police Department in the amount of \$69,804.13 with an interest rate of 4.65% with seven (7) annual payments.
5. **Resolution No. 26-20** – Florida Department of Transportation, Transportation Alternatives Program Funding – Westbourne Avenue and West Boulevard Sidewalk Project. This resolution will support the design and construction of Westbourne Avenue and West Boulevard sidewalk project with Florida Department of Transportation, Transportation Alternatives Program Funding. This will connect existing sidewalks along U.S. Highway 90, Sinclair Street, and South Boulevard, which are heavily traveled corridors within the City.

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

## **I. AGENDA ITEMS**

1. **Request for Development Order** – MK Wash & Go, LLC – Take 5 Oil Change.

Mrs. Tanner stated MK Wash & Go, LLC is requesting a Development Order for the redevelopment of Take 5 Oil Change. This property is zoned Commercial and is within the Corridor Development District (CDD) overlay. The property is located at 1405 Nadia Avenue.

Ms. McCall added that the current drive-thru part of the car wash will be converted to an office. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Development Order for MK Wash & Go, LLC for Take 5 Oil Change. The motion passed unanimously.**

2. **Cemetery Discussion.** Mr. Russell stated there was an ongoing issue with flags and other memorial items being placed at the cemetery and left for extended periods of time. As these items deteriorate, tear, or become displaced by weather, they create maintenance concerns. He requested a formal policy addressing these items so the City can properly maintain the cemetery and remove worn or damaged items when necessary. Mrs. Tanner stated she would contact the City Attorney to draft a brief policy for Council consideration and approval. Discussion ensued.

## **J. OTHER BUSINESS**

There was no other business.

## **K. ADJOURN**

The meeting was adjourned by Mayor Andrews at 5:40 p.m.

City of Chipley

Attest:

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Tracy L. Andrews, Mayor

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Sherry Snell,  
City Clerk