City of Chipley
Council Meeting
Minutes
May 12, 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.
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 deleted consent agenda item #6 – Bid No. 2026-01 – Shivers Park Pickleball. She then added consent agenda item #6 - Special Event Application – Summer Concert Series.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the changes. 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 – April 14, 2026 (Form 8b – Voting Conflict attached)
2. Special Council Meeting – April 30, 2026
3. Updated Regular Meeting Minutes – August 12, 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. 26-35** – Annual Election. This resolution will approve the election qualifying dates of July 6-10, 2026, and election dates of September 1, 2026, and if necessary, September 15, 2026.

2. **Resolution No. 26-36** – Florida Department of Commerce Agreement No. M0143 – CDBG HMGP Generator Grant - Amendment Four. This resolution will amend the Florida Department of Commerce Agreement No. M0143, extending the agreement end date to December 30, 2026, unless otherwise terminated as provided in the Agreement. Also to include updated language regarding Audit Requirements, Citizen Complaints, Contracting with Entities of Foreign Countries of Concern Prohibited, Foreign Influence, and Human Trafficking.

3. **Resolution No. 26-37** – Capital City Bank – 2026 Ford F-150 Regular Cab Truck - Gas Department. This resolution will approve a loan with Capital City Bank for the purchase of (1) New 2026 Ford F-150 Regular Cab Truck for the Gas Department in the amount of $36,700.00 with an interest rate of 4.15% with five (5) annual payments.

4. **Resolution No. 26-39** – Travel Procedure and Expense Reimbursement Policy Update. This resolution will approve the updated Travel Procedures and Expense Reimbursement Policy to increase the reimbursement amounts for meals based on comparable entities.

5. **Resolution No. 26-40** – Duplication of Benefits Policy for the Florida Commerce CDBG-DR/CDBG-MIT Programs. This resolution will approve a Duplication of Benefits Policy for the Florida Commerce CDBG-DR/CDBG-MIT Programs which will outline procedures for verification, calculation, documentation, and recapture of duplicative funds consistent with applicable federal guidance.

6. **Special Event Application** – Summer Concert Series. J.Corb, LLC would like to hold a summer concert on Friday, June 5, 2026 from 6:00 p.m. – 9:00 p.m. at the Bill Lee Station. There will be live entertainment with the Chipley Station being responsible for handling alcohol and food sales during the event.

7. **Contract of Services –** Chipley Housing Authority. This contract is a continuation of services already in place and will approve the additional patrolling for protective services for the Chipley Housing Authority Public Housing Developments. The Chipley Housing Authority is requesting patrolling in an amount not to exceed 24 hours per week.

8. **Fire Department Truck Donation.** Chief Aycock is requesting approval of former Tanker 1 that was taken out of service at the beginning of 2025 due to multiple mechanical and age-related issues to be donated to Ponce de Leon Volunteer Fire & Rescue which will be an upgrade to their current tanker. The vehicle is currently inoperable and has no positive equity value. It will allow Ponce de Leon Volunteer Fire & Rescue to benefit from it in any way possible.

9. **Special Event Application –** Veteran's Reunion – Patriot Guard Riders. The Patriot Guard Riders are requesting approval to hold a Veteran's Reunion at the Train Depot from October 8-10, 2026, featuring the Vietnam Memorial Traveling Wall and the Global War on Terrorism Wall. Both walls will be set up on the grassy area, with a representative from the organization present on-site 24 hours a day throughout the duration of the event.

10. **FY 25-26 Updated Minutes.** The FY 25-26 Minutes have been updated by adding explanations to the consent agenda items.

11. **Employee Classification Document** – Changes. This will approve changes to the Employee Classification Document changing a Corporal to a Sergeant; and changing two positions from a Patrolman to a Corporal in the Police Department.

12. **Continuing Engineering Services Work Authorization No. 2026-01** – Gilbert Acres Drainage Improvements Project – David H. Melvin, Inc. in the amount of $336,000.00.

13. **Re-approval of Resolution No. 26-34** – CDBG-NR – Jim Trawick Park, Orange Street and 6th Avenue. This resolution is updated to include infrastructure improvements to Jim Trawick Park.

14. **Special Event Application** – Thursday Night Lights. A date change has been requested for Thursday Night Lights, moving the event from Thursday, May 21st to Thursday, May 28th due to graduation.

    Ms. McCall stated the date for Thursday Night Lights should be the 28th.

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

G. AGENDA ITEMS

1. **Ordinance No. 998 (Public Hearing) –** Florida Power & Light Franchise Agreement. Mayor Andrews closed the regular meeting and opened the public hearing at 5:07 p.m. Mrs. Tanner read the Ordinance by title:

    AN ORDINANCE GRANTING TO FLORIDA POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, AN ELECTRIC FRANCHISE, IMPOSING PROVISIONS AND CONDITIONS RELATING THERETO, PROVIDING FOR MONTHLY PAYMENTS TO THE CITY OF CHIPLEY, FLORIDA, AND PROVIDING FOR AN EFFECTIVE DATE.

    Mrs. Tanner explained this Ordinance will approve the final reading of Ordinance No. 998 – granting Florida Power & Light Company an electric franchise for a period of 30 years. Official notice to advise the public of the proposed adoption of Ordinance No. 998 was published in the Washington County News on April 29, 2026. 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 5:09 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. 998. The motion passed with four (4) ayes and zero (0) nayes. Mayor Andrews abstained due to conflict, since she is employed by FPL.

2. **Request for a Variance – John Duncan – 5th Street, Parcel ID: 00000000-00-1941-0001.**

Mrs. Donjuan stated this request is for the purpose of increasing the size of the rear yard which would require a reduction in the required front yard setback. Approval of the request would permit an adjusted front setback, thereby shifting the proposed residence forward on the lot and creating a larger backyard area. The right-of-way is seventy-five (75) feet on 5th Street. The applicant is requesting twenty (20) feet front setback from the right-of-way, leaving approximately seventeen (17) feet of green space between the property line and the curb of the road. The new construction would be approximately thirty-seven (37) feet from the curb of the road. A variance is needed for the front setback only. All other yard setbacks will be met.

Mayor Andrews asked if the other homes were in alignment on that street. Mrs. Cain stated most were, although some were located closer to the street. Ms. McCall asked what would happen if sidewalks were added to the street in the future. Mr. John Duncan stated he would be fine with that. Ms. McCall noted that doing so would leave only nine (9) feet between his house and the sidewalk. Mrs. Donjuan stated there would also be a 20-foot setback, meaning he would actually have 29 feet. Mr. Russell expressed concern about the number of variances being requested. Attorney Jordan stated that the city is working to update the comprehensive plan to address the issue, but that it is a lengthy process. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the Request for a Variance – John Duncan – 5th Street. The motion passed with three (3) ayes and two (2) nayes. Council Member McCall and Council Member Russell being opposed.

3. **Request for a Development Order –** Jack's Family Restaurant – 1331 Main Street, Parcel ID: 00000000-00-2218-0004. Mrs. Donjuan stated the property is zoned Commercial and is within the Corridor Development District (CDD) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The proposed development has been reviewed by the City's planning firm Kimley-Horn and has met all the city's requirements. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Request for a Development Order – Jack's Family Restaurant – 1331 Main Street. The motion passed unanimously.

4. **Resolution No. 26-38 –** Code Enforcement Lien Policy. Mrs. Tanner stated this resolution will approve a policy regarding Code Enforcement Liens establishing procedures for lien reduction, civil enforcement, and administrative closure. No further discussion.

   A motion was made by Council Member McCall and seconded by Council Member Russell to approve Resolution No. 26-38 – Code Enforcement Lien Policy. The motion passed unanimously.

5. **Request Waiver of Fines –** Pamela Moore – 869 Chesnut Hill Street. Mrs. Tanner stated this property has been brought into compliance. The fines total $44,900.00 thru May 12, 2026 and attorney fees total $217.50. Mrs. Moore stated that she misunderstood that she had to contact Mrs. Donjuan when the property was brought into compliance, which occurred in December 2023. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member Blount to waive the fines in the amount of $44,900.00, but to require the attorney fees to be paid in the amount of $217.50. The motion passed unanimously.

6. **Washington County School District Summer Meals Program –** Jiranda White, Director of Federal Programs and Food Service. Mrs. White presented information regarding the Washington County School District's 2026 Summer Breakfast and Lunch Program and stated

she would like help in spreading the word about the program. She also handed out information on Summer Learning Programs that are offered. Mr. Russell asked whether this information could be put in the monthly bills. Mrs. Tanner stated that it could be done, and that the city could also post the information on the city website and social media page, as well as place copies in the lobby at city hall. Discussion ensued.

7. **Animal Control Ordinance –** Discussion – Attorney Jordan. Attorney Jordan reviewed the changes regarding cats, dogs, livestock, chickens, and mini pigs. These changes include regulations on tethering dogs, limits on the number of animals allowed, and Trap/Neuter/Release (TNR) programs. Mrs. Cain asked how we would educate our citizens on the changes. Mrs. Tanner stated that information could be distributed through monthly utility bills, posted on the city website and social media page, as well as advertising in the local newspaper. Discussion ensued.

   Attorney Jordan will make the final changes and bring back next month for a first reading.

8. **Cemetery Ordinance –** Discussion – Attorney Jordan**.** Attorney Jordan reviewed the ordinance regarding cemetery regulations. Ms. McCall asked about grandfathering in existing conditions in the cemetery with photographic evidence. Mrs. Tanner stated this could be done. Mr. Russell asked if the final ordinance could be provided to our local funeral homes so they would be familiar with it when assisting with families. Discussion ensued.

   Attorney Jordan will make the final changes and bring back next month for a first reading.

J. OTHER BUSINESS

Mr. Russell stated he had been asked about the possibility of establishing a dog park within the city. Mrs. Tanner stated that she had discussed the matter with Mr. Lane, and they were considering Jim Trawick Park as a possible location. Mr. Russell expressed concern regarding parking at that location and emphasized the importance of ensuring no parking areas would be lost. Discussion ensued.

Attorney Jordan stated an Executive Session was needed regarding the Chipley Course Case. Council agreed on June 1, 2026 at 2:00 p.m. Mrs. Tanner stated a Special Meeting could also be held that day for a few agenda items.

Mrs. Cain stated that parents of 10-year old girls had informed her that they were told they could not have an All-Star Team, but no reason was provided for the decision. Mrs. Tanner stated she would find out why.

Ms. McCall stated the Planning & Zoning Commission meetings could not be heard very well on Facebook. She also expressed concerns regarding some of the questions being asked during the meetings and stated that the board members need training. Mrs. Tanner stated that training for all city boards was already on her list. Mr. Russell stated he would like to ensure that all members were still eligible to serve on the boards.

Ms. McCall stated that at the Blues and Brews event, individuals were observed riding wheeled devices while handing out coupons, and expressed concern about the speed at which they were traveling. Chief Richter stated he would need clarification on exactly what type of devices were being used in order to address the issue appropriately. He further noted that if the device is not addressed in the city code, participants could be asked to stop, but enforcement action would not be possible.

Mr. Russell asked about the status of the Mongoven Building. Mrs. Tanner stated there were still several items that needed to be addressed, and Public Works was currently working on those tasks. The remaining items include polishing the marble in the window sills, paint touch-ups, pressure washing, striping the parking spaces, and finishing electrical work. Mrs. Tanner stated that they hope to have it open by the first week in June.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:40 p.m.

City of Chipley

Attest:

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Tracy L. Andrews, Mayor

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Sherry Snell,
City Clerk