

City of Chipley
Council Meeting
Minutes
August 12, 2025 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Mr. Leonard Blount, Council Member

Absent:

Mrs. Linda Cain, 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
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

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 Blount 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 Blount 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 - July 8, 2025
2. Special Council Meeting – July 29, 2025

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

F. PRESENTATIONS

1. Recognition Award – Florida Engineering Leadership Institute (FELI) Class 2025
2. Recognition Award – Southern Splash & Dash LLC – Miken Hooks
3. Recognition Award – Project Downtown Chipley LLC – Kristin Martin

The City Council recognized the outstanding contributions and selfless dedication to the betterment of our community by the Florida Engineering Leadership Institute (FELI) Class 2025, Southern Splash & Dash LLC – Miken Hooks, and Project Downtown Chipley LLC – Kristin Martin. The Council presented them with awards for their significant impact on the City of Chipley.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 25-44** – Florida Department of Commerce, CDBG-DR Agreement No. M0014 – Amendment No. 4. This resolution will approve the Florida Department of Commerce, CDBG-DR Agreement No. M0014 – Amendment No. 4 for the Northwest Stormwater Restoration Project. It will extend the project end date to September 30, 2026.
2. **Resolution No. 25-45** – FEDP SRF Clean Water State Revolving Fund. This resolution will approve the FDEP Capitalization Grant Agreement for Clean Water State Revolving Fund Planning Loan Agreement No. WW670150, in the amount of \$90,000.00.
3. **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 16, 2025 at 5:05 p.m. and the Final Millage and Budget Hearing will be held on September 29, 2025 at 5:05 p.m.
4. **Reappointment of Chipley Housing Authority Commissioner** – Linda Justice. This will reappoint Linda Justice to the Chipley Housing Authority for a four-year term ending on September 30, 2029.
5. **Appointment of Recreation Advisory Committee Member** – Rasheida Patrick. This will appoint Rasheida Patrick to the Recreation Advisory Committee for a period of two years, effective 08/12/2025.
6. **Special Event Application** – Annual Trunk or Treat. The Annual Trunk or Treat will be held on Saturday, October 25, 2025, from 4:00 p.m. – 6:00 p.m. at the Jim Trawick Park Soccer Field.
7. **Special Event Application** – Arts and Craft Show – Washington County Historical Society. The Arts and Craft Show will be held on Saturday, September 13, 2025, from 12:00 p.m. – 7:00 p.m. at the Farmers Market Pavillion. This event will be in celebration of Washington County's Bicentennial with approximately 200 people attending.

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. **Request Waiver of Fines** – Dr. Thelma Wood Property – 771 Pecan Street. Mrs. Tanner

explained on April 8, 2025, Council voted to give Dr. Wood ninety days to get her property into compliance, then readdress the fines after that, and to abate/pause the foreclosure proceedings for ninety days. The property has been brought into compliance. The fines total \$24,750 and attorney fees through June 30, 2025 are \$1,298.35. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to waive the fines but not the attorney fees. The motion passed unanimously.

2. **Request for Development Order and Certificate of Appropriateness – 941 Main Street – Ronny's Carwash of Chipley.** Mrs. Donjuan explained Ronny's Carwash of Chipley is requesting a Development Order and Certificate of Appropriateness for a new development to construct a 2,240 square foot automated carwash with 25 vacuum stalls with two access driveways, one from Main Street and the other from 7th Street. The Planning and Zoning Commission approved this at their meeting held on July 17, 2025. Mr. Russell questioned the neighborhood commercial allowances. Mrs. Donjuan stated the city's planning firm, Kimley-Horn determined it was an allowable use due to it being a service. Mr. Russell questioned the high traffic in the area. Mrs. Donjuan stated a traffic study analysis was reviewed by Kimley-Horn and FDOT who approved it. Ms. McCall asked about the flow rates not being calculated correctly by the engineer. It was determined that the Fire Chief usually does the calculations, not the engineer. She also expressed concerns about the poor drainage on the property. Gregory Campbell, engineer for Ronny's Carwash, was present via ZOOM/phone and answered questions regarding the drainage issues. Ms. McCall stated we can't handle the water that is already coming off 7th Street and Gilbert Acres. Mr. Campbell stated you will have less water with this development than you do now going into that system. Mr. Russell asked how high the property would have to be built up before construction begins, because he is concerned about the property owners on each side catching the overflow water. Mrs. McCall asked how much higher from the current elevation will this be built. Mr. Campbell stated it will be built up two to three feet higher. Mr. Russell and Ms. McCall expressed concern for the drainage on the neighbor's property due to the elevation. Mr. Campbell stated there is a swell that collects water from a portion of their property and the adjacent south property owners. It goes into an inlet that basically goes into a pipe in the roadway. I had to account for the offsite drainage into the swell. On our property, we will have curbing and inlets and no drainage will go south. It will hit the curbs and then go into the inlets and to the pond. The swell will still be there for the drainage. Mr. Russell questioned the location of the retention ponds. Ms. McCall stated she didn't think that was the right place to put a car wash. Jackson Penton, Ronny's Carwash, asked if nothing can go there due to the drainage concerns. Mr. Russell stated what you are trying to put in is going to limit the water flow with so much concrete. Mr. Smith, Ronny's Carwash, stated over half of the property will still be grass on the back side.

Paula Cunningham, 856 Chesnut Hill Street, stated she has a family home next to the location where the carwash wants to be built. The property does flood and the home flooded with Hurricane Sally. The retention pond is going to be placed 25' from the home that my daughter and sister live in. She was concerned about the noise that will be generated by the carwash and how it will affect them. There are also boundary issues from a deed dated in 1990.

Jennifer Corbitt stated she owned 740 7th Street and sold it earlier this year due to drainage issues. She expressed concerns about the drainage issues that exist now. Also, it is zoned neighborhood commercial, which is a gradual change. The existing businesses are located in older homes which does not change the aesthetic. The proper path would be rezoning, which I would not support. I respectfully request that this development is denied as it is presented.

Mr. Michael Tiller, 887 Main Street, stated that Hurricane Michael and Sally both flooded his backyard. He expressed concern about drainage and flooding in the area. He didn't say he was for or against the development except for the aesthetics.

Ms. McCall stated the data was not correct and you have to vote the way the people want it and the people don't want it right there. I don't want it right there in the middle of the historical part

of town.

Mr. Tate Bruner, 720 7th Street, stated he purchased his home in 2021 and he has experienced a complete flood in his front yard with just a regular rain. He expressed concerns with drainage issues if the development is built. The carwash would be a great addition to our town in a different location. He stated it would not be visually appealing to the area. He stated he is against the development at this location.

Discussion ensued.

The item died for lack of a motion.

- 3. Amendment to Non-Residential Net Ground Lease – Wolpack Alliance LLC.** Mrs. Tanner explained this will approve the amendment for Wolpack Alliance at the Chipley Station to include a new legal description and survey. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Amendment to Non-Residential Net Ground Lease – Wolpack Alliance LLC. The motion passed unanimously.

- 4. Bid No. 2025-03 – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. – Change Order #2.** Mr. Brent Melvin, DHM Melvin Engineering, explained this will approve Change Order #2 for the Mongoven Building Phase II Project in the amount of \$170,182.94 to complete and close out the final scope of work. This will include concrete and curb improvements, tree well installation, vault door restoration, column reinstallation, and contingency tasks necessary to finalize the project. This will use the balance of the funds available in this grant. The city will have to fund the balance of the work for the project to include tables, striping of the parking area and shade structures. Mrs. Tanner stated the remaining items are minimal and the city has additional funds that could be used. This does not include restrooms and we will continue to look at options for that. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve Bid No. 2025-03 – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. – Change Order #2. The motion passed unanimously.

- 5. Chipley Library Expansion Project Update – Renae Rountree, Library Director.** Mrs. Rountree explained the expansion looks to add three new sections to the library. On the west side, a large meeting room with a kitchen that can be used for library programs and classes as well as community needs. The east side will eliminate the drive-thru window that seldom sees use and instead will transform into a much needed children's area to promote early literacy. Finally, the north side will see additional staff offices and storage space to facilitate our continued growth. Ms. McCall asked about drainage. Mr. Brent Melvin stated the original library is permitted under the existing pond and the Griffin Road project will help with that issue. Flood panels will also be purchased to go with the flood panels already purchased by the city for the library. Discussion ensued.
- 6. Code Enforcement Fines – 1214 Johnson Avenue.** Mrs. Tanner explained the property at 1214 Johnson Avenue is owned by Truist Bank through foreclosure. They are requesting for the code fines on the property to be paused while they evict the tenant. It was conveyed to VA and they just reconveyed it back to Truist recently, and now LOGS Legal Group has been retained to work on the eviction. They can't work on the code issue while it's occupied, which is the issue in having it resolved. Summer Hodges, Attorney for Truist Bank, stated they would like to ask you to pause for six months so we can finish the eviction which requires a 90 day notice. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Blount to pause the code fines for 90 days and follow-up after that. The motion passed unanimously.

7. **Request Waiver of Fines – 777 West Boulevard.** Mrs. Tanner explained the property is under contract with over \$40,000 in liens and \$1,600 in attorney fees/costs. The buyer is requiring the lien satisfaction at closing but the sellers cannot financially make that happen. Buyer would like to request a waiver of the fines prior to closing, but if the Council does not approve, then Attorney Jordan would propose a waiver if they can get the property cleaned up within 30 days of the closing date. Attorney Jordan spoke with both agents and if the Council will not consider waiving the fines prior to closing, she is comfortable offering a lien release in escrow where the title company would hold back the lien amount from the closing proceeds and would hold an executed release until Code Enforcement certifies to the title company that the property is in compliance. At that point, the lien release would be recorded by the title agent and the remaining proceeds released to the seller. Attorney Jordan also explained that the Council does not waive attorney fees and costs so those will be paid at closing under this arrangement. Mr. Carl Schmidt, potential buyer, stated he wasn't sure about the trash on the property. Attorney Jordan stated the property being sold has a final judgement due to a divorce and our lien will prohibit them from satisfying the debt. The buyer has to request the waiver. Mr. Schmidt asked for 90 days to clean up the property. Attorney Jordan stated it would be 90 days from the closing date. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Blount to waive the \$40,000 lien fees to be dissolved at closing, but keep the \$1,600 attorney fees. The motion passed unanimously.

I. OTHER BUSINESS

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:34 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk