

City of Chipley
Council Meeting
Minutes
September 9, 2025 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member
Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Mr. Leonard Blount, 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 Pastor J. Samuel Johnson 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 – August 12, 2025

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

F. PRESENTATIONS

1. Constitution Week Proclamation. The City Council recognized the week of September 17-23, 2025 as Constitution Week to recognize the 238th Anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention. Mrs. Doris Spears, Regent for the Chipola Chapter Daughters of the American Revolution, was present to accept the proclamation.
2. AVID Day Proclamation. The City Council recognized September 12, 2025 as Advancement Via Individual Determination (AVID) Professional Learning Recognition Day. Cindy Johnson Brown, Susan Saunders, Bernadette Hardman Strong, Leanne Pedraja and Kevin Russell were present to accept the proclamation.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 25-46** – State of Florida, Department of Commerce – CDBG Modification Number 1 to Subgrant Agreement. This resolution will approve the State of Florida Department of Commerce, CDBG Modification Number 1 to Subgrant Agreement to extend the deadline to July 31, 2026. It will also amend the original agreement with the new name of Florida Department of Commerce and update invoice payment information.
2. **Resolution No. 25-47** – State of Florida Department of Transportation, State-Funded Grant Agreement – Pecan Street Roadway Resurfacing Improvements. This resolution will approve the State of Florida Department of Transportation, State-Funded Grant Agreement for the resurfacing of Pecan Street. This includes the design, construction, and CEI services. The project will consist of resurfacing the roadway from South Boulevard to Church Avenue.
3. **Award of RFP No. 2025-01** – FDACS Wastewater Energy Efficiency Grant Administration Services – David H. Melvin, Inc. The City advertised Grant Administration Services for the FDACS Wastewater Energy Efficiency Project. Three (3) RFP's were received on August 13, 2025, and scored by a Selection Committee.
4. **Agreement for Grant Administration Services** – RFP No. 2025-01 - FDACS Wastewater Energy Efficiency Project – David H. Melvin, Inc. This will approve the Agreement for Grant Administration Services for the FDACS Wastewater Energy Efficiency Project with David H. Melvin, Inc. in the amount of \$29,500.00.
5. **Award of RFQ No. 2025-05** – FDOT M-SCOP Bennett Drive Resurfacing Project CEI Services – Alday- Howell. The City advertised CEI Services for the FDOT M-SCOP Bennett Drive Resurfacing Project. Seven (7) RFQ's were received on August 12, 2025, and scored by the Selection Committee.
6. **Award of RFQ No. 2025-06** – FDACS Wastewater Energy Efficiency Engineering & Inspection Services – David H. Melvin, Inc. The City advertised Engineering & Inspection Services for the FDACS Wastewater Energy Efficiency Project. Three (3) RFQ's were received on August 14, 2025, and scored by the Selection Committee.
7. **Agreement for Engineering Design/CEI Services** – RFQ No. 2025-06 - FDACS Wastewater Energy Efficiency Project – David H. Melvin, Inc. This will approve the Agreement for Engineering Design/CEI Services for the FDACS Wastewater Energy Efficiency Project with David H. Melvin, Inc. The engineering design services will be \$39,500.00 and the CEI services will be \$32,500.00 for a total fee of \$72,000.00.

8. **Professional Engineering Services Continuing Contract Extension** – David H. Melvin, Inc. City Council approved the Professional Engineering Services Continuing Contract with David H. Melvin, Inc. on March 8, 2022. The contract provided for an initial term of three (3) years with option to renew for two additional one-year terms. This extension will extend the contract until March 8, 2026.
9. **Professional Grant Administration Services Continuing Contract Extension** – David H. Melvin, Inc. City Council approved the Professional Grant Administration Services Continuing Contract with David H. Melvin, Inc. on June 14, 2022. The contract provided for an initial term of three (3) years with the option to renew for two additional one-year terms. This extension will extend the contract until June 14, 2026.
10. **Special Event Application** – Homecoming Parade – Chipley High School. The Homecoming Parade will be held on Friday, October 17, 2025, starting at 12:30 p.m. using the new parade route.
11. **Special Event Application** – Fall Block Party – Project Downtown Chipley, LLC. Project Downtown Chipley, LLC is requesting to hold a Fall Block Party on Thursday, October 23, 2025 from 6:00 p.m. – 9:00 p.m. in the downtown area. This includes road closures on North Railroad (2nd Street to MLK), South Railroad (2nd Street to 7th Street), 5th Street (Hwy 90 to Church Avenue) and 7th Street (Hwy 90 to Church Avenue). Various other alleyways and additional closings per City Police Department as needed for safety and traffic flow.
12. **Resolution No. 25-48** – Florida Commerce Agreement No. M0041 – Amendment No. 3 – Mongoven Building Project. This resolution will approve the Florida Department of Commerce Agreement No. M0041 – Amendment No. 3 in order to amend the Mongoven Building Project Agreement Section 3, Period of Agreement extending the Project End Date to September 30, 2026, unless otherwise terminated as provided in this Agreement.
13. **Resolution No. 25-49** – FDEP FRDAP Grant Application Submission - Jim Trawick Park Phase X. This resolution will approve the submittal of an application for a FRDAP grant for Jim Trawick Park Phase X in the amount of \$200,000. These improvements will include: Soccer Field Renovation, Playground Renovation to include ADA Equipment; Baseball Field No. 7 Renovation, Softball/T-Ball Field No. 8 Renovation, Add Exercise Station to Walking Trail, Picnic Facility Renovation, New Batting Cages, Restroom Renovation, Batting Cages Renovation, New Bleachers, Sidewalk to Batting Cages and Sidewalk to Playground Renovation.
14. **Special Event Application** –Blues & Brews Music Festival – Washington County Chamber of Commerce. The Blues & Brews Outdoor Music Festival will be held on Saturday, November 15, 2025 from 3:00 p.m. to 8:00 p.m. A road closure is requested for MLK Drive and 7th Street from the alley behind the Farmer's Market to N Railroad Avenue during the event. Insurance will be submitted prior to the event.

Mr. Russell asked about insurance for the special events. Mrs. Tanner stated they will send it prior to the event.

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

H. AGENDA ITEMS

1. **Request for Land Use Map Amendment** - 1237 Church Avenue - Thomas James Simmons III. Mrs. Donjuan explained that Mr. Simmons is requesting a Small-Scale Amendment at 1237 Church Avenue to change from low density to commercial to allow a business to be permitted.

Ms. McCall stated six people spoke against the change at the Planning & Zoning Commission

meeting. Mr. Russell stated there were several red flags for him including not having secure funding for the development, future use if this business does not continue, a retention pond, and the lot size. Mr. Blount stated Mr. Simmons was going to mentor kids which will benefit the community. Let everyone get together in the community to come up with a plan.

Mrs. Tanner stated they still have to follow the city guidelines for engineered plans, parking, and stormwater for whatever goes there. It still has to get approved by the city.

Mr. Simmons stated he would like to purchase the lot next to it to increase the lot size. I have researched the chemicals that will be used. I will be funding this and do not need a grant.

Ms. McCall stated we have to listen to the people.

Mr. Tommy Andrews, citizen, asked if this could be delayed for later.

Mrs. Juanita Finney, citizen, stated this is just a request for the land use amendment to re-zone, not to approve any specific business. Speculation about the future is premature.

Mr. Mark Odom, citizen, stated he stands for individual rights and with neighborhood commercial, it must benefit the neighborhood not allowing a free for all. Just because it's approved does not mean it's a green light for anything.

A motion was made by Council Member Blount and seconded by Council Member Cain to approve the Request for Land Use Map Amendment. The motion passed with three (3) ayes and two (2) naves, with Council Member Russell and Council Member McCall being opposed.

2. **Award of Bid No. 2025-05** – FDOT M-SCOP Bennett Drive Resurfacing Project. Discussion ensued. Mrs. Tanner explained the City advertised the construction of the FDOT M-SCOP Bennett Drive Resurfacing Project. The project will consist of milling and resurfacing Bennett Drive from Church Avenue to SR 273 (Approximately 0.5 miles). The existing roadway will be widened 1.5' on each side from Old Bonifay Road to SR 273. Also included in this project is isolated roadway reconstruction, excavation, new road base, grassing and drainage improvements consisting of ditch grading, culvert replacements and concrete drainage structures. Painted pavement markings are also included along with thermoplastic markings to be placed on final pavement surface. Eight (8) bids were received with the low bid from Anderson Columbia in the amount of \$569,170.26. David H. Melvin Engineering has reviewed the bids and recommends award of bid to Anderson Columbia. No further discussion.

A motion was made by Council Member McCall and seconded by Council Member Russell to approve the Award of Bid No. 2025-05 to Anderson Columbia in the amount of \$569,170.26. The motion passed unanimously.

3. **Award of Bid No. 2025-04** – FC Northwest Stormwater System Restoration Griffin Road Drainage Improvements Project – Gulf Coast Utility Contractors of Panama City. Mrs. Tanner explained the City advertised for the FC Northwest Stormwater System Restoration Griffin Road Drainage Improvements Project. This project primarily consists of drainage improvements on Griffin Road within the Chipley consisting of the construction of a new double 10'x7' concrete box culvert along with approximately 550 linear feet of new lateral ditch excavation to relieve flooding in the area. Roadway excavation and reconstruction will be required in the vicinity of the new box culvert along with guardrail placement, riprap rubble, sodding and thermoplastic pavement markings. Utility relocation is also included consisting of approximately 100 feet of 8" water main installed by directional bore. Nine (9) bids were received with the low bid from Gulf Coast Utility Contractors of Panama City in the amount of \$778,359.50. David H. Melvin, Inc. has reviewed the bids and recommends award of bid to Gulf Coast Utility Contractors of Panama City. No further discussion

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Award of Bid No. 2025-04 to Gulf Coast Utility Contractors of Panama City in the amount of \$778,359.50. The motion passed unanimously.

- 4. Legislative Priorities** – Liberty Partners of Tallahassee, LLC. Mrs. Jennifer Green, Liberty Partners of Tallahassee, LLC discussed the legislative priorities for the 2026 Legislative Session. Last year the Brickyard Road Sanitary Sewer Improvements and the Police Department Equipment Modernization were not approved. We suggest you submit those again this year. Brickyard Road in the amount of \$1.5 million and the Police Department Equipment Modernization for \$500,000 will be submitted. The third item could be something like a Public Safety Preparedness project, possibly for generators at City Hall. She stated they could work with Mayor Andrews and Mrs. Tanner on the submittal for the projects. Mr. Russell asked if the other departments have generators. Mrs. Tanner stated that Police and Fire do have them, but Public Works does not. Mr. Russell asked if we could get some for that location as well. Mrs. Green stated it could be submitted as a government complex to include more than one department. Discussion ensued.

I. OTHER BUSINESS

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:10 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk