

***City of Chipley***  
**Council Meeting**  
**Minutes**  
**March 10, 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.

Ms. Sherry Snell, City Clerk  
Mr. Michael Richter, Police Chief

Mrs. Michelle Jordan, City Attorney (via Zoom)

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 added Consent Agenda Item #13 – Special Event Application – Thursday Night Lights; Removed Agenda Item #6 Animal Control Ordinance and added Agenda Item #6 Request for Executive Session – Attorney Michelle Jordan.

**A motion was made by Council Member Russell and seconded by Council Member McCall 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 welcome and appreciated.

No further discussion.

#### **E. APPROVAL OF MINUTES**

1. Regular Council Meeting – February 10, 2026

**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**

Proclamation for Red Cross Month. The City Council recognized March as Red Cross Month, celebrating our local heroes and resolving to continue lifting each other up, so no one faces an emergency alone.

#### **G. CONSENT AGENDA ITEMS**

1. **Resolution No. 26-23** – Capital City Bank – 2026 Ford Police Interceptor – Police Department. This resolution will approve a loan with Capital City Bank for the purchase of (1) New 2026 Ford Police Interceptor for the Police Department in the amount of \$46,317.00 with an interest rate of 4.15% with five (5) annual payments.
2. **Resolution No. 26-24** – Capital City Bank – Aries Mobile Voyage System (Main Line Sewer Camera) – Water Utilities Department. This resolution will approve a loan with Capital City Bank for the purchase of (1) Aries Mobile Voyage System (Main Line Sewer Camera) for the Water Utilities Department in the amount of \$119,199.00 with an interest rate of 4.15% with seven (7) annual payments.
3. **Bid No. 2025-04** – Citywide Flooding Resiliency Improvements – Change Order #1. This will add an additional 240 days to the project due to delays in utility relocations and in the overlapping project for the removal and replacement of the Peach Street Lift Station. The project is 75% complete as of March 1, 2026 and the remaining work, minus the utility relocation and Peach Street lift station, is anticipated to be completed within the next 2 weeks. There is no change in the contract cost.
4. **Continuing Engineering Services Contract Extension** – David H. Melvin, Inc. This will approve an extension of the Contract for Continuing Professional Engineering Services with David H. Melvin, Inc. for a period of one (1) year with an expiration date of March 8, 2027.
5. **Continuing Grants Administration Services Contract Extension** – David H. Melvin, Inc. This will approve an extension of the Contract for Continuing Professional Grants Administration Services with David H. Melvin, Inc. for a period of one (1) year with an expiration date of June 14, 2027.
6. **Chipley Redevelopment Agency** – Administration Contract. This will approve the Contract with the Chipley Redevelopment Agency (CRA) and the Washington County Chamber of Commerce. This will be retroactive to October 1, 2025 with an expiration date of September 30, 2026.
7. **Chipley Redevelopment Agency** – Grant Funding Breakdown Updated. This will update the Grant Funding Breakdown for interior, exterior, start-up fees and permitting, and the max amount allowed for CRA grant funds in the amount of \$50,000.

8. **Special Event Application** – Color Run – Chipley Band Boosters. Chipley Band Boosters are requesting to hold a color run on Saturday, April 11, 2026 starting at 7:30 a.m. The run will start at Philip Rountree Stadium and head West on North Railroad Avenue to Griffin Road, then North to Old Bonifay Road, then East to 2<sup>nd</sup> Street and South back to North Railroad Avenue. The money raised will go to the Chipley Tiger Band. Insurance is not required for this event.
9. **Special Event Application** – Community Outreach – Washington County Christian School. The Washington County Christian School would like to have a community outreach event on Saturday, April 18, 2026 from 4:00 p.m. to 6:00 p.m. at Shivers Park. There will be foodtrucks, a train and they will be playing Christian music.
10. **Special Event Application** – Law Enforcement Torch Run for Special Olympics Florida – Northwest Florida Reception Center. This event will be held on Tuesday, March 17, 2026 from 9:00-11:00 a.m. They will be walking a pre-determined route to bring awareness to the Special Olympics of Florida. The route will depart at the Washington County Courthouse and head east for .2 miles then turn South onto SR 77 and continue for 2 miles to end at PeoplesSouth Bank. The East Bound lane of Jackson Avenue/South Bound lane of Main Street will be closed by transport vehicles during the event. Insurance is not required for this event.
11. **Special Event Application** – T.J. Roulhac School Reunion & Parade. Carla Rhynes-Campbell would like to have a parade on Saturday, June 20, 2026 from 9:00 a.m. to 10:00 a.m. The route would start at the old Chipley High School and go down Church Avenue to Pecan Street at the T.J. Roulhac Enrichment Center.  
  
They would also like to use the field facilities located behind the T.J. Roulhac Enrichment Center for a cook-out, parking and a gathering. The field would be utilized on Friday, June 19, 2026 from 8:00 a.m. – 10:00 p.m. which would include time to clean up. Also on Saturday, June 20, 2026 from 8:00 a.m. – Midnight. Insurance is not required for this event.
12. **Farmer's Market & Gazebo Rental Application** – Robert David. Mr. Robert David is requesting to rent the Farmer's Market & Gazebo for a food give away to the community on Sunday, April 26, 2026 from 1:00 p.m. to 6:00 p.m. With Council approval, the rental fee of \$150.00 will be waived due to it being a community event. Insurance is required and will be submitted prior to the event.
13. **Special Event Application** – Thursday Night Lights – Kristin Martin. This event will be held on the third Thursday from 6:00 p.m. – 8:00 p.m. Dates include April 16, 2026, May 21, 2026, June 18, 2026, July 16, 2026, August 20, 2026, and September 17, 2026.

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

## **H. AGENDA ITEMS**

1. **Ordinance No. 997** – Waste Management Contract Amendment and Renewal. Mayor Andrews closed the regular meeting and opened the public hearing at 5:07 p.m. Mrs. Tanner read Ordinance No. 997 by title:

**AN AMENDMENT TO ORDINANCE NO. 834 RENEWING AND EXTENDING THE NON-EXCLUSIVE FRANCHISE TO WASTE MANAGEMENT INC. OF FLORIDA FOR THE COLLECTION AND DISPOSAL OF RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION; AMENDING SECTION 9, B, 6; PROVIDING FOR RATE ADJUSTMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance will approve the final reading of Ordinance No. 997 – amending, renewing, and extending the non-exclusive franchise for the collection and disposal of residential and commercial solid waste collection to Waste Management, Inc. of Florida for a period of five (5) years. Section 2 – CPI Adjustment will be amended. Official notice to advise the public of the proposed adoption of Ordinance No. 997 was published in the Washington County News on February 25, 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 5:10 p.m. No further discussion.

**A motion was made by Council Member Cain and seconded by Council Member Russell to approve the final reading of Ordinance No. 997. The motion passed unanimously.**

- 2. Firm Gas Supply Authorization Under All Requirements Gas Services Agreements – Extending Terms at Re-pricing Periods – Florida Gas Utility – Katie Hall.** Mrs. Hall gave an overview of the discounts that were available with this directive agreement. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Firm Gas Supply Authorization Under All Requirements Gas Services Agreements. The motion passed unanimously.**

- 3. Resolution No. 26-25 – FDEP State Revolving Loan Fund Program Application.** Mr. Amir Zafar, Ardurra, stated this resolution will approve a loan application through the FDEP Sewer Overflow and Stormwater Reuse Municipal Grant (OGS) Program for a Sanitary Sewer Overflows (SSO) Mitigation Project. The total project amount is \$500,000.00, which qualifies for 100% principal forgiveness. No revenue pledge is required for this funding. No further discussion.

**A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 26-25 FDEP State Revolving Loan Fund Program Application. The motion passed unanimously.**

- 4. Resolution No. 26-26 – Hometown Heroes Banner Policy.** Mrs. Tanner stated this resolution will adopt the official policy establishing the program and outlining eligibility requirements, application procedures, and display guidelines for the creation of a Hometown Heroes Banner Program to honor veterans and active-duty military members. The banners will be displayed annually from Memorial Day through Veterans Day. There will be a limited number of banners that can be displayed and it will be a first-come, first-serve basis for a period of two years. The cost to sponsor a banner will be \$100.00. Discussion ensued.

**A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-26 – Hometown Heroes Banner Policy. The motion passed unanimously.**

- 5. Resolution No. 26-27 – Sale of Surplus Property – Washington County.** Mrs. Tanner stated this resolution will approve the sale of surplus property containing 98.47 acres to Washington County for the amount of \$140,457.61. This was the industrial park sprayfield. No further discussion.

**A motion was made by Council Member McCall and seconded by Council Member Cain to approve Resolution No. 26-27 – Sale of Surplus Property – Washington County. The motion passed unanimously.**

- 6. Executive Session Request – Attorney Jordan.** Mrs. Jordan requested the Executive Session be rescheduled for March 31, 2026 at 5:00 p.m. for the Chipley Course.

**A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Executive Session to be held March 31, 2026 at 5:00 p.m.**

**I. OTHER BUSINESS**

Ms. McCall asked about the utility kiosk on Mrs. Tanner's monthly report. Mrs. Tanner stated that the City is waiting on the Peach Street Lift Station project to be completed to ensure there are no additional expenditures.

**J. ADJOURN**

The meeting was adjourned by Mayor Andrews at 5:28 p.m.

City of Chipley

Attest:

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Tracy L. Andrews, Mayor

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Sherry Snell,  
City Clerk