

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
25-001	2/24/2025 8:10:28	HAycock@cityofchipley.com	Draft Document	Draft ordinance re: open burning code	2/24/2025	2/28/2025	Hunter Aycoc	https://drive.google.com/open?id=17UjSWc5vLsjNoE3fnLA9aixF26weo9La	3/5/2025	Reviewed draft	Complete
25-002	3/17/2025 14:54:18	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	1214 Johnson Ave was foreclosed on 3/3/25 and is requesting lien search. Will the city's code enforcement lien still apply? If so, can you give me a total for the liens. Thank you.	3/17/2025	3/21/2025	Tamara Donjuan	https://drive.google.com/open?id=10bJm1CLAXDaTDIzLc7CfJxJFCWj5jTwR	3/18/2025	Sent memo to TD	Complete
25-003	3/19/2025 12:53:53	ptanner@cityofchipley.com	Draft Document	The Washington County Phenoms - Facilities Use Agreement for use of the city field behind T.J. Roulhac. They have submitted their COI naming the city as additional insured.	3/19/2025	3/24/2025	Patrice Tanner		3/22/2025	Sent draft agreement to PT	Complete
25-004	3/20/2025 13:12:00	ptanner@cityofchipley.com	Draft Document	We will need the following per the grant agreement: The results of a title search and the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property or a copy of title insurance. This will be for Shivers Park - Parcel No. 00-1938-0000 and Gilmore Park - Parcel No. 00-1407-0000.	3/20/2025	4/20/2025	Patrice Tanner		4/29/2025	Sent opinion letter	Complete
25-005	3/28/2025 12:51:48	ptanner@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	We have a council member inquiring about the possibility of making our animal control ordinance more strict to prevent dogs from being on chains, if feasible.	3/28/2025	4/4/2025	Patti Tanner		5/29/2025	Sent animal control ord to PT	Complete
25-006	4/9/2025 14:42:07	ptanner@cityofchipley.com	Document/Contract Review	This is the information we gave to the council for discussion. We will put it on the agenda for May for discussion again. I did not include the company we will use for the background checks because I know you were looking into that last month. Let me know your thoughts.	4/9/2025	4/23/2025	Patti Tanner	https://drive.google.com/open?id=1En4yLY9qU1iKYuDEHTQfYIHLZl2RrSXH , https://drive.google.com/open?id=1Hh5mSWxmq57QQ5UfNgLBJnva8yHQ8l9q , https://drive.google.com/open?id=1tKAX910ULZ8CrN4vJLZCNvNPD9phpWiE , https://drive.google.com/open?id=1kJJH3HGtIIV0mJOL840KEJdWstaBWuPP	11/2/2025	Pending meeting with Board	PENDING
25-007	4/9/2025 15:08:13	ptanner@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Please review the information submitted by Mr. Richard McMahon about being approved to hand out ministry cards at Highway 77 and Highway 90 intersection. He would also like to collect money and the person performing the services would get to keep the money collected.	4/9/2025	4/16/2025	Patti Tanner	https://drive.google.com/open?id=1mq0edIPxBtp56WlnGPRwhyD5f8AGh3SZ , https://drive.google.com/open?id=1JtsKmlmBI-cl0vQUXB3JSFA8S19d4nxU	4/17/2025	Sent memo and ordinance language to PT	Complete
25-008	4/9/2025 15:17:40	ptanner@cityofchipley.com	Document/Contract Review	Can we look at the code and comp plan per our discussion last night and see if there is something we can come up with that the Council may be agreeable to that will limit the neighborhood commercial business possibilities from what they currently are. This may help to alleviate some citizen concerns when it comes to the types of businesses that are allowed at certain locations. I would say as long as it is consistent with what other entities are doing. I will send the comp plan by email because it is too large.	4/9/2025	4/10/2025	Patti Tanner		4/15/2025	Sent memo to PT to work with planning group	PENDING
25-009	4/24/2025 10:49:33	ptanner@cityofchipley.com	Draft Document	Can you please prepare the resolution and purchase agreement for the sale of the city industrial park property for MBN Properties, LLC. Seamus paid for the boundary survey to be done so it will not need to be included in the closing costs. I have attached the boundary survey. We would like if at all possible to have this on the agenda in May which would require us to have it back by May 6, 2025. If this is not possible just let me know and I will let the purchaser know it will be June. We charge \$5,000 per acre for this property.	4/24/2025	5/6/2025	Patrice Tanner	https://drive.google.com/open?id=1pDtDDnrI6msHJTL6zyfHbENQ-RbXADZ	5/7/2025	Sent PSA to PT	Complete
25-010	5/19/2025 8:26:12	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	I have a lien amount request for 777 West Blvd. Can you please provide me with the total lien amount with a daily per diem?	5/19/2025	5/23/2025	Tamara Donjuan	https://drive.google.com/open?id=1xgBtypGAyiAnr4kZNPtH-w21DXHKMz1L	5/19/2025	Sent memo to TD	Complete

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25-011	5/28/2025 15:18:24	planner@cityofchipleey.com	Request for Memo to Administration/Staff (Legal Research)	The sidewalk behind The Mug on Main is city owned and the gutters on the building are making the water flow onto our sidewalk which is a safety issue. What kind of liability is it for the city to connect to the building owners gutter and pipe the water under the sidewalk and out into the parking lot? Or, is it the building owners responsibility to direct the water off of the city sidewalk. I am being asked by a council member to redirect the water but the only way we can do this is to connect to the gutter system already in place. If it is not a liability for the city then we can do this.	5/28/2025	6/6/2025	Patti Tanner	https://drive.google.com/open?id=1TiHkcWU9HyC8N4d7B2e0BILxX8NdVWS4	5/29/2025	Sent memo to PT	Complete
25-012	6/6/2025 7:35:28	tdonjuan@cityofchipleey.com	Request for Memo to Administration/Staff (Legal Research)	You gave me the total for fine for 777 West Blvd on 05/19/2025. Have any fees changed for the attorney? I understand it has changed for the daily fines. Just need verification as this may come up in the meeting Tuesday night. Here is what you have sent me. Fines through today are \$46,350.00 accruing at \$50.00 per day. Attorney's fees and costs are \$1,077.50 through today. That gives us a total lien amount of \$47,427.50 through today.	6/6/2025	6/6/2025	Tamara Donjuan		6/9/2025	Sent memo to PT and TD	Complete
25-013	6/10/2025 16:31:29	ptanner@cityofchipleey.com	Draft Document	I met with Cindy Birge with Elite Realty today and we discussed the award of the Real Estate Consulting Services from last months meeting. I am attaching a standard realtor agreement for your review, but I thought you might want to draft an agreement yourself to be approved at next months meeting. We will also need an attachment to the agreement such as a Task order that we can use to task them with specific jobs that will include the cost of the specific tasking that we can also take to the council each time we have a property to sell. So we would have a contract and task order to approve at the July meeting. I am also attaching the RFQ documents.	6/10/2025	6/24/2025	Patti Tanner	https://drive.google.com/open?id=1Z51NiJ5uyKEvP8c3wULxp8K6ORULKq , https://drive.google.com/open?id=1KnzqTzqj23PPTz77jLMhBpA0yu3Ub3h , https://drive.google.com/open?id=1rKZVX6PX384vnpHHeVrUpG98g0w5JD7 , https://drive.google.com/open?id=1h5UUOvIMcYT-2niN7s0vRkZoa1DZGe7w	7/8/2025	Revised agreement	Complete
25-014	7/8/2025 17:06:24	ptanner@cityofchipleey.com	Draft Document	Prepare a policy regarding the waiving of code enforcement fines as was discussed in the meeting last month	7/8/2025	7/23/2025	Patrice Tanner		12/3/2025	Sent draft resolution to PT	Complete
25-015	7/8/2025 17:12:39	PTanner@cityofchipleey.com	Draft Document	Attached is the updated survey and the original agreement that was approved for the Chipleey Station. Can you please amend the agreement with the updated legal description and we will place it on the August agenda.	7/8/2025	7/23/2025	Patrice Tanner	https://drive.google.com/open?id=1UaO9_lc21fWthpCrUr0se2oGPzOzfiTW , https://drive.google.com/open?id=15myfbm_JpMHDIMQsflBm8xZ86Kffiel	7/26/2025	Sent amendments to PT	Complete
25-016	7/8/2025 17:14:02	PTanner@cityofchipleey.com	Draft Document	Attached is the Partial Release of Mortgage that you had originally done due to the boundary lines of the Pedraja and Hitchcock properties being incorrect. I believe you said we would need to reverse this partial release if they did not end up paying their CRA loan off in full. They did not end up paying it off and are continuing to make monthly payments.	7/8/2025	7/23/2025	Patrice Tanner	https://drive.google.com/open?id=1vn_x69n2-b8ZDRM8G-MSJPaalgSCx7JD	7/23/2025	title company advised not needed	Complete
25-017	7/8/2025 17:16:11	PTanner@cityofchipleey.com	Draft Document	The attached grant is for Coggin Properties. They were originally paid \$11,977.50 in grant funds for 1276 Church Avenue. They have since sold the property and reimbursed CRA 80% of the grant funds for a total of \$9,582.00. What do we need to do with these grants in order to release the lien where we recorded the grant documents? Will you prepare us a standard lien release that we can utilize moving forward, or how do you want us to handle this.	7/8/2025	7/22/2025	Patrice Tanner	https://drive.google.com/open?id=1K7rxDqCijZijF8xzBuAwP_38nC8TZd , https://drive.google.com/open?id=1k_yoKbtVxTDC4wUQNQLxhtCOnT36EL3R , https://drive.google.com/open?id=1J0yJEvSYXsEvRftf2mb_Xf2E56HlxC8	9/16/2025	Sent lien release to PT	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
25-018	8/14/2025 13:49:00	PTanner@cityofchipley.com	Document/Contract Review	Review of proposed CPD Policy for Investigative Recovery Costs	8/14/2025	8/28/2025	Patrice Tanner	https://drive.google.com/open?id=1NUKLvjeGBWm6UGerKvHRtkWVxO19ID3g , https://drive.google.com/open?id=1ndbeW9BVo96Y8MsZRsVqWAo6chxXhjih , https://drive.google.com/open?id=1d3LAogYRzyK8ICw4T-1YiMG0Y5p2bSSN , https://drive.google.com/open?id=140bVgjdVw6cxhGk7hXWTzwZBngnWuk	11/12/2025	Sent changes and memo to PT	Complete
25-019	10/10/2025 10:21:42	PTanner@cityofchipley.com	Draft Document	Draft contract for Simmons purchase of Church Avenue parcel Michelle,	10/10/2025	10/10/2025	Patrice Tanner	https://drive.google.com/open?id=1E8fA3_QGmolge6AdslbxjnRISnhF3P4 , https://drive.google.com/open?id=1ef2OW2Ues1kAVti0aysWC65_pzmMt57_	10/10/2025	received and assigned	complete
25-020	10/10/2025 10:19:38	PTanner@cityofchipley.com	Draft Document	<p>Attached is the boundary survey for the property in the City Industrial Park that Hal Gore is requesting to purchase. The cost of the boundary survey is to be paid to the city by the purchaser in the amount of \$2,073.00 (invoice attached). The sale price is the same at \$5,000.00 per acre. He wants to put the purchase in his business name of Kingdom Come, LLC.</p> <p>Please prepare the documents needed to present to the council at the October meeting.</p>	10/10/2025	10/10/2025	Patrice Tanner	https://drive.google.com/open?id=1Dw8IG7ZnhRsrB-Y-DwKowxVJY11m4Z9C , https://drive.google.com/open?id=1sZRWutAuHIGeuvu1QmPRodv6jro3SCfR , https://drive.google.com/open?id=1ZlwOXw05cgnVgVbaUYcWDVDkk6WBf1	10/10/2025	attached a clean copy of the agreement for Purchase and Sale to be executed	complete
25-021	11/10/2025 17:54:38	planner@cityofchipley.com	Draft Document	Draft policy regarding waiver of fines for future code enforcement cases, upon proof of compliance, administration can approve waiver of 90% of fines and payment of attorney's fees and costs	11/10/2025	11/24/2025	Patrice Tanner		12/3/2025	Sent draft resolution to PT	complete