City of Chipley
Council Meeting
Minutes
October 13, 2026 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Linda Cain, Council Member
Ms. Cheryl McCall, Council Member
Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Sam Taylor, Investigator

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. SWEARING IN OF TRACY ANDREWS AND CHERYL MCCALL

The Honorable Christopher Patterson administered the oath of office to Ms. Tracy Andrews and Ms. Cheryl McCall.

D. APPOINTMENT OF MAYOR

A motion was made by Council Member Russell and seconded by Council Member Cain to approve Ms. Tracy Andrews as Mayor. The motion passed unanimously.

E. APPOINTMENT OF MAYOR PRO-TEM

A motion was made by Council Member Cain and seconded by Council Member Blount to approve Mr. Kevin Russell as Mayor Pro-Tem. The motion passed unanimously.

F. APPOINTMENT OF COUNCIL LIASIONS

Mayor Andrews identified the liaisons as follows:

Tracy Andrews: Administration Department, External Affairs, Tourist Development Council (TDC), CRA.
Cheryl McCall: Historic Merchants of Chipley, Planning & Zoning, Police Department.
Linda Cain: Fire Department, Code Enforcement.

Kevin Russell: Public Works/Cemetery, Recreation Department.
Leonard Blount: Industrial Park, Water Utilities Department.

G. APPROVAL OF AGENDA

Mayor Andrews removed Agenda Item #4 – Article 3 – Sexual Offenders and Predators. She then added #4 – Abandonment of Right of Way – Pecan Street.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the agenda with the deletion/addition. The motion passed unanimously.

H. 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.

I. APPROVAL OF MINUTES

1. Regular Council Meeting – September 8, 2026
2. Budget Workshop – September 15, 2026
3. Budget Workshop – September 16, 2026
4. Special Council Meeting – September 17, 2026
5. Special Council Meeting Tentative Millage & Budget Hearing – September 17, 2026
6. Special Council Meeting Final Millage & Budget Hearing – September 25, 2026
7. Special Council Meeting – September 29, 2026

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

J. PRESENTATIONS

1. **Community Recognition of Angela Butler –** The City Council recognized Angela Butler for her accomplishments and contributions to broadcasting and media. Ms. Butler and her family were present to accept the proclamation.

2. **Community Recognition of Larry & Sybil Tyndall –** The City Council recognized Larry and Sybil Tyndall for their dedication to honoring and supporting our American Vietnam Veterans. Mr. & Mrs. Tyndall were present to accept the proclamation.

K. CONSENT AGENDA ITEMS

1. **Resolution No. 27-02** – Washington County Local Mitigation Strategy (LMS) Plan. This resolution will approve the Washington County Local Mitigation Strategy (LMS) Plan, which has been approved by both the State of Florida and the Washington County Board of County Commissioners.

2. **Resolution No. 27-03** – Social Media Policy Update. This resolution will update the Social Media Policy to establish clear guidelines governing the City's use and administration of social media and the responsibilities of City officials, employees, volunteers, and authorized representatives.

3. **Resolution No. 27-04** – Florida Department of Environmental Protection Grant Application

Submission – FRDAP – Jim Trawick Park. This resolution will approve the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) for the development of Jim Trawick Park in the amount of $200,000.00. Improvements include: renovation of the exercise trail, playground, baseball field, softball field, picnic facility, batting cages, and restroom; new batting cages, new sidewalks to the batting cages and playground; and new bleachers.

4. **Resolution No. 27-05 –** State of Florida, Department of Commerce – CDBG-NR Grant – Modification Number 2 to Subgrant Agreement. This resolution will approve the State of Florida Department of Commerce, CDBG-NR Grant - Modification Number 2 to Subgrant Agreement to extend the deadline to January 31, 2027.

5. **Resolution No. 27-06** – State-Funded Grant Supplemental Agreement No. SA01- Pecan Street Roadway Resurfacing Project. This resolution approves updated language to the State-Funded Grant Supplemental Agreement No. SA01 for the Pecan Street Roadway Resurfacing Project and extended the project to October 31, 2027.

6. **Resolution No. 27-07** – Florida City Government Week. This resolution will recognize October 19-25, 2026 as Florida City Government Week where the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.

7. **Resolution No. 27-08** – Records Disposition Policy Update. This resolution will update the Records Disposition Policy to ensure compliance with applicable federal and state laws, regulations, and records management requirements.

8. **Award of bid 2026-02** – Florida Department of Agriculture and Consumer Services – City of Chipley Wastewater Improvements – Talcon Group, LLC. The City advertised for the Wastewater Efficiency Improvements Project. This project primarily consists of the replacement and upgrade of key mechanical and electrical equipment to improve system reliability, efficiency, and overall plant performance. Five (5) bids were received, with the low bid from Talcon Group, LLC in the amount of $1,266,499.00. All bids received on March 18th exceeded the available construction funding, with Talcon identified as the apparent low bidder. The bidding documents allowed the City to modify the project scope and negotiate with the lowest bidder when bids exceeded available funding. Since bid opening, DHM and the City have remained in communication with Talcon regarding value engineering of the project, and Talcon has continued to participate in that process. FDACS has also revised the grant scope to correspond with the work now proposed for construction. The resulting $560,000 scope consists of Bid Item No. 1 – two effluent pumps and motors, and Bid Item No. 2 – four blowers and motors. The remaining original bid items are not included in the proposed award. At this point, the recommended $560,000 award is consistent with the revised FDACS-funded scope and the value-engineering provisions included in the original bidding documents. David H. Melvin, Inc. has reviewed the bids and recommends award of bid to Talcon Goup, LLC in the amount of $560,000.00, contingent upon final FDACS approval and Talcon's formal acceptance.

9. **Liberty Partners of Tallahassee, LLC** – Contract Renewal. This will renew the contract with Liberty Partners of Tallahassee, Inc. for a period of twelve (12) months, beginning on November 1, 2026, at a rate of $3,000 per month. There are no changes to the terms of the previous contract.

No further discussion.

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

Mr. Tim Parsons, Liberty Partners of Tallahassee, LLC, provided an update on upcoming legislative meetings. He requested that Council members identify any projects they would like to have presented for discussion at the November meeting.

L. AGENDA ITEMS

1. **Chipley Christmas Festival** – Chipley Christmas Village. The Chipley Christmas Festival would like to transform the green area around the train depot into a Christmas village featuring approximately 12 small historical buildings, each representing a piece of Chipley's past. Local businesses, organizations families, and community members would have the opportunity to pick which historical building they would like to sponsor. Sponsorships would help fund the construction, maintenance, lighting, storage, and continued expansion of the village. The historical buildings would primarily be positioned around the outer perimeter of the green with the center open.

   Mrs. Crystal Abel stated that the initial phase of the project would include a few buildings arranged as a small village where children could play. She expressed hope that, by next year, the village could be fully set up and remain open throughout the month of December, with vendors participating as well. Mrs. Tanner stated there is a $50 fee for electricity, however, since the city decorations would not be used, the proposed project could serve as an alternative. Mrs. Tanner also stated insurance would be required for this event. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Chipley Christmas Festival – Chipley Christmas Village concept and preliminary plans. The motion passed unanimously.

2. **Award of RFQ 2026-01 –** Engineering Design, Planning, Preliminary Engineering Continuing Services. Mrs. Tanner stated the City advertised for Engineering Design, Planning, Preliminary Engineering, CEI Services – Continuing Contract. We received fifteen (15) submittals which were scored by SERCAP, Inc. Mrs. Mary Gavin was present to review the overall process of evaluations of the firms.

   Recommendation is that the City Council approve award of RFQ No. 2026-01 – Engineering Design, Planning, Preliminary Engineering, CEI Services – Continuing Contract to the following firms:

   Water and Wastewater Infrastructure: LJA Engineering, Inc., Ardurra Group, Inc., and Mott MacDonald Florida, LLC.

   Roadway and Drainage Infrastructure: David H. Melvin, Inc., Volkert, Inc., Anchor CEI, and Fisher Arnold.

   Construction Engineering and Inspection (CEI): North Florida Professionals, and Alday-Howell Engineering, Inc.

   This will be subject to negotiations per CCNA for fair and reasonable compensation. Once this has been established, we will work with each firm to prepare contracts and bring them back to the City Council for approval. Discussion ensued.

3. **Property Offer –** 1209 Campbellton Avenue. Mrs. Tanner stated that Mr. Jeremy Wellman expressed interest in acquiring the property located at 1209 Campbellton Avenue. The property was a code enforcement case and was acquired by the City on May 27, 2026. The property is currently not in compliance with City code requirements. The total attorney fees accrued to date are $9,383.62. If the City elects to sell the property to a private party, a resolution authorizing the sale will be required and must be advertised prior to adoption. Mr. Wellman has made an offer of $10,000.00. Mrs. Cain stated she would like to see it listed with the real estate agent. Mr. Russell asked about the policy regarding this. Mrs. Tanner stated that Council could accept the offer or list it. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member Russell to list the property with the realtor. The motion passed unanimously.

4. **Abandonment of Right of Way** – Pecan Street. Mrs. Tanner stated the right-of-way on Pecan Street is 70 feet wide. Habitat for Humanity has already constructed two homes on this street and

plans to build other homes. She stated that she had discussed the options with Attorney Jordan, and due to this being an unusual circumstance with a 70 foot right-of-way, she stated we can proceed with the variance process or abandon a portion of the right-of-way to provide an additional 13 feet, while still leaving 25 feet on the west side of the roadway. There was discussion regarding the fact that the right-of-way constraints were known before the homes were constructed, yet construction proceeded. Mr. Brent Melvin and Mr. Guy Lane both confirmed that there were no utility conflicts associated with the ongoing Pecan Street Resurfacing project. Mrs. Tanner stated she needed Council to let her know if she could move forward with a survey and Ordinance to abandon the right-of-way.

A motion was made by Council Member Cain and seconded by Council Member Blount to move forward with the abandonment of right-of-way located on Pecan Street. The motion passed with four (4) ayes and one (1) naye, with Council Member McCall being opposed.

Mr. Russell asked if we had done a study of city streets to address any issues. Mrs. Tanner stated we have not, but could look at doing one.

M. OTHER BUSINESS

Mr. Russell asked for an update on the library expansion. Mr. Brent Melvin gave an update. Mrs. Tanner stated she would ask Mrs. Rountree to attend the November Council meeting to give an update.

Mr. Russell inquired about the attorney evaluation process. Mrs. Tanner stated she was working on it. Mr. Russell also asked about the hiring process for the Finance Department and Public Works positions. Mrs. Tanner stated that both positions were in process. Ms. McCall inquired about employee evaluations and raises, which led to an extended discussion among the Council and Mrs. Tanner regarding the matter.

N. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:04 p.m.

City of Chipley

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Attest: Tracy L. Andrews, Mayor

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Sherry Snell,
City Clerk