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WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

Location: Commission Board Room

1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT
Ashlynn Marquez	David Pettis, Jr.	Joey Brock	Wesley Griffin	David Corbin
	Chairman			Vice-Chairman

1. PROCLAMATION

- 1.1 Call to Order – Chairman Pettis
- 1.2 Invocation – Rev. Dallas Pettis, Grace Assembly
- 1.3 Pledge

Present – Commissioners Marquez, Pettis, Brock, Griffin, and Corbin. Also attending – Deputy Clerk, Brantley, Clerk of Court, Lora Bell, County Administrator, Jeff Massey, and Fuqua & Milton, P.A.

- 1.4 Recognitions – Denise Vogelgesang, Florida Association of Counties presented the following awards.
  - 2024 FACT Member of the Year (23-24) – Washington County Board of County Commissioners
  - Florida Association of Counties Trust – Tray HawkinsRecognitions – Washington County Board of County Commissioners presented the following awards.
  - Recognition of 8 Years of Service to Washington County – Tray Hawkins
  - Recognition of 12 Years of Service to Washington County – Alan T. Bush
- 1.5 Oath of Office – Joey Brock
- 1.6 Oath of Office – David Corbin
- 1.7 Oath of Office – Ashlynn Marquez
- 1.8 Reception – Recess 9:15 – 9:34
- 1.9 Reorganization of the Board – Fuqua and Milton, P.A.  
Commissioner Corbin offered a motion, seconded by Commissioner Brock, and unanimously carried to appoint David Pettis as chairman.

Commissioner Marquez offered a motion, seconded by Chairman Pettis to appoint David Corbin as vice-chairman. Motion carried by roll call vote three to two, with Commissioners Griffin and Brock opposed.

Commissioner Brock offered a motion, seconded by Commissioner Griffin to appoint Wesley Griffin as vice-chairman. The motion failed by roll call vote with Commissioners Pettis, Marquez, and Corbin opposed.

## 2. PUBLIC HEARING

2.1 Castillo Small Scale Future Land Use Map Amendment – Dawn McDonald, Senior Planner presented a land-use application change for approximately 10 acres of property found on Millers Ferry Road. The request is to change the land use from agriculture/silviculture to residential/low to add a home. The public notice requirements were met, and a neighborhood meeting was held, with concern expressed about the potential impacts of added people living on the property and they did not want the area to turn into a subdivision. Staff recommended approval. In May, the planning commission tabled the request due to an outstanding building permit for an accessory structure on-site, however, they have since recommended approval. The applicant has been working with the building official and the planning commission and was recently approved for a variance for the accessory because it is close to the road. The land use was approved, and they are now free to pursue the building permit application.

2.2 Teramore Dollar General Major Development Review Application, Dawn McDonald, Senior Planner presented the application referenced above. The location is found at the intersection of Corbin and Orange Hill Roads. The proposal is for 4.99 acres for a building approximately 10,640 square feet. The final decision before the board today is for the major development review application, likely with conditions. The land use is designated as commercial, surrounded by agriculture/silviculture northeast and south, and residential-low to the west. The access is off Corbin Road. The public notice requirements were met. The application went through the development review committee and does not continue to the planning commission until all issues/concerns are addressed and the application must meet all code requirements. The first hearing was held on August 5. There was a lot of opposition to the development. The main concerns revolve around traffic and the safety of Orange Hill and Corbin Road. The first application that was submitted to the county included a minor subdivision application to split the property, which is something that the planning commission makes decisions on. The decision was made by the planning commission at that time to deny the sub-division application, which led to the planning commission tabling the request to allow the applicants to provide a revised development application for the entire parcel. At the planning commission meeting on November 4, the planning commission recommended approval 4 – 0.

David Theriaque, Teramore Representative, created a record of exhibits which are as follows:

- a. Washington County Board of County Commissioners Staff Report which includes attachments.
- b. Site Plan Excerpt
- c. Rendering of the proposed Dollar General

- d. Elevations
- e. Land use Compatibility Analysis prepared by the planning collaborative.
- f. Traffic Impact Analysis
- g. Resume of Brian Ron, Project Engineer
- h. Allara Mills-Gutcher Resume, AICP
- i. Joe Pool's Resume, Professional Engineer
- j. David Theriaque's Resume

Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to accept the items listed above as a. - j. into evidence.

Sworn-in witnesses who spoke include the following:

Brian Braun, Advanced Engineering Services

Allara Mills-Gutcher, Certified Land Use Planner

Joe Poole, Transportation Engineer

Josh Halstead, President of Teramore Development

Concerns expressed by the board included safety, lowering the speed limit in the future, and added ingress and egress.

John Gay, Planning and Zoning Commission Chairman provided some history of the application process and went on to say the applicants met everything in the code. The planning commission voted 6 – 0, with member Owens abstaining.

County Attorney Fuqua said the board can set the speed limit on county roads.

Sworn-in witnesses spoke below.

Donna Kent, Sally Laropoli, Joseph Laropoli, and Dennis Laru spoke under oath in opposition to the Teramore Dollar General project. Concerns mentioned included traffic study, safety, water drainage, and business being included in country living.

3. **ADOPT THE AGENDA** – Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to adopt the agenda with Chairman Pettis' removal of item 6.13.
4. **ADOPT PREVIOUS MINUTES** – Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to adopt the minutes listed below.
  - 4.1 Workshop for October 10, 2024
  - 4.2 Regular Board Meeting for October 17, 2024

5. **NON-AGENDA AUDIENCE/PUBLIC PARTICIPATION** - Effective October 1, 2013, Florida Summary Minutes

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Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.”

- The Washington County Board of County Commissioners has expanded this provision to allow members of the community to speak on a topic which is not currently before the Board/Agenda. To do so the community members should, prior to the start of the meeting, sign the public participation form provided at the door of the commission room, and should state their name and the topic on which they wish to speak. During the Non-Agenda Audience portion of the meeting, the individual shall be given up to three (3) minutes to speak.
- Each individual shall have three (3) minutes to speak about a proposition before the Board. Prior to the time a meeting has been called to order, should an individual or group wish to address an item which is on the agenda for consideration, the individual or group shall obtain, from the Commission Secretary or Clerk, a public comment form and may write on the form their name and the agenda matter which they wish to address. The completed form(s) shall be returned to the Commission Secretary/Clerk, who shall provide the form(s) to the Chairperson. Should a particular group wish to address an item, they shall nominate a spokesperson to voice their ideas, comments, and concerns. In the event an individual wishes to speak on an item and has not signed up in advance, those who have signed shall be given priority.
- Any public comment before the board shall be directed to the Chairperson of the Board. It is not a question-and-answer period. Public comments concerning individual employees (other than those hired directly by the Board (County Administrator/County Attorney) should not be entertained. Any comment, pros, or cons, regarding a county employee who does not report directly to the Board shall be addressed to the Human Relations Department or the County Administrator. – All public hearing items were addressed during the public hearing.

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## 6. AGENDA ITEMS

6.1 Castillo Small Scale Future Land Use Map Amendment – Dawn McDonald, Senior Planner – Commissioner Corbin offered a motion, seconded by Commissioner Griffin to accept the recommendation of the planning commission. Roll Call Vote: Commissioner Brock, yes, Commissioner Marquez, yes, Chairman Pettis, yes, Commissioner Corbin, yes, and Commissioner Griffin, yes. The motion carried unanimously.

6.2 Teramore Dollar General Major Development Review Application – Dawn McDonald, Senior Planner

The County Attorney explained to the board that their role is that of a jury that previously heard an evidentiary hearing. Personal feelings and observations cannot be considered. Considerations for a development order mean, did they meet the land development code and comprehensive plan requirements? Per their expert witnesses and the county planner, they did. The board is restricted in its ability for a denial of the development order.

Commissioner Marquez offered a motion, seconded by Commissioner Corbin to accept the planning and zoning's recommendation of approval for Teramore Development. Discussion was held about lowering the speed limit, ingress and egress, second entryway, turn lanes, and water levels.

Roll Call Vote – Commissioner Brock, yes, Commissioner Marquez, yes, Chairman Pettis, yes, Commissioner Corbin, yes, and Commissioner Griffin, yes. The motion carried unanimously.

6.3 Purchase of Ambulance – Randy Truette, EMS Director requested the board's approval for County Administrator Massey to sign a letter of authorization for an unsecured loan to cover the purchase of an ambulance, which will be covered by the EMS budget. Commissioner Brock offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the purchase of the ambulance listed as item 6.3.

6.4 2024 Board Workshop and Meeting Schedule – Jane Dellwo, Administrative Secretary presented two options before the board, which will be called Schedule A – which includes quarterly Monday evening meetings, and Schedule B – Which ends evenings and adds daytime-only workshops. – Commissioner Marquez offered a motion, seconded by Commissioner Corbin, to select Schedule B. The motion carried unanimously.

6.5 Inmate Catastrophic Medical Insurance Renewal – Jane Dellwo, Administrative Secretary informed the board the annual renewal is \$1,372.44 less than last year. – Commissioner Griffin offered a motion, seconded by Commissioner Brock, and unanimously carried to approve the renewal of the insurance listed as item 6.5.

6.6 RFP 2024-01 Professional Engineering Services Chipley Library Expansion – Renae Rountree, Library Director addressed the board. The selection committee was composed of herself, Lora Bell, Dawn McDonald, and Julie Dillard, who recommended Melvin Engineering. Commissioner Griffin offered a motion, seconded by Commissioner Brock, and unanimously carried to approve Melvin Engineering to provide professional engineering for the Chipley Library Expansion Project as recommended by the committee.

6.7 State Aid to Public Libraries Grant Documents – Renae Rountree, Library Director informed the board the Annual Plan of Service, State Aid to Public Libraries Agreement, and Certification of Hours is before the board for approval. Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the items as presented by Renae Rountree.

6.8 RFP 2024-02 Grant Administration Services Chipley Library Expansion – Renae

Rountree, Library Director informed the board the same selection committee that was used for RFP 2024-01 was used for RFP 2024-02. The committee recommended Melvin Engineering, who had a higher score. Commissioner Griffin offered a motion, seconded by Commissioner Marquez, and unanimously carried to approve Melvin Engineering to provide grant administration for the Chipley Library Expansion Project as recommended by the committee.

6.9 Firefighter Assistance Grant Approval – Justin Barron and Al Gothard, Fire Services – Justin Barron requested board approval of a 100% reimbursable Firefighter Assistance Grant for \$45,022.35. The grant will be used to buy five air packs, five masks, and ten air bottles. Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the Firefighter Assistance Grant as presented.

6.10 Hartford Boulevard Road Improvements TRIP Proposal – Candace Thames, Grants/Procurement Specialist presented a task order from Dewberry for surveying, design, and permitting for Hartford Boulevard Road improvements for \$146,400.00. Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the task order as presented.

Recess 10:54 a.m. – 11:07 a.m.

6.11 2023-2024 Sheriff Budget Amendment – Chairman Pettis informed the board that the amendment is for end-of-the-year accounting purposes only. It is not a request for funds. Commissioner Griffin offered a motion, seconded by Commissioner Brock, and unanimously carried to approve the 2023-2024 budget amendment for the Washington County Sheriff.

6.12 2023-2024 EMS Budget Amendment – Chairman Pettis informed the board that agenda item 6.12 has the same reasoning as agenda item 6.11. Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the 2023-2024 budget amendment for the Washington County EMS.

6.13 Medical Examiner Interlocal Agreement for Fiscal Year 2025 – Chairman Pettis (This item was removed.)

6.14 Appointment of Travis Dell Corbin to Seat 7 of Tri-County Airport Board – Chairman Pettis informed the board the seat was vacated by Jonathan Barnett on 9/30. The recommendation has been provided by the Tri-County Airport Board. Commissioner Corbin recused himself from voting on item 6.14 due to kinship. Commissioner Griffin offered a motion, seconded by Commissioner Marquez, to appoint Travis Dell Corbin to Tri-County Airport Board Seat 7, which carried 4 – 0.

- 6.15 Liaison Appointments for 2024 – 2025 – After discussion, Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the 2024 – 2025 Liaison list. For future reference, the liaisons for the Florida Association of Counties and the Constitutional Officers will always be the position of the chairman and the position of the vice-chairman as the alternate. The Dangerous Dog Committee is no longer active.
- 6.16 Employee Stipend Discussion – Chairman Pettis informed the board all elected officials will cover the stipend within their budget, except the sheriff, who has requested to use excess funds from his 2023 – 2024 budget. The board employees' part will be covered by land sale funds. Commissioner Corbin offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve a stipend payment for county employees, with the Washington County Board of County Commissioners employees being covered by land sale funds, and allowing the sheriff to use 2023-2024 excess funds that he is returning.
- 6.17 Governor Holiday Schedule Discussion – Commissioner Pettis – After the discussion about prior amendments to the county holiday schedule based on adjustments the Governor has made to the holiday schedule for state employees Commissioner Marquez offered a motion, seconded by Commissioner Brock, and unanimously carried to follow the county holiday schedule and give the county administrator authority to make a recommendation based on the adjustments made by the Governor. Chairman Pettis clarified that the county administrator can make the change without the board convening.
7. FEMA COORDINATOR – Mason Garrett, Wheeler Emergency Management provided updates on the following projects: Hurricane Michael Buyout, Hurricane Sally Roads, Williams Road Bridge, Ag Center, Worley Road, time extensions, and Helene.
8. MSBU ADVISOR COMMITTEE UPDATE – Gary Hartman did not have a resolution to present to the board.
9. PUBLIC WORKS SUPERVISOR – None
10. PARKS UPDATE – None
11. ENGINEERING PROJECTS UPDATE
- Jason Crenshaw informed the board Dumajack is out for bid, with a due date of December 5.
  - A speed study is recommended before a speed change.
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12. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.
- 12.1 Jail Repairs Discussion – Mr. Massey requested approval to use Allstate Construction to prepare a scope of work/cost for repairs at the jail, which is the company that was involved in the original construction. The intent is to use the

scope/cost to prepare an application to submit to the state for appropriations.

County Attorney Fuqua advised the board that provision 255.20 Section 1(c)(5) says if a project is taken for repair or maintenance of an existing public facility the requirements of bidding are not applicable. This does not include expansion/additions.

If the board decided to go on a different route, an architect/jail design specialist would have to be procured. Second, a contractor with a guaranteed maximum price would be selected, which would not be completed by March.

Sheriff Crews addressed the board about the condition of the jail and informed them that a good faith effort was put out to reach out to contractors with no interest.

After the discussion was held, Commissioner Corbin offered a motion, seconded by Commissioner Marquez, to use the provisions of Florida Statute 255.20 Section 1(c)(5) to be able to use Allstate Construction to prepare a scope of work for the cost associated with repairs to the jail as well as do the repair if the money is appropriated. The motion carried unanimously.

- 12.2 Opioids Agreement 2024 – 2025 – Commissioner Griffin offered a motion, seconded by Commissioner Brock, and unanimously carried to approve the renewal of the Opioids Agreement for 2024 -2025 as presented by County Administrator Massey.

Commissioner Griffin confirmed with Chairman Pettis that it is okay for Trey Barbee, Public Works Director to go ahead with obtaining a quote from American Sand for paving the road at Blue Lake to bring back before the board.

13. CLERK – Clerk Bell provided the following update.

13.1 October Vouchers Totaling \$4,437,256.50

14. COUNTY ATTORNEY – County Attorney Fuqua addressed the board.

14.1 Agenda – County Attorney Fuqua suggested to the board when the planning commission public hearings are held and closed, the board vote immediately instead of it being addressed later in the meeting.

Chairman Pettis confirmed that the adoption of the agenda would be moved to after the proclamation, which would be followed by the public hearings.

Proposals for how items will be placed on the agenda as opposed to the public participation part have been provided to the board, which can be discussed at the December meeting.

15. ADJOURN - Commissioner Griffin offered a motion, seconded by Commissioner Marquez, and carried to adjourn.