



AGENDA

JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS

May 26, 2026

THE ERNIE PADGETT BOARD ROOM

6:00 PM

CALL TO ORDER

Invocation and Pledge of Allegiance
Approval of Agenda

I. RECOGNITIONS, RESOLUTIONS, & PRESENTATIONS

II. PUBLIC HEARING

1. Request: Board review and approval of The Towers LLC Wireless Telecommunications Facility- **Amber Barnes**, Community Development
2. Request: Board review of Marianna Multi-Use Trail submission to the ARPC Regional Rural Transportation Plan - **Lucas Mayo**, Grants/Contracts Manager

III. COMMUNITY DEVELOPMENT

1. Request: Board review and selection of new members for the 2026 Affordable Housing Advisory Committee (AHAC)- **Kim Cole Sweazy**, Community Development Director

IV. REPORTS AND REQUESTS

1. Consent Agenda Items
 - a) Request: Pay Bills - Finance
 - b) Request: Board approval of Meeting Minutes - **Marie Richards**, Finance
 - c) Request: Board adoption of TDC Museum Business Plan and Short Term Goals - **Kelsi Jackson**, TDC Director
 - d) Request: Board approval of TDC sponsorship reimbursement to Ed Clements for Stock Dog Show - **Kelsi Jackson**, TDC Director
- e) Request: Board approval of award for 2526-14 Holyneck Road Paving - **Tyler Schaeffer**, Procurement Officer
2. Request: Board set special meeting for selection of 2526-10 - Employee Health Plan awardee - **Tyler Schaeffer**, Procurement Officer
3. Request: Board approve evaluation criteria and ranking committee for 2526-21 - Disaster Recovery Consultant - **Tyler Schaeffer**, Procurement Officer
4. Request: Board approval to award 2526-09 Lift Station Generators - **Lucas Mayo**, Grants/Contracts Manager
5. Request: Board approval of Vacant Land Contract to sell Parcel - **Lucas Mayo**, Grants/Contracts Manager
6. Request: Board approval of Indian Springs Sewer Phase 2B Change Order 4 - **Rett Daniels**, DCA



7. Request: Board approval of a Road Swap Between Jackson County and City of Marianna - Jim Dean, County Administrator
8. Request: Board approval of an MOU between APD/Sunland Center and JCBOCC to establish a prearranged local evacuation site in the event of an emergency evacuation from Sunland - Jim Dean, County Administrator

V. OTHER MATTERS/MATTERS OF THE PUBLIC

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Kim Cole Sweazy, Community Development

SUBJECT: Request: Board review and approval of The Towers LLC Wireless Telecommunications Facility- **Amber Barnes**, Community Development

Background: Request to construct a 255-foot Wireless Telecommunications Facility with a 10-foot lighting rod on property leased from Quinton and Janette Anglin Revocable Trust. The proposed tower will be located on the west side of Sylvania Plantation Road approximately .55 miles north-west of the intersection of Sylvania Plantation Road and Fort Road in unincorporated Jackson County.

Strategic Plan Goal: Vibrant & Growing Economy

Previous Action: On May 4, 2026, the Planning Commission recommended approval of the Wireless Telecommunications Facility to the Board of County Commissioners.

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Community Development

Reviewed By: Amber Barnes
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to approve The Towers LLC Wireless Telecommunications Facility and authorize the Chairman to sign.

**JACKSON COUNTY
COMMUNITY DEVELOPMENT – PLANNING DEPARTMENT
STAFF REPORT**

DATE OF REVIEW: April 20, 2026

PROJECT NAME: The Towers LLC

PARCEL NUMBER: 02-5N-09-0000-0010-0060

PROJECT SUMMARY: The request is to construct a 255-foot tall guyed Wireless Telecommunications Facility with a 10-foot lighting rod on property leased from Quinton and Janette Anglin at Sylvania Plantation Road in unincorporated Jackson County.

SIGN POSTED: Sign posted on January 8, 2026

OWNER: Quinton and Janette Anglin
4700 River Road
Bascom, FL 32423

APPLICANT: James McNicol
6119 Bermuda Drive
Fleming Island, FL 32003

BUSINESS/ENGINEER: The Towers LLC
750 Park of Commerce Drive Suite 200
Boca Raton, F 33487

CONTACT PERSON: James McNicol

TYPE OF REVIEW: Wireless Telecommunications Facility Application (Type 2)

STAFF PLANNER: anb

FUTURE LAND USE: Agriculture 2 and Public

INSIDE USA: No

PARCEL SIZE: Total parcel is 94.1 acres

DENSITY/ACRE: Agriculture 2- 1 dwelling per 1 acre
Public- 65% impervious surface

LOCATION: Located at 4165 Sylvania Plantation Road approximately .55 miles northwest of the intersection of Sylvania Plantation Road and Fort Road in unincorporated Jackson County.

ROADWAY ACCESS: Applicant is proposing a 30-foot-wide gravel access drive from Sylvania Plantation Road.

APPROVAL BODY: Planning Commission recommendation to the BOCC

FIRE MARSHAL: Received comments on April 21, 2026 (*see file*).

ROAD AND BRIDGE: Received comments on February 24, 2026 (*see file*).

E911 ADDRESSING: Received E911 address on March 23, 2026 (*see file*).

F.A.A.: Received on April 7, 2026 (*see file*)

COMMUNITY MEETING: Held July 21, 2025 at Fairfield Inn and Suites conference room.

PLANNING STAFF REVIEW

Future Land Use Designation Conservation (CON) Comprehensive Plan Future Land Use Element Policies 2.6):

Agriculture 2 is areas of the County associated with agriculture and agriculture-related activities. Examples of appropriate uses are crop land, pastureland, orchards and groves, small-scale timber production, residential, commercial/industrial development related to local agriculture activities, and neighborhood commercial. Maximum residential density for this land use is one (1) dwelling unit per one (1) acre or sixty percent (60%) of Impervious Surface Ratio.

Public is areas of the County provide adequate land for public facilities and services. Public facilities include, but are not limited to, churches, educational facilities, institutions, government centers, and prisons. Maximum impervious surface ratio will be eighty percent (80%).

The site will be accessed by a recorded easement from Sylvania Plantation Road.

Criteria for Approval (Code of Ordinances Section 42)

I. Generally:

- A. Change of Use: The property under review is currently timberland. The request is to place a 255-foot self-supporting telecommunications tower on the site with a 10-foot lightning rod, for a total of 265 feet. Change of use means any use of land which is not identical in nature and intensity to the current use of the same land or parcels of land (*Code of Ordinances Sec. 42-56 definitions*).
- B. Compatibility with Adjacent Uses: The site is located in the middle of the timberland area. The surrounding area could be described as predominately agricultural in

nature. There is also a homes adjacent to the property. (***Comprehensive Plan Future Land Use Element Policy 2.2(2), 2.7 and Code of Ordinances Sec. 42-538(a)(4)(d).***)

- C. Consistency with the Comprehensive Plan: All proposed subdivisions or development shall be designed to be consistent with the adopted comprehensive plan as amended. All proposed subdivisions or development shall be designed to comply with at least the future land use designations, building regulations, concurrency, and environmental requirements from State, Federal and local agencies and such other applicable regulations, ordinances and policies for the area in which the proposed subdivisions or development shall be located.

*The proposed telecommunications tower will occupy an area approximately 10,000 square feet with leased access to Sylvania Plantation Road. The development as proposed is consistent with the county regulations which allow towers in the Conservation future land use category (***Comprehensive Plan Future Land Use Element Policies 2.6 and Code of Ordinances Sec. 42-538(a)(4)(d).***)*

- D. Property Rights (Jackson County Comprehensive Plan Chapter 11): The County will make decisions with respect for property rights and with respect for people's rights to participate in decisions that affect their lives and property.

II. Procedure for Review and Approval of Site and Development Plans:

A. Wireless Telecommunications Facilities *Code of Ordinances Division 7:*

- (1) Wireless telecommunications facilities, shall be located on certain types of sites, in accordance with the following priorities, with "a." being the highest priority and "d.6." being the lowest priority.
 - a. Antenna placement on existing towers or other existing structures;
 - b. Antenna placement on replacement structures or replacement towers;
 - c. Camouflaged towers;
 - d. New telecommunication towers on:
 1. County-owned properties
 2. Properties in areas designated for industrial use
 3. Properties in areas zoned for commercial and mixed use;
 4. Properties in areas zoned for agricultural use;
 5. Properties in areas zoned for residential use with nonresidential uses (such as schools, churches, parks, or government uses);
 6. Other properties.
- (2) If the proposed type of site chosen is not the highest priority listed above, then a detailed explanation must be provided as to why a site type of a higher priority that is located within the provider's search ring was not selected. An applicant may not by-pass locations of higher priority simply by stating the location presented is the only location leased or selected. Commercial or other impracticability (including but not limited to, unreasonable design compromises), evidence that the higher priority site will create greater visual impacts, or other conflicts with the goals and intent of this division shall be

acceptable grounds for choosing a lower priority site. An application for a new camouflage tower or new telecommunication tower shall explain why antenna placement on an existing structure is commercially or otherwise impracticable.

The applicant attached a statement to the application explaining why a higher priority site was not chosen (see file).

B. Towers Code of Ordinances, Sec. 42-542:

(1) New telecommunication towers shall be reviewed as follows:

1. Type (1) development order (per section 42-61(2)(b) of the Jackson County Code):
 - (a) New telecommunication towers of a monopole design, 140 feet or less in total height, that do not require FAA lighting; or
 - (b) New telecommunication towers of a monopole design, less than 200 feet in total height, that do not require FAA lighting, and are located on county-owned property or industrially, commercially, mixed use or agriculturally zoned/designated property.
2. Type (2) development order (per section 42-61(2)(b) of the Jackson County Code): all other new telecommunication towers.

The proposed telecommunications tower is more than 200 feet in total height, does require FAA lighting, and is located on property designated as Agriculture 2 therefore requiring a Type two (2) development order review. All new towers require BOCC approval.

(2) Review of the applications for new telecommunication towers shall be noticed to surrounding property owners as follows:

For applications for a type (2) development order, no later than 14 calendar days before the planning commission review of the application, written notices of the request and the hearing dates and times scheduled for the review of the request shall be mailed by the applicant to any off-site property owners within 300 feet of the base of the telecommunication tower.

There are residential properties to the north and south. To the east is Sylvania Plantation Road and to the west is timber production property. Letters were sent to all property owners.

(3) For new telecommunication towers, the use of the least visually intrusive type of tower is encouraged. It is presumed that monopole towers will be the least intrusive type of tower unless this presumption can be shown to be inapplicable in a specific request.

The applicant is proposing a self-supporting tower; this is considered to be the most appropriate type of tower due to the height proposed.

(4) So as to not limit the development potential of the property on which the tower is located, guyed telecommunication towers (those at least partially supported or held in place by guy wires) shall be restricted to areas zoned or designated for agriculture or rural uses, unless the applicant can demonstrate that the

development potential will not be significantly impacted by the guyed tower design or that there is not reasonable alternative to the use of a guyed tower.

The Future Land Use Designation of the area is Agriculture 2 and the predominant use in the area is agricultural in nature. There are no proposed guy wires for the tower.

- (5) All new telecommunication towers shall, at a minimum, be setback from property boundaries a distance consistent with other principal uses in the zone in which it is located. If the new telecommunication tower is to be located on property adjacent to residentially designated property, the telecommunication tower shall be setback from said residentially designated property a minimum distance equal to one third the height of the tower or the area within which a Florida licensed professional or structural engineer certifies that the zone for the proposed telecommunication tower, a setback the distance equal to the height of the proposed telecommunications tower shall be used instead. Guy anchors for guyed towers shall be located a minimum of 25 feet from any property boundary and the guy wires for a guyed tower shall not cross over any public road right-of-way, without specific height clearance from the applicable entity controlling the public road right-of-way.

The proposed tower is in Agriculture 2 Future Land Use Category. The property to the north and south has residential homes on them and some are farmland. To the east is Sylvania Plantation Road and to the west is a timber production farm. The base of the tower is proposed to be set back from the nearest shared property line to the north a distance of 366 feet and to the south property line a distance of 289 feet. Both north and south adjacent parcels have homes on them. This distance meets the requirement of a minimum of 1/3 the height of the tower (89 feet). There are no proposed guy anchors.

- (6) Equipment shelters/cabinets and the base of the telecommunication tower shall be screened by a landscape buffer consistent with that required if the equipment shelters/cabinets and tower were a general commercial use.

A landscape buffer was submitted containing 71 Emerald Green Arborvitae trees. The applicant is proposing a 6-foot chain link fence with 3 strands of barbed wire surrounding the tower. In the event an additional equipment shelter/cabinet is needed in the future, additional application must be made and approved prior to installation.

- (7) All telecommunication towers and the supporting telecommunication site shall be designed to support the location of at least three antennas.

The proposed tower is designed to support co-location (see file).

C. Application requirements ***Code of Ordinances Sec. 42-543:***

An applicant shall submit to the Jackson County Community Development Department the number of completed applications determined by the county at the pre-application meeting.

The applicant submitted a sufficient number of copies.

1. For all applications:

- a. Written confirmation of the involvement of a licensed provider in the application through the provider's status as applicant, co-applicant or as signed leasee to place the proposed antennas. Letters of intent shall not be sufficient evidence.

A copy of the lease agreement was provided on April 7, 2026 (see file).

- b. A copy of the FCC license applicable for the provider.

A copy of the FCC/FAA approval was provided on April 7, 2026 (see file).

2. For all towers:

- a. A detailed explanation of why a location in the search ring, of a higher priority, as indicated in **Sec. 42-543(5)**, was not selected.

A detailed explanation of why the specific location was chosen was included in the application (see file).

- b. To show that there is no existing structure on which the proposed antennas could be reasonably placed:

1. A copy of the applicable provider's search ring. For a tower proposed to provide broadcast services, a copy of the FCC broadcast license tower location area shall be substituted for the search ring.
2. The location (by latitude and longitude coordinates) and height of any structure in the search ring and within one-half mile of the outer edge of the certified search ring that is 75 percent, or greater, of the proposed tower height
 - i. If there are any such structures, a written explanation by the provider's radio frequency engineer as to whether each structure will or will not meet the provider's radio frequency design criteria in substantially the same manner as the proposed tower; and
 - ii. For those structures that will substantially meet the design criteria, the applicant shall submit a written report demonstrating efforts made to place the proposed antennas on any such structure and the results or status of such efforts.

A search ring map was included with the application (see file). A written explanation and copy of the FCC broadcast license tower location area was provided. A written account of all location requirements was submitted on April 7, 2026.

- c. The applicant shall provide a written explanation from the applicable provider's radio-frequency engineer explaining and justifying the need for the proposed height of the tower to meet the provider's design criteria.

A statement of justification for the height was submitted April 7, 2026 (see file).

- d. The county may request any of the following information to confirm the required radio frequency engineer's explanation of the unsuitability of existing structures and the justification for the height:
 - a. A general explanation of the provider's design criteria;
 - b. Propagation studies of the provider's proposed site and all adjoining existing sites;
 - c. The frequency, modulation and class of service of the transmitting equipment;
 - d. Transmission and maximum effective radiated power of the provider's proposed and adjacent existing antenna;
 - e. Direction of maximum lobes and associated radiation of the provider's proposed and adjacent existing antenna; or
 - f. Copy of the broadcast services license.

No further information is required at this time.

- e. The applicant shall submit to the county a letter of intent committing the owner of the proposed new tower, and any successors in interest, to negotiate in good faith for shared use of the proposed tower by other providers in the future. Failure to abide by the conditions outlined in the letter may be grounds for revocation of the development order. The letter shall commit the new tower owner and successors in interest to:
 - a. Respond within a reasonable time to a request for information from a potential shared-use applicant;
 - b. Negotiate in good faith concerning requests for shared use of the new tower by other providers;
 - c. Allow shared use of the new tower if another provider agrees in writing to commercially reasonable terms.

The required letter was submitted with the proposed application (see file).

- 3. Applications for wireless telecommunications facilities subject to type (1) review shall include the materials required by Sec. 42-543(c) of the Jackson County Code; the materials required for the applicable form of wireless telecommunication facility reviewed as a type (1) as well as the following materials, as applicable:

- a. Written confirmation of the involvement of a licensed provider in the application through the provider's status as applicant, coapplicant, or as signed lease to place the proposed antennas. Letters of intent shall not be sufficient evidence.
- b. A copy of the FCC license applicable for the provider.

This application is a Type 2 review. The applicant has submitted written confirmation of the involvement of a licensed provider and a copy of the FCC license (see file).

D. Review procedures and criteria *Code of Ordinances Sec. 42-543:*

Type (2) development orders for wireless telecommunication facilities shall be reviewed in accordance with the procedures of ***Code of Ordinances Sections 42-62, 42-63, 42-64, 42-65***. Review of the application shall be to determine whether the proposed wireless telecommunication facility meets the applicable requirements of this division and Code.

E. Height of telecommunications tower(s) *Code of Ordinances Sec. 42-548:*

Telecommunications towers over 200 feet in height shall be no higher than the minimum height necessary than to provide the provider's design. In such cases, the applicant's evidence of the necessity of the proposed height may be subject to independent verification by Jackson County. Any objections by Jackson County to the applicant's evidence of the necessity shall be based on competent substantial evidence.

The tower is proposed to be 255 feet in height with a 10-foot lighting rod and justification for the height was submitted April 7, 2026. (see file)

F. Visibility of wireless telecommunications facilities *Code of Ordinances Sec. 42-549:*

1. Telecommunication towers, camouflaged towers and antenna shall not be artificially lighted or marked, except as required by law, unless good cause is shown and approved by the board through a type (2) development order review.

The tower is proposed to be 255 feet in height with a 10-foot lighting rod.

2. Telecommunications towers shall be of a galvanized finish, or painted with a rust-preventive paint of an appropriate color to harmonize with the surroundings. If lighting is required, the lighting shall be of as unobtrusive and inoffensive an effect as is permissible under state and federal regulations.

The applicant is proposing a galvanized finish.

G. Security of wireless telecommunications facilities *Code of Ordinances Sec. 42-550:*

All wireless telecommunications facilities shall be located, fenced or otherwise secured in a manner that prevents unauthorized access. Specifically all antennas, towers, equipment shelters/cabinets and accessory facilities, including guy wires, shall be made inaccessible to unauthorized individuals and constructed or shielded in such a manner that they cannot be run into or impermissibly climbed.

The applicant is proposing an 75'x75' compound fenced with 6' chain link fence and 3 strands of barbed wire with a locking gate (see file).

H. General Development Orders **Code of Ordinances Sec. 42-62(a)(2) Commercial or Nonresidential:**

Commercial or nonresidential uses which encompass less than 10,000 square feet of impervious surface (for example, structures and pavement); provided, that the following uses shall not be subject to staff approval but shall require board approval: 1) facilities that will operate under or hold any alcoholic beverage license of any kind; 2) facilities which will exceed 35 feet in height from lowest existing ground level prior to commencement of construction; 3) facilities that house gaming or sports activities of any kind (including, but not limited to, those activities referred to in sections 849.08 and 840.0931, F.S.; 4) any facility that will house activities that are not fully and without limitation accessible to minors. The denial of or any conditions placed on any commercial or nonresidential development by the planning staff under this section may be appealed by written submission to the full planning commission, based on specific citation to the county development code or other applicable law or regulation.

This project is proposing to construct a 255-foot tall telecommunications tower with a 10-foot lighting rod; thereby requiring approval from the Board of County Commissioners.

I. Variances and Exceptions (**Sec. 42-4 Code of Ordinances**):

No variance is being proposed at this time.

J. Environmental:

There are no environmental concerns with this project.

K. Floodplain (**Federal Emergency Management Agency (FEMA) Federal Insurance Rate Map (FIRM) Panel 12063C0350D LOMR**):

There is FEMA Flood Zone X on the parcel. The development area lies within a FEMA-designated Flood Zone X, which is defined as areas determined to be outside the 0.2% annual chance floodplain.

L. Drainage (**Code of Ordinances Sec. 42-77(d)**):

A storm drainage system, certified by an engineer registered in the state, shall be provided which does not allow post-development runoff to exceed the rate of predevelopment runoff.

The project is less than 10 million dollars and therefore does not require County Engineering Services (see file)

M. Buffer Requirements (**Comprehensive Plan Future Land Use Element Policy 2.6 and Code of Ordinances 42-77(b)**):

The design of the site for such uses shall include landscaped buffers between dissimilar uses. Commercial projects must have landscaped buffers in accordance with this article as well as additional landscaping in and around the parking area.

The applicant is proposing a chainlink fence and landscape buffering surrounding the site. The development meets regulatory setback requirements (see site plan in file).

N. Site Access/Traffic Impacts (**Code of Ordinances Sections 42-77(b)**):

A paved access road or driveway, constructed to state department of transportation standards, shall be provided from the development to a county right-of-way, either a collector or arterial.

A new access easement is being proposed (see site plan in file).

O. Parking and Traffic Circulation (adopted **Development Design and Parking Improvement Standards and Florida Accessibility Code for Building Construction and the American with Disabilities Act (ADA), U. S. Department of Justice**):

The applicant has proposed sufficient access and turnaround area for use by site traffic. Designated parking spaces are unnecessary for this type of use.

P. **Recreation and Open Space (Comprehensive Plan Recreation and Open Space Element)**:

Analysis indicates that there are sufficient existing park and recreation facilities to meet the County's long-range needs. The County shall continue to monitor existing recreational opportunities and seek funding sources to prevent recreational deficiencies.

This development is not expected to negatively impact recreation or open space areas of the County, nor is it expected to generate significant demand for such areas.

Q. Fire Fighting Issues (**Code of Ordinances Sec. 10 Editor's Note**):

Fire Marshal issued an email stating he reviewed the application and documentation. He has no comment at this time.

S. **Signage (Code of Ordinances Division 6)**:

Proposed signage or modifications to existing signage will require separate application, review and approval by the Community Development Department for consistency with **Code of Ordinances Division 6**.

T. **Lighting (Code of Ordinances Sections 42-77(e))**:

Site lighting must be designed to prevent glare impacts on drivers using Sylvania Plantation Road. Exterior lighting must not increase the background lighting by more than an average of one lumen in order to protect driver night vision and limit lighting impacts on other existing or future development.

V. ***National Register of Historic Places and the State Master File List (Comprehensive Plan Future Land Use Element Policy 1.2):***

Analysis shows there are a number of historically and archaeologically significant sites within the County. Prior to the issuance of any development approval, the Florida Master Site File shall continue to be consulted to determine whether historic or archaeologically significant resources exist on the site. The County will continue to maintain and update the County inventory of historic or archaeologically significant sites. Until such time when additional preservation strategies and procedures can be developed, historical resources shall be protected through the benefits available to property owners whose properties are listed in the Florida Master Site File or the National Register of Historic Places.

According to a representative from Florida Master Site File, no previously recorded cultural resources were found on the proposed parcel.

COMMENTS AND/OR RECOMMENDATIONS:

The comments made in this staff report are based on the information submitted by the applicant/agent/owner for review. Based on the available information, planning staff recommends APPROVAL of this project with the following conditions:

1. The applicant shall submit copies of all redacted agreements with other companies prior to issuance of building permits for those antennas.
2. The applicant shall sign a Development Order with Jackson County in a form provided by the Community Development Department, which includes all approval conditions (***Code of Ordinances Sec. 42-64(c)(d)***).
3. The development shall remain consistent with approved specific plans, drawings and documentation submitted. Any modifications will require approval through the County Planning Department and regulatory boards.
4. The development must comply with all applicable permitting agencies.
5. The county shall have the right to install, maintain, and operate antennae, amplifiers, coaxial cable, wire, fiber optic cable fixtures and appurtenances necessary for a county communications system upon or within the communications facilities of any communications tower located in Jackson County on the condition that such installations do not interfere with the property or operations of the tower owner and at no cost to the county except to reimburse the tower owner for any additional costs incurred as a result of any such construction by county. (***Code of Ordinances Sec. 42-547***)
6. The Development Order and Development Agreement will be valid for one year from the date of full execution.
7. All inspections and reviews must be satisfactorily completed prior to a CO being issued.
8. If a tower is not occupied by a functioning antenna for a continuous period of 12 months and has no application or lease agreement to place an antenna on the tower being actively pursued shall be considered abandoned, and the owner of such tower shall remove same within 90 calendar days of written notice from the Jackson County Administrator or designee that the tower has been determined to be abandoned. (***Code of Ordinances Sec. 42-552***)





**THE TOWERS, LLC
GREENWOOD
EAST**

VB #: US-FL-5993
4165 SYLVANIA PLANTATION ROAD
COTTONDALE, FL 32440
JACKSON COUNTY
PID #: 02-SN-09-0000-0010-0060
PROPOSED THE TOWERS, LLC 255'
SELF-SUPPORT TOWER

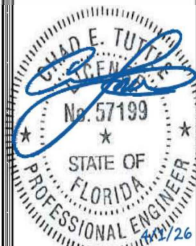
PROJECT NO.: GR171159.001.01

CHECKED BY: MAS

ISSUED FOR:

REV	DATE	DRWN	DESCRIPTION
2	1/15/23	DT/MS	SUBMITTAL
3	1/26/28	DRT	SUBMITTAL
4	2/3/28	DLS	SUBMITTAL
5	4/6/28	DT/MS	SUBMITTAL

B&T ENGINEERING, INC.
1717 S. BOULDER AVENUE
TULSA, OK 74119
PCL 27436

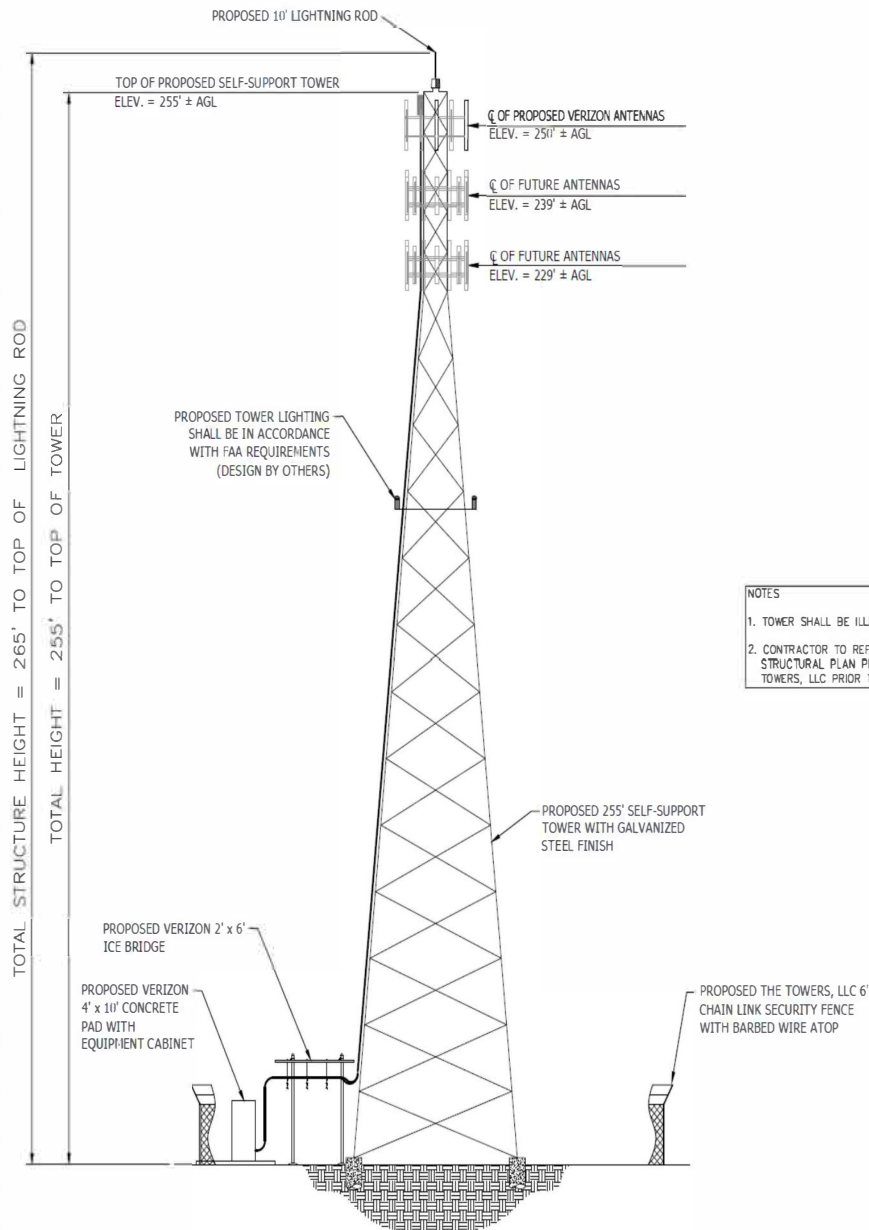


IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT

**TOWER
ELEVATION PLAN**

SHEET NUMBER:

C-2



- NOTES**
1. TOWER SHALL BE ILLUMINATED.
 2. CONTRACTOR TO REFER TO THE TOWER STRUCTURAL PLAN PREPARED FOR THE TOWERS, LLC PRIOR TO CONSTRUCTION.

1 TOWER ELEVATION
SCALE: N.T.S.

DEVELOPMENT AGREEMENT AND ORDER

THIS AGREEMENT is entered into the date below written by THE TOWERS LLC, 750 PARK OF COMMERCE DRIVE, SUITE 200, BOCA RATON, FL 33287, herein called "Developer", and JACKSON COUNTY, FLORIDA, a political subdivision of the State of Florida, herein called "JACKSON COUNTY".

WHEREAS, DEVELOPER is the lessee of a portion of that certain real property located in Jackson County, Florida, more particularly described in Exhibit A attached hereto and incorporated herein (the "Property"); and DEVELOPER has applied for the issuance of a development order pursuant to the provisions of applicable Florida law and county ordinance, and the parties have reached certain agreements to be effected in this agreement concerning certain minimum requirements for the development of wireless telecommunication facilities on the Property, in accordance with applicable law and ordinance;

NOW, THEREFORE, for and in consideration of the mutual promises and premises set forth herein, the parties agree that:

1. The Property subject to this agreement is described above. DEVELOPER is the lessee of a 100' by 100' portion of the Property as depicted on the Type 2 development order application approved by the Jackson County Board of County Commissioners on May 26, 2026 (the "Lease Property").
2. This construction term of this agreement shall be 12 months from the effective date hereof. DEVELOPER shall pursue construction and completion of the wireless telecommunication facilities to the point of issuance of the certificate of occupancy prior to the expiration of the construction term. The remainder of the provisions hereof shall be deemed permanent. This agreement shall be effective upon the date all parties hereto have executed the same. The construction term of this agreement may be terminated, amended or extended by mutual consent of the Board of County Commissioners of Jackson County and the DEVELOPER, subject to all public hearing requirements set forth in applicable law or regulation at the time of the proposed amendment. However, in any case, the obligations of DEVELOPER hereunder shall not terminate and shall continue after the completion of construction and the issuance of the certificate of occupancy.
3. DEVELOPER shall be authorized to develop a 265 foot tall Wireless Telecommunications Facility on the Lease Parcel, subject to compliance with all of the terms of this agreement, with all special conditions and requirements contained herein and with all other applicable regulations and ordinances of Jackson County. The DEVELOPER shall not be entitled to make use of the facility for any purposes (except construction of improvements) except upon completion of all construction (and issuance of a certificate of occupancy, if required by law) and compliance with all conditions set forth herein.
4. Water, sanitary, electricity and/or gas shall be provided by n/a. DEVELOPER shall be responsible for making the appropriate arrangements for such services to the property, and all such services shall be in place as a condition precedent to the issuance of a Certificate of Occupancy for the facility constructed on the property. With the exception of traffic, all other public facilities and utilities are available to serve the property and the proposed facility.

5. The proposed wireless telecommunication facilities use on the Property is consistent with the Jackson County Comprehensive Plan and current land development regulations. The land use designation for the Property is determined by the Board to be Agriculture 2.

6. Special conditions: The DEVELOPER shall comply with all conditions, and be subject to all limitations, which are set forth on p. 12 of the Staff Report dated April 20, 2026, a copy of which is attached to this Agreement as Exhibit B, the terms of which are incorporated into this agreement as if fully set out herein. However, the failure of this agreement to address a particular permit, condition, term, provision of law or regulation, or restriction, shall not relieve DEVELOPER of the necessity of complying with the law then existing governing said permitting requirements, conditions, terms, laws, regulations, or restrictions.

7. Variance: n/a

8. Required reservation or dedication of land: The following reservation or dedication of lands are required as a condition to the execution of this agreement and the issuance of a certificate of occupancy: n/a.

9. Periodic review: JACKSON COUNTY may, at its option, review the development and the facility every three months, commencing three months after the effective date of this agreement, until such time as all construction and improvements are fully complete and a permanent certificate of occupancy has been issued. The review shall be initiated by the issuance by JACKSON COUNTY to DEVELOPER of its notice of intent to review. The DEVELOPER shall, within thirty days thereafter, submit all materials requested in the notice to review, along with any fees then required by applicable law, regulation, or ordinance. If the County Planner shall determine that the DEVELOPER has complied in good faith with the terms and conditions of this agreement and with applicable law, regulation and ordinance, the review shall be concluded. In the event that the County Planner determines preliminarily that the DEVELOPER has not done so, the Board of County Commissioners shall take such action as is available to it under applicable law (or in equity) to procure compliance.

10. In the event that construction is not timely completed, or in the event that construction is completed, but the use permitted hereunder is temporarily or permanently ceased or abandoned by the DEVELOPER or DEVELOPER's successor in interest, then the DEVELOPER or DEVELOPER's successor in interest shall also be required to correct or remove any and all structures or conditions on the subject property as determined by JACKSON COUNTY (in the discretion of the Board) to mitigate any negative or deleterious effects of the ceased or abandoned use.

11. The Developer agrees to indemnify County and hold County harmless from and against any and all damages, claims, administrative and judicial proceedings and orders, judgments, remedial action requirements, enforcement actions of any kind, and all costs and expenses incurred in connection therewith (including but not limited to attorneys' fees, paralegal charges and expenses), arising directly or indirectly, whole or in part, out of the Developer's failure to comply with any condition or obligation on the Developer referred to in the development order or development agreement or otherwise under applicable federal, state or local law or regulation. The obligation of Developer to indemnify and hold harmless under this section shall survive the completion of the construction or improvements to the Property or any transfer or mortgage of the Property. In addition, all other obligations of this agreement shall remain in full force and effect in

the event the Property which is the subject of this agreement, or any portion thereof, is annexed into any municipality.

12. If any word, phrase, clause, section or portion of this agreement shall be held invalid by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof. This agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event that applicable Florida, federal, or local law, regulation or ordinance is changed after the effective date of this agreement, resulting in the invalidity or unenforceability of any provision hereof, then the agreement shall be deemed modified to the extent necessary to comply with the law, regulation or ordinance then in effect.

13. This is the entire agreement of the parties with respect to the subject matter hereof. There are no promises, representations or warranties, other than those set forth herein. This agreement shall be binding on the parties and their assigns and successors in interest. This agreement and the rights accruing hereunder may not be assigned by the DEVELOPER without the prior written consent of JACKSON COUNTY (provided that such consent shall not be unreasonably withheld); PROVIDED, that the Property may be sold or transferred without consent after DEVELOPER's completion of construction. To the extent that any bona fide purchaser or assignee for value of the Property shall have actual or constructive notice of the terms or provisions of this agreement, all of the terms and conditions hereof shall be deemed covenants and restrictions which run with the land and which are binding on all assignees, successors or transferees of the Developer's interest in the lands. All obligations of DEVELOPER hereunder shall be deemed joint and several.

EXECUTED the dates below specified.

BOARD OF COUNTY COMMISSIONERS
JACKSON COUNTY, FLORIDA

DEVELOPER

DATED: _____

Hon. Jamey Westbrook
Chairman

DATED: _____

Exhibit A

EXHIBIT A

THE TOWERS, LLC LEASE AREA DESCRIPTION

A PARCEL OF LAND LYING IN THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 5 NORTH, RANGE 9 WEST, JACKSON COUNTY, FLORIDA; SAID PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF THE NORTH QUARTER OF THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 5 NORTH, RANGE 9 WEST, JACKSON COUNTY, FLORIDA; THENCE S89° 32' 17"E ALONG THE SOUTH LINE OF SAID NORTH QUARTER FOR 1147.76 FEET; THENCE S00° 27' 33"W FOR 330.14 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL OF LAND; THENCE S89° 32' 27"E FOR 100.00 FEET; THENCE S00° 27' 33"W FOR 100.00 FEET; THENCE N89° 32' 27"W FOR 100.00 FEET; THENCE N00° 27' 33"E FOR 100.00 FEET TO THE POINT OF BEGINNING. SAID PARCEL OF LAND SITUATE, LYING AND BEING IN JACKSON COUNTY, FLORIDA, CONTAINING 10,000 SQUARE FEET MORE OR LESS.

THE TOWERS, LLC 30' WIDE NON-EXCLUSIVE ACCESS & UTILITY EASEMENT DESCRIPTION

A 30-FOOT WIDE NON-EXCLUSIVE EASEMENT STRIP OF LAND FOR THE PURPOSES OF ACCESS AND UTILITIES LYING IN THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 5 NORTH, RANGE 9 WEST, JACKSON COUNTY, FLORIDA; SAID EASEMENT STRIP OF LAND LYING 30.00 FEET SOUTH OF THE FOLLOWING DESCRIBED EASEMENT SIDELINE:

COMMENCE AT THE SOUTHWEST CORNER OF THE NORTH QUARTER OF THE NORTHEAST QUARTER OF SECTION 2, TOWNSHIP 5 NORTH, RANGE 9 WEST, JACKSON COUNTY, FLORIDA; THENCE S89° 32' 17"E ALONG THE SOUTH LINE OF SAID NORTH QUARTER FOR 1147.76 FEET; THENCE S00° 27' 33"W FOR 330.14 FEET; THENCE S89° 32' 27"E FOR 100.00 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT SIDELINE; THENCE CONTINUE S89° 32' 27"E FOR 347.43 FEET AN INTERSECTION WITH THE WEST RIGHT-OF-WAY LINE OF SYLVANIA PLANTATION ROAD (A VARIABLE WIDTH PUBLIC COUNTY MAINTAINED RIGHT-OF-WAY) AND THE POINT OF TERMINUS. THE SIDELINES OF SAID EASEMENT TO BE SHORTENED AND PROLONGED TO MEET AT LEASE PARCEL LINES AND RIGHT-OF-WAY LINES.

EXHIBIT B

COMMENTS AND/OR RECOMMENDATIONS:

The comments made in this staff report are based on the information submitted by the applicant/agent/owner for review. Based on the available information, planning staff recommends APPROVAL of this project with the following conditions:

1. The applicant shall submit copies of all redacted agreements with other companies prior to issuance of building permits for those antennas.
2. The applicant shall sign a Development Order with Jackson County in a form provided by the Community Development Department, which includes all approval conditions (*Code of Ordinances Sec. 42-64(c)(d)*).
3. The development shall remain consistent with approved specific plans, drawings and documentation submitted. Any modifications will require approval through the County Planning Department and regulatory boards.
4. The development must comply with all applicable permitting agencies.
5. The county shall have the right to install, maintain, and operate antennae, amplifiers, coaxial cable, wire, fiber optic cable fixtures and appurtenances necessary for a county communications system upon or within the communications facilities of any communications tower located in Jackson County on the condition that such installations do not interfere with the property or operations of the tower owner and at no cost to the county except to reimburse the tower owner for any additional costs incurred as a result of any such construction by county. (*Code of Ordinances Sec. 42-547*)
6. The Development Order and Development Agreement will be valid for one year from the date of full execution.
7. All inspections and reviews must be satisfactorily completed prior to a CO being issued.
8. If a tower is not occupied by a functioning antenna for a continuous period of 12 months and has no application or lease agreement to place an antenna on the tower being actively pursued shall be considered abandoned, and the owner of such tower shall remove same within 90 calendar days of written notice from the Jackson County Administrator or designee that the tower has been determined to be abandoned. (*Code of Ordinances Sec. 42-552*)

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Lucas Mayo, Administration

SUBJECT: Request: Board review of Marianna Multi-Use Trail submission to the ARPC Regional Rural Transportation Plan - **Lucas Mayo**, Grants/Contracts Manager

Background: The Appalachian Regional Planning Council allows Counties or the Municipalities within to submit a maximum of two projects that may be added to the Annual RRTP update. The City of Marianna has submitted the Marianna Multi-Use Trail which was broken up into the Western Loop and Eastern Loop to allow for more concise and accurate submissions for future funding opportunities. This is not a grant but may be viewed favorably by grant agencies when submitting future applications.

The Plan encourages input from the public and endorsement from the County Commission.

Strategic Plan Goal: Innovative Facilities & Infrastructure

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Administration

Reviewed By: Lucas Mayo
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: No motion required.

**Project Name: CITY OF MARIANNA MULTIUSE TRAIL
Eastern Loop**

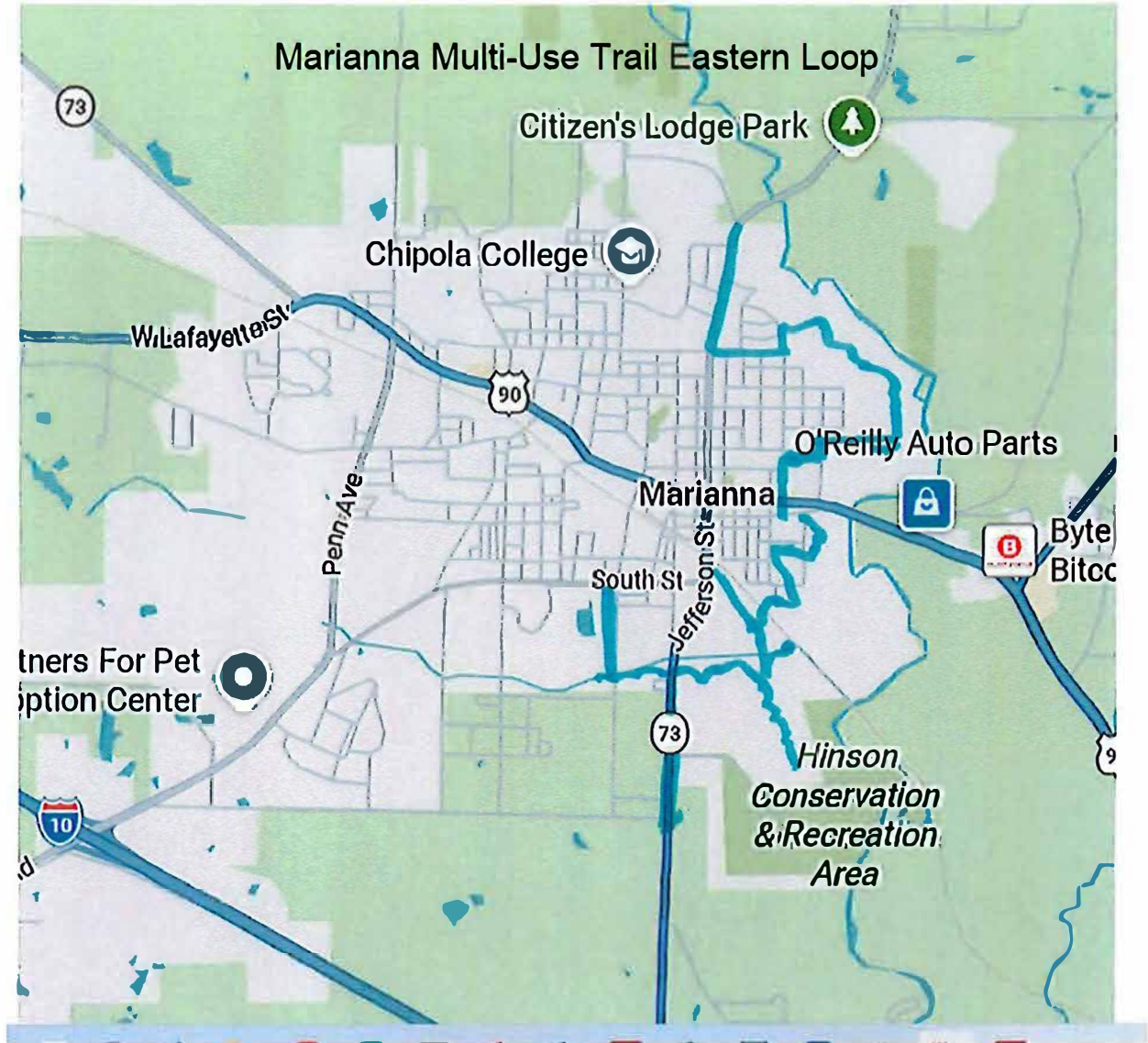
2026 Annual Updates to the RRTP Form

<https://www.arpc.org/regional-rural-transportation-plan>

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1. Map Updates



Road/Facility: Wynn Street, Connector between Wynn Street and SR73 South, SR 73S, A connector between SR73S and Hinson Conservation Area/Hagan Road/Colonel Street, Colonel Street, Cemetery Road, Franklin Street, Davey Street, Jackson Street, Gateway Overlook Noland Street, Broad Street, Dogwood Street, Putnam Street, Cherokee Street, Butler Recreation Area, Noland Street, Kelton Avenue, Jefferson Street, River Forest Road

From: South Wynn Street To: River Forest Road

2. Project Status Updates N/A

3. Project Narrative Expansions N/A

4. Project Priority Reorganization N/A

A maximum of 2 projects can have their regional priorities elevated in the RRTP per annual update (Region-wide).

5. Project Additions

Note: Projects cannot be swapped.

A maximum of 2 projects may be added to the RRTP per annual update (Region-wide).

Projects that are not regionally significant will have to wait for a major update.

What to submit:

- Documentation the project is in the CIE 5-year Capital Improvement Schedule
- Documentation the project addition has been approved at a Board of County Commissioners meeting.
- GIS file of the project, if possible
- A detailed self-ranking of the project based off the submitted updated project narrative. Use the current scoring criteria, which can be found in the Projects Element of the RRTP.

What to submit:

Each county may submit up to two projects total.

1. Will the project pass through a municipality? Yes, City of Marianna

2. Road/Facility: The Eastern Loop also provides a downtown link to Chipola College which the City plans to connect to Jackson Hospital in the future. This link is important

for providing physical and mental health prospects for students and neighborhoods. With the City link added medical students and employees will have walking access from Jackson Hospital to Chipola College to recreational areas.

3. Project limits

Approximately 9 miles
From: Wynn Street
To: River Forest Road

4. Improvement: Construct the eastern loop of a multi-use trail around Marianna

Capital Improvements Element Balance Sheet										
Fiscal Year: 2025-2026										
Infrastructure Category	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	Source
Multi-Use Trail Development for Bicycle and pedestrian connecting Chipola College, downtown, Chipola River, Jackson Hospital, and Endeavor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000,000.00	State or Federal Grants



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 4, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely, ^

Donnie Branch
District 4 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofro, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



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Fax (850) 482-9643
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2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 2, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely, 

Edward Crutchfield
District 2 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofrio, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 3, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

During my six years serving Jackson County as a Commissioner, the City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-526-6641 if you have any questions or require further clarification.

Sincerely,

Paul A. Donofro Jr.
District 3 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofro, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 5, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely,

Jamey Westbrook, Chairman
District 5 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofrio, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 1, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely,

Dr. Willie E. Spires

District 1 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofro, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook

5. Project Category: (Only one. Refer to the RRTP) Bicycle/Pedestrian

6. Explanation of why this project wasn't included in the inaugural Plan:

One of the County Technical Advisory Committee members shared that the committee was not completely aware of the City's Multi-use trail plans because members thought the Marianna MultiUse Trail was in the beginning stages when the inaugural plan was approved. Since that time, the City has made great strides to prioritize establishing and publicizing the trail, especially since it improves the health and safety of citizens and visitors and attracts economic development.

7. Explanation of why this project should be added:

The Eastern Loop of the City of Marianna Multi-Use Trail should be advanced as a priority investment. It directly addresses documented safety risks, improves equitable access, and strengthens multimodal connectivity while aligning with national and state transportation goals. The project is consistent with guidance from the Florida Department of Transportation, the National Roadway Safety Strategy, and the Florida Strategic Highway Safety Plan, incorporating Vision Zero principles that prioritize the reduction of fatal and serious injury crashes.

First, the project responds to a clear safety need. Many corridors serving workforce housing, schools, and essential services lack pedestrian and bicycle infrastructure, forcing residents into unsafe conditions. The addition of a buffered, shared-use path is an evidence-based safety countermeasure shown to reduce crashes and conflict points while supporting users of all ages and abilities.

Second, the project advances equity. Jackson County has a low-to-moderate income (LMI) population exceeding 51%, meaning a significant portion of residents rely on non-automobile travel. By connecting neighborhoods to employment, education, healthcare, and recreational destinations, the trail removes transportation barriers and supports disadvantaged populations.

Third, the project enhances connectivity across all modes—linking local streets, state corridors, and regional destinations—thereby serving local, regional, and statewide transportation functions. It also strengthens network redundancy, reducing transportation system vulnerability during emergencies by providing alternative routes and usable emergency shoulders.

Fourth, the project incorporates cost-effective and resilient design strategies. A phased implementation, combined with a Cost-Benefit Analysis framework, demonstrates long-term savings through reduced crash costs, improved public health outcomes, and increased economic activity. Nature-based solutions, including xeriscaping and stormwater infiltration, reduce runoff impacts and long-term maintenance costs.

Fifth, the system is designed for future mobility. It supports micromobility, shared-use transportation, electric vehicles, and emerging automated vehicle integration, while solar-powered lighting ensures continuity during power outages.

Ultimately, this project represents a strategic, evidence-based investment in safety, resilience, and economic vitality for Marianna and the broader region.

The Eastern Loop provides needed links within the trail, connecting neighborhoods, parks, greenways, schools, medical facilities and local businesses along State Roads.

What is important about this project

What makes this project important is that it meets people where they already are—along corridors where residents are currently walking, biking, and accessing daily needs, often without adequate infrastructure. This project represents a targeted, evidence-based safety intervention aligned with the Florida Department of Transportation, the National Roadway Safety Strategy, and the Florida Strategic Highway Safety Plan, incorporating Vision Zero principles to reduce fatal and serious injury crashes. Providing a buffered, shared-use facility is a proven countermeasure that reduces conflict points and improves safety for pedestrians, cyclists, and motorists.

The project is equally important because of who it serves. Jackson County has a low-to-moderate income (LMI) population exceeding 51%, meaning many residents depend on non-automobile travel. By improving access for individuals without reliable transportation, families in workforce housing, children walking to school, and seniors accessing healthcare, the project advances equity and aligns with Safe Streets for All (SS4A) priorities.

This project significantly enhances connectivity across multiple modes and scales. It links neighborhoods to schools, higher education, parks, healthcare facilities, employment centers, and commercial areas, while also connecting to state and regional corridors. This strengthens the transportation network, reduces vulnerability during emergencies by providing alternative routes and emergency shoulder space, and supports national and statewide mobility goals.

From a cost-benefit perspective, the project is a highly efficient investment. A phased implementation strategy, combined with reduced crash costs, improved public health outcomes, and increased economic activity, demonstrates long-term value. Nature-based solutions such as xeriscaping and stormwater infiltration reduce runoff impacts and maintenance costs, while enhancing environmental resilience.

The system is designed for long-term performance and future mobility. Solar-powered lighting ensures continuity during power outages, and the corridor supports micromobility, shared-use transportation, electric vehicles, and emerging automated vehicle integration.

Ultimately, this project delivers lasting benefits—reducing crashes, improving access, strengthening resilience, and creating a safer, more connected, and economically vibrant community.

What makes this project important is it represents critical investment in surface transportation safety, equitable mobility and multimodal connectivity. SR73 South serves the highest concentration of transportation disadvantaged residents in Marianna that currently has no pedestrian infrastructure. Five workforce and elderly apartment complexes are located directly along the corridor and approximately 25 percent of residents do not own automobiles. Nearly half walk daily within the roadway right-of-way to reach employment, healthcare, parks, and retail destinations. The population includes a high percentage of minority residents (53%) and children (33%), as well as elderly individuals who rely on walking as their primary means of transportation.

The project is also important because of its critical link for tourism and economic development. The City of Marianna has been designated a Rural Area of Opportunity. The median household income in Jackson County is well below State average. Approximately 19.5% of residents live below poverty level and 26.7% of children living in poverty.

Economic development and tourism can help a community like Marianna not only by bringing in money, but by strengthening the long-term health of the community itself—creating jobs, supporting local businesses improving infrastructure and restoring civic confidence.

The Eastern Look links South Marianna to downtown Marianna, the Chipola River Greenways, Florida Caverns State Park, Yancey Boatlanding, Citizen's Lodge Park and MERE Recreational Facility. Chipola River Greenways and Florida Caverns State Park are important regional tourism opportunities.

8. Project Narrative

The City of Marianna envisions a connected, resilient, and livable community where residents and visitors can move safely and comfortably across all modes of transportation. The proposed Multi-Use Trail establishes a curvilinear, ten- to twelve-foot-wide shared-use path that encircles the city and is anchored by seven strategically located trailheads providing parking, restrooms, water, lighting, and seating. This system transforms Marianna's transportation and recreation landscape by delivering a safe, accessible, and attractive multimodal network aligned with the Florida Department of Transportation, the National Roadway Safety Strategy, the Safe Streets and Roads for All, and the Florida Strategic Highway Safety Plan, incorporating Vision Zero principles to eliminate fatal and serious injury crashes.

Designed with buffered separation from traffic, centerline striping, and high-visibility crossings, the trail applies proven safety countermeasures that reduce crashes and conflict points. This is especially critical in Jackson County, where over 51% of residents qualify as low-to-moderate income (LMI), and many rely on walking, biking, or shared

transportation options. The project advances equitable access by connecting neighborhoods to schools, healthcare, parks, employment centers, and regional destinations, supporting local, statewide, and national mobility functions.

The system enhances network resilience by providing alternative routes during emergencies, incorporating stabilized shoulders for emergency response, and reducing transportation network vulnerability. Nature-based solutions—including xeriscaping, tree canopy, and stormwater infiltration—reduce runoff impacts, improve environmental performance, and lower long-term maintenance costs.

A phased implementation and Cost-Benefit Analysis strategy demonstrate strong return on investment through reduced crash-related costs, improved public health outcomes, increased tourism, and economic activity. Solar-powered lighting and emergency systems ensure continuity during power outages.

Designed for the future, the corridor supports micromobility, shared-use transportation, electric vehicles, and emerging automated vehicle integration. Collectively, this project represents a cost-effective, evidence-based investment in safety, resilience, and connectivity—positioning Marianna as a forward-thinking, healthy, and economically vibrant community.

SR73 South is a principal arterial carrying significant traffic volumes through a corridor that is rapidly developing with residential subdivisions, apartments, commercial services and institutional land uses. The Eastern Loop trail delivers a critical safe alternative for cyclists and pedestrians who currently have no separated facility along this heavily traveled route. A ten to twelve foot wide paved shared use trail setback from travel lanes with vegetative buffers as set forth in the current edition of the Florida Greenbook and FDOT Plans preparation Manual is planned. The curvilinear alignment will gently follow the natural topographic character of the road with grade transitions designed to maintain the five percent maximum running slope and provide level rest areas at reasonable intervals.

Xeriscaping along SR73 South will emphasize native species tolerant of roadway runoff and compacted soils. The visual buffer between the trail and roadway will be reinforced with mid-height plantings that reduce noise and headlight intrusion for trail users without creating line-of-sight conflicts at driveways and intersections.

A trailhead will be established at or near the southern terminus, Gateway Overlook, Butler Recreation Area and the northern terminus. Trail heads will include parking, benches, lighting, emergency call box, pavilion, restroom and water.

The Eastern Loop will follow Jefferson Street from Kelson Avenue north to River Forest Road. This corridor links the urban core of Marianna to one of the region's premier natural attractions: Florida Caverns State Park. This corridor serves a dual purpose as a daily active transportation route for residents of the SR166 neighborhoods and as recreational/tourism connector from the broader region to experience the trail journey.

The trail will follow SR166 in curvilinear alignment wherever the right-of-way allow for deviation from the roadway edge. As the corridor transitions north, trail alignment will embrace natural topography and native tree canopy.

Xeriscaping along SR166 will emphasize native species tolerant of roadway runoff and compacted soils. The visual buffer between the trail and roadway will be reinforced with mid-height plantings that reduce noise and headlight intrusion for trail users without creating line-of-sight conflicts at driveways and intersections.

**Project Name: CITY OF MARIANNA MULTIUSE TRAIL
Western Loop**

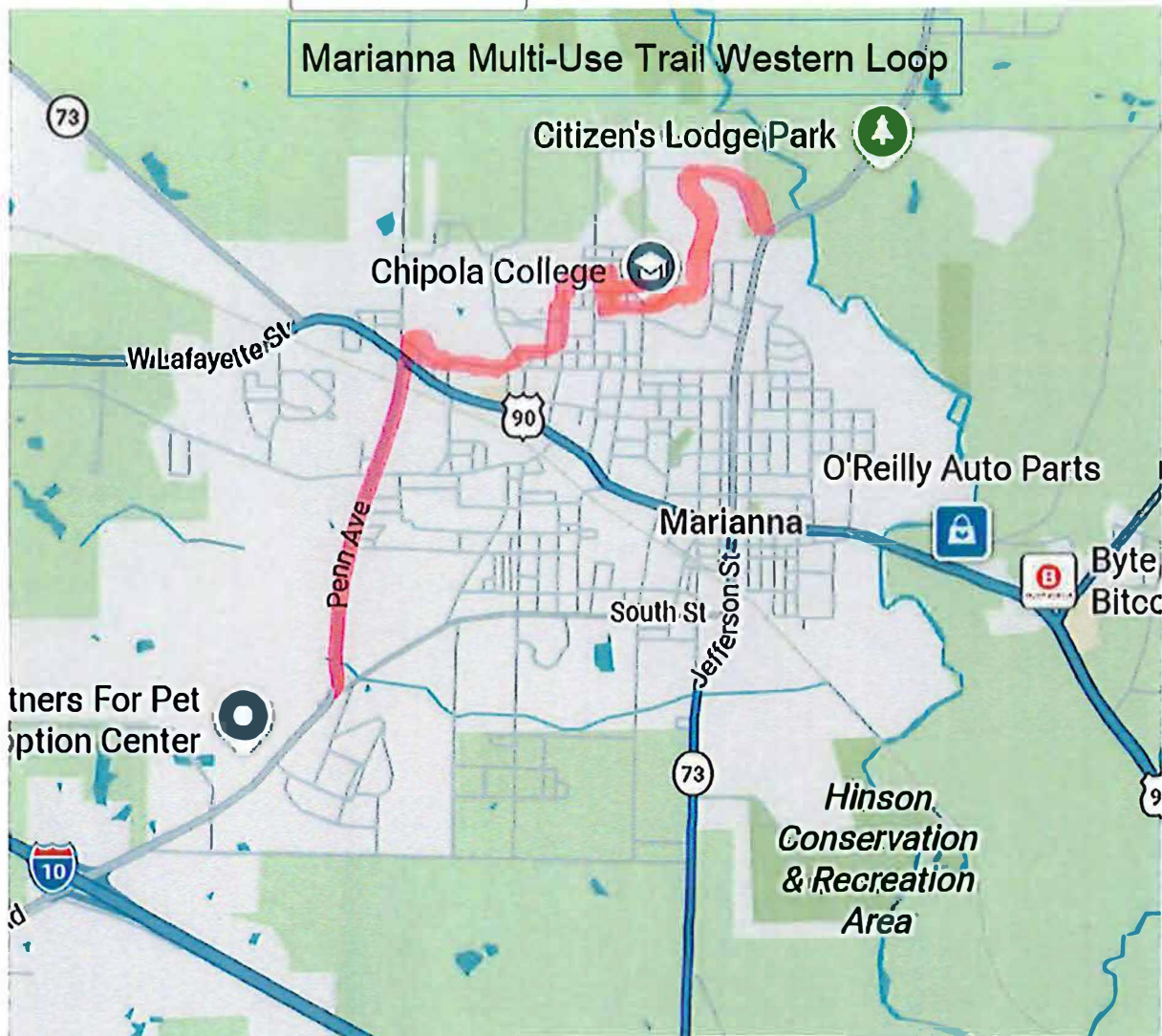
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<https://www.arpc.org/regional-rural-transportation-plan>

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1. Map Updates



Road/Facility: SR276 (Penn Avenue), Bumpnose Road, connection to Carter's Mill Road, Hospital Drive, 5th Avenue, College Street, Indian Circle, Longhouse court, Prough Drive

From: Penn Avenue/South Street intersection To: Prough Drive/River Forest Road intersection

2. Project Status Updates N/A

3. Project Narrative Expansions N/A

4. Project Priority Reorganization N/A

A maximum of 2 projects can have their regional priorities elevated in the RRTP per annual update (Region-wide).

5. Project Additions

Note: Projects cannot be swapped.

A maximum of 2 projects may be added to the RRTP per annual update (Region-wide).

Projects that are not regionally significant will have to wait for a major update.

What to submit:

- Documentation the project is in the CIE 5-year Capital Improvement Schedule
- Documentation the project addition has been approved at a Board of County Commissioners meeting.
- GIS file of the project, if possible
- A detailed self-ranking of the project based off the submitted updated project narrative. Use the current scoring criteria, which can be found in the Projects Element of the RRTP.

What to submit:

Each county may submit up to two projects total.

1. Will the project pass through a municipality? Yes, City of Marianna
2. Road/Facility: SR276 (Penn Avenue)
3. Project limits

Approximately 9 miles

From: Penn Avenue/South Street Intersection
To: Prough Drive/River Forest Road

4. Improvement: Construct the western loop of a multi-use trail loop around Marianna

Capital Improvements Element Balance Sheet										
Fiscal Year: 2025-2026										
Infrastructure Category	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Source				
Multi-Use Trail Development for Bicycle and pedestrian connecting Chipola College, downtown, Chipola River, Jackson Hospital, and Endeavor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000,000.00	State or Federal Grants



BOARD of COUNTY COMMISSIONERS

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Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 4, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely, ^

Donnie Branch

District 4 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Piers

District 2
Edward Crutchfield

District 3
Paul Donofrio, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 2, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely, 

Edward Crutchfield
District 2 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofrio, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 3, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

During my six years serving Jackson County as a Commissioner, the City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-526-6641 if you have any questions or require further clarification.

Sincerely, 

Paul A. Donofrio Jr.
District 3 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofrio, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

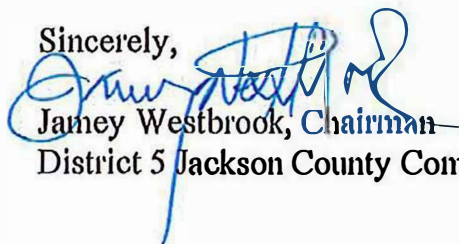
To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 5, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely,



Jamey Westbrook, ~~Chairman~~
District 5 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofrio, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 23, 2026

To Whom it may concern:

The City of Marianna has proposed constructing a multi-use trail surrounding Marianna to provide alternative transportation paths for our citizens. As a Jackson County Commissioner serving District 1, I have been asked to support adding the City of Marianna's proposed Multi-use trail project to the Regional Rural Transportation Plan (RRTP).

The City of Marianna and Jackson County successfully collaborated on many community development initiatives that benefited both entities. The construction of the proposed multi-use trail would improve safety and provide viable alternative transportation options for Marianna's citizens and those living outside the city limits.

I ask that you accept this letter as evidence of my strong support for adding the City of Marianna's Multi-use trail project to the Regional Rural Transportation Plan. Please call me at 850-482-9633 if you have any questions or require further clarification.

Sincerely,

Dr. Willie E. Spires

District 1 Jackson County Commissioner

Commissioners

District 1
Dr. Willie Spires

District 2
Edward Crutchfield

District 3
Paul Donofro, Jr.

District 4
Donnie Branch

District 5
Jamey Westbrook

5. Project Category: (Only one. Refer to the RRTP) Bicycle/Pedestrian

6. Explanation of why this project wasn't included in the inaugural Plan:

One of the County Technical Advisory Committee members shared that the committee was not completely aware of the City's Multi-use trail plans because members thought the Marianna MultiUse Trail was in the beginning stages when the inaugural plan was approved. Since that time, the City has made great strides to prioritize establishing and publicizing the trail, especially since it improves the health and safety of citizens and visitors and attracts economic development.

7. Explanation of why this project should be added:

The City of Marianna Multi-Use Trail should be advanced as a priority investment. It directly addresses documented safety risks, improves equitable access, and strengthens multimodal connectivity while aligning with national and state transportation goals. The project is consistent with guidance from the Florida Department of Transportation, the National Roadway Safety Strategy, and the Florida Strategic Highway Safety Plan, incorporating Vision Zero principles that prioritize the reduction of fatal and serious injury crashes.

First, the project responds to a clear safety need. Many corridors serving workforce housing, schools, and essential services lack pedestrian and bicycle infrastructure, forcing residents into unsafe conditions. The addition of a buffered, shared-use path is an evidence-based safety countermeasure shown to reduce crashes and conflict points while supporting users of all ages and abilities.

Second, the project advances equity. Jackson County has a low-to-moderate income (LMI) population exceeding 51%, meaning a significant portion of residents rely on non-automobile travel. By connecting neighborhoods to employment, education, healthcare, and recreational destinations, the trail removes transportation barriers and supports disadvantaged populations.

Third, the project enhances connectivity across all modes—linking local streets, state corridors, and regional destinations—thereby serving local, regional, and statewide transportation functions. It also strengthens network redundancy, reducing transportation system vulnerability during emergencies by providing alternative routes and usable emergency shoulders.

Fourth, the project incorporates cost-effective and resilient design strategies. A phased implementation, combined with a Cost-Benefit Analysis framework, demonstrates long-term savings through reduced crash costs, improved public health outcomes, and increased economic activity. Nature-based solutions, including xeriscaping and stormwater infiltration, reduce runoff impacts and long-term maintenance costs.

Fifth, the system is designed for future mobility. It supports micromobility, shared-use transportation, electric vehicles, and emerging automated vehicle integration, while solar-powered lighting ensures continuity during power outages.

Ultimately, this project represents a strategic, evidence-based investment in safety, resilience, and economic vitality for Marianna and the broader region.

The project provides needed a trail link within a minority CRA district. The trail connects neighborhoods, public offices, an autism school, a community center and local businesses along a State Road.

What is important about this project

What makes this project important is that it meets people where they already are—along corridors where residents are currently walking, biking, and accessing daily needs, often without adequate infrastructure. This project represents a targeted, evidence-based safety intervention aligned with the Florida Department of Transportation, the National Roadway Safety Strategy, and the Florida Strategic Highway Safety Plan, incorporating Vision Zero principles to reduce fatal and serious injury crashes. Providing a buffered, shared-use facility is a proven countermeasure that reduces conflict points and improves safety for pedestrians, cyclists, and motorists.

The project is equally important because of who it serves. Jackson County has a low-to-moderate income (LMI) population exceeding 51%, meaning many residents depend on non-automobile travel. By improving access for individuals without reliable transportation, families in workforce housing, children walking to school, and seniors accessing healthcare, the project advances equity and aligns with Safe Streets for All (SS4A) priorities.

This project significantly enhances connectivity across multiple modes and scales. It links neighborhoods to schools, higher education, parks, healthcare facilities, employment centers, and commercial areas, while also connecting to state and regional corridors. This strengthens the transportation network, reduces vulnerability during emergencies by providing alternative routes and emergency shoulder space, and supports national and statewide mobility goals.

From a cost-benefit perspective, the project is a highly efficient investment. A phased implementation strategy, combined with reduced crash costs, improved public health outcomes, and increased economic activity, demonstrates long-term value. Nature-based solutions such as xeriscaping and stormwater infiltration reduce runoff impacts and maintenance costs, while enhancing environmental resilience.

The system is designed for long-term performance and future mobility. Solar-powered lighting ensures continuity during power outages, and the corridor supports micromobility, shared-use transportation, electric vehicles, and emerging automated vehicle integration.

Ultimately, this project delivers lasting benefits—reducing crashes, improving access, strengthening resilience, and creating a safer, more connected, and economically vibrant community.

One reason this project is important is because of people walking within the right-of-way and along the roadside of SR276, which is heavily traveled in higher rates of speed. SR276 is a corridor for traffic exiting I-10 into the city, including semi truck and bicycle traffic. In 2018 an APA CPAT produced a document noting the need for safer bicycle lanes and sidewalks along SR276. A multi-use trail with buffers is the perfect solution.

Additionally, SR276 is an important link within the City's Multi-Use Trail, connecting to the South Street portion of the trail currently being funded by FDOT for construction.

The Western Loop is a critical link for tourism and economic development in a minority residential area and business district. The City of Marianna has been designated a Rural Area of Opportunity. The median household income in Jackson County is well below State average. Approximately 19.5% of residents live below poverty level and 26.7% of children living in poverty. Economic development and tourism can help a community like Marianna not only by bringing in money, but by strengthening the long-term health of the community itself-creating jobs, supporting local businesses improving infrastructure and restoring civic confidence.

The Western Loop also provides a SR10/downtown link to a City Community Center, Autism educational facility, Convention Center, and museum. This link is important for providing physical and mental health prospects for students, visitors and neighborhoods. The project potentially can be a spur into downtown for day trip tourists visiting the convention center and museum.

The Western Loop also provides a downtown link to Chipola College which the City plans to connect to Jackson Hospital in the future. This link is important for providing physical and mental health prospects for students and neighborhoods. With the City link added medical students and employees will have walking access from Jackson Hospital to Chipola College to recreational areas.

8. Project Narrative (to use for scoring):

The City of Marianna envisions a connected, resilient, and livable community where residents and visitors can move safely and comfortably across all modes of transportation. The proposed Multi-Use Trail establishes a curvilinear, ten- to twelve-foot-wide shared-use path that encircles the city and is anchored by seven strategically located trailheads providing parking, restrooms, water, lighting, and seating. This system transforms Marianna's transportation and recreation landscape by delivering a safe, accessible, and attractive multimodal network aligned with the Florida Department of Transportation, the National Roadway Safety Strategy, the Safe Streets and Roads for

All, and the Florida Strategic Highway Safety Plan, incorporating Vision Zero principles to eliminate fatal and serious injury crashes.

Designed with buffered separation from traffic, centerline striping, and high-visibility crossings, the trail applies proven safety countermeasures that reduce crashes and conflict points. This is especially critical in Jackson County, where over 51% of residents qualify as low-to-moderate income (LMI), and many rely on walking, biking, or shared transportation options. The project advances equitable access by connecting neighborhoods to schools, healthcare, parks, employment centers, and regional destinations, supporting local, statewide, and national mobility functions.

The system enhances network resilience by providing alternative routes during emergencies, incorporating stabilized shoulders for emergency response, and reducing transportation network vulnerability. Nature-based solutions—including xeriscaping, tree canopy, and stormwater infiltration—reduce runoff impacts, improve environmental performance, and lower long-term maintenance costs.

A phased implementation and Cost-Benefit Analysis strategy demonstrate strong return on investment through reduced crash-related costs, improved public health outcomes, increased tourism, and economic activity. Solar-powered lighting and emergency systems ensure continuity during power outages.

Designed for the future, the corridor supports micromobility, shared-use transportation, electric vehicles, and emerging automated vehicle integration. Collectively, this project represents a cost-effective, evidence-based investment in safety, resilience, and connectivity—positioning Marianna as a forward-thinking, healthy, and economically vibrant community.

SR276 is a principal arterial carrying significant traffic volumes through a corridor that is rapidly developing with residential subdivisions, apartments, commercial services and institutional land uses. The project's trail delivers a critical safe alternative for cyclists and pedestrians who currently have no separated facility along this heavily traveled route. A ten to twelve foot wide paved shared use trail setback from travel lanes with a vegetative buffers as set forth in the current edition of the Florida Greenbook and FDOT Plans preparation Manual is planned. The curvilinear alignment will gently follow the natural topographic character of the road with grade transistions designed to maintain the five percent maximum running slope and provide level rest areas at reasonable intervals.

Xeriscaping along SR276 will emphasize native species tolerant of roadway runoff and compacted soils. The visual buffer between the trail and roadway will be reinforced with mid-height plantings that reduce noise and headlight intrusion for trail users without creating line-of-sight conflicts at driveways and intersections.

A trailhead will be established at or near the southern terminus at a location accessible from SR276 and South Street with adequate driveway access meeting FDOT spacing and design standards, Other trailheads will be located near Bumpnose Road, and Chipola

College. Trailheads will include lighting, parking, benches, pavilions, water, restrooms, and emergency call boxes.

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Kim Cole Sweazy, Community Development

SUBJECT: Request: Board review and selection of new members for the
2026 Affordable Housing Advisory Committee (AHAC)- Kim Cole
Sweazy, Community Development Director

Background:

Strategic Plan Goal: Vibrant & Growing Economy
Healthy & Safe Communities

Previous Action: At the May 12, 2026, regular meeting, the Board elected to table the AHAC review and selection. The notice to apply for vacancies was e-mailed to all municipalities in Jackson County, all Citizen's Academy graduates, placed on Jackson County's social media platforms and the County webpage, and posted in the legals section of the Jackson County Times and the Graceville News. The applicants for the vacancy were notified the item would be heard at the May 26, 2026, BOCC meeting and were invited to be present to address the Board.

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Community Development

Reviewed By: Kim Cole Sweazy
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to select applicants to fill four vacancies on the AHAC list to be presented for approval and appointment at the June 9, 2026 Board meeting.



COMMITTEE APPLICATION FORM

Thank you for your interest in serving the community as a committee member. Please complete this application form and return it to the Jackson County Administration Office, 2864 Madison Street, Marianna, FL 32448. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about the various committees, please visit our website at jacksoncountyfl.gov. If you have any additional questions, contact Sarah Sun at (850) 482-9633 or via e-mail at suns@jacksoncountyfl.gov. Some Committee appointments require Financial Disclosure as outlined in Section 112.3145(1)(a), Florida Statutes.

Name: Charlene Trickey-Durham		
Street Address: [REDACTED]		
City: Grand Ridge	State: FL	Zip Code: 32442
Email Address: [REDACTED]		
Home Telephone:	Work Telephone:	Cell Telephone: [REDACTED]

Committee Applying For (full list available at _____):

Affordable Housing Advisory Committee (AHAC)

Background (List any related experiences, skills, or qualifications):

I am a local business owner in the county, in which I operate multiple small businesses. Through these roles, I work with clients, vendors and visitors regularly, which has given me a strong understand of both tourism and local economy. Currently, I serve on the Jackson County Tourist Development Council, where I help support initiatives and promote growth for our community.

Additionally, and personally, I am a foster mom and have a personal connection to how important housing can be for a family.

Why are you interested in this committee (s):

I care deeply about the growth and future of Jackson County and I want to be part of making sure that growth is handled in a way that supports both our local families and economies.

I would love the opportunity to contribute a practical, real-world perspective to the committee and help be part of thoughtful, long-term solutions that benefit the county as a whole.

Sign: Char Date: April 22nd, 2026



COMMITTEE APPLICATION FORM

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Name: Jennie Ann Dean		
Street Address: [REDACTED]		
City: Marianna	State: FL	Zip Code: 32446
Email Address: [REDACTED]		
Home Telephone: n/a	Work Telephone: n/a	Cell Telephone: [REDACTED]

Committee Applying For (full list available at _____):

Affordable Housing Advisory Committee

Background (List any related experiences, skills, or qualifications):

I bring over 15 years of experience working directly with community members through my service as both a Board Member and former employee of Chipola Area Habitat for Humanity, including serving as Board President. In these roles, I regularly engaged with individuals and families facing housing and cost-of-living challenges, giving me a strong, firsthand understanding of the barriers to affordable housing in our community.

My experience includes advocating for affordable housing initiatives, collaborating with local organizations, and helping individuals navigate complex systems and connect with available resources. Through this work, I developed strong skills in communication, problem-solving, and building partnerships across diverse groups.

I am deeply committed to expanding access to safe, affordable housing and bringing a practical, community-informed perspective to decision making. I would contribute a collaborative approach, informed by both leadership experience and direct engagement with residents, to support the committee's work.

Why are you interested in this committee (s):

I am interested in serving on Jackson County's affordable housing committee because I have seen firsthand the impact that safe, stable housing has on individuals and families, as well as the challenges many face in accessing it. Through my years of work with Habitat for Humanity, I've developed a strong understanding of the barriers to affordable housing and the importance of thoughtful, community-focused solutions.

I'm motivated by the opportunity to contribute to decisions that directly affect housing access in our community, and to help ensure that growth and development remain inclusive and sustainable. Serving on this committee would allow me to continue advocating for practical solutions while working collaboratively with others to address the critical needs in Jackson County.

Sign: _____

Jennie Ann Dean

Date: _____

4/10/25



COMMITTEE APPLICATION FORM

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Name: <u>KEVIN SURA</u>		
Street Address: <u>[REDACTED]</u>		
City: <u>MARIANNA</u>	State: <u>FL</u>	Zip Code: <u>32408</u>
Email Address: <u>[REDACTED]</u>		
Home Telephone: <u>—</u>	Work Telephone: <u>—</u>	Cell Telephone: <u>[REDACTED]</u>

Committee Applying For (full list available at _____): <u>AHAC.</u> <u>Affordable Housing Advisory Committee.</u>
Background (List any related experiences, skills, or qualifications): <u>27 yrs Lic. REALTOR,</u> <u>EXPERIENCE IN ALL ASPECTS RELATING TO REAL ESTATE.</u> <u>CONSTRUCTION, LAND & HOUSING DEVELOPMENT,</u>
Why are you interested in this committee (s): <u>HOUSING, AFFORDABILITY, DEVELOPMENT, AND A DESIRE</u> <u>TO BE INVOLVED IN OUR LOCAL HOUSING JACKSON CTY,</u> <u>MARIANNA, FL,</u> <u>CODE ENFORCEMENT</u>

Sign: [Signature] Date: 4/14/2026



COMMITTEE APPLICATION FORM

Thank you for your interest in serving the community as a committee member. Please complete this application form and return it to the Jackson County Administration Office, 2864 Madison Street, Marianna, FL 32448. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about the various committees, please visit our website at jacksoncountyfl.gov. If you have any additional questions, contact Sarah Sun at (850) 482-9633 or via e-mail at suns@jacksoncountyfl.gov. Some Committee appointments require Financial Disclosure as outlined in Section 112.3145(1)(a), Florida Statutes.

Name: Elizabeth Winskey		
Street Address: [REDACTED]		
City: Marianna	State: FL	Zip Code: 32448
Email Address: [REDACTED]		
Home Telephone:	Work Telephone: 850-390-4520	Cell Telephone: [REDACTED]

Committee Applying For (full list available at _____):

Affordable Housing Advisory Committee

Background (List any related experiences, skills, or qualifications):

Volunteers of America of Florida since 2024
Low Income, and Affordable Housing and Property Manager 2017-Currently
Familiarity with federal, state, and local housing laws and regulations.
Familiarity with Rural Development, HUD, Tax Credit, HOME, SHIP funding program requirements.
Project management for affordable housing development.
Community outreach
Fair housing credentials

Why are you interested in this committee (s):

My interest in the Affordable Housing Advisory Committee stems from a deep commitment to my hometown to ensure that housing remains accessible, equitable, and sustainable in all communities- especially those historically underserved. I believe that housing is a fundamental human right, and that affordable housing is essential to economic stability, public health, and community resilience.

Sign: _____

A handwritten signature in black ink, appearing to read "Elizabeth Winskey", is written over a horizontal line.

Date: **04/10/2026**



COMMITTEE APPLICATION FORM

Thank you for your interest in serving the community as a committee member. Please complete this application form and return it to the Jackson County Administration Office, 2864 Madison Street, Marianna, FL 32448. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about the various committees, please visit our website at jacksoncountyfl.gov. If you have any additional questions, contact Sarah Sun at (850) 482-9633 or via e-mail at suns@jacksoncountyfl.gov. Some Committee appointments require Financial Disclosure as outlined in Section 112.3145(1)(a), Florida Statutes.

Name: Danielle Newsome		
Street Address: [REDACTED]		
City: Campbellton	State: FL	Zip Code: 32426
Email Address: [REDACTED]		
Home Telephone:	Work Telephone:	Cell Telephone: [REDACTED]

Committee Applying For (full list available at _____): Affordable Housing Advisory
Background (List any related experiences, skills, or qualifications): Construction and Development for 20+ years Recently passed General Contractors Exam and intend to use it to provide affordable housing for low and fixed income households.
Why are you interested in this committee (s): There is a huge need for affordable housing in Jackson County. I believe I can bring a fresh perspective to the committee. I would like the chance to learn and bring more affordable housing opportunities to the residents in our county.

Sign: *WD Newsome* Date: *4/10/26*



COMMITTEE APPLICATION FORM

Thank you for your interest in serving the community as a committee member. Please complete this application form and return it to the Jackson County Administration Office, 2864 Madison Street, Marianna, FL 32448. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about the various committees, please visit our website at jacksoncountyfl.gov. If you have any additional questions, contact Sarah Sun at (850) 482-9633 or via e-mail at suns@jacksoncountyfl.gov. Some Committee appointments require Financial Disclosure as outlined in Section 112.3145(1)(a), Florida Statutes.

Name: Rebecca Robinson		
Street Address: [REDACTED]		
City: Greenwood	State: FL	Zip Code: 32443
Email Address: [REDACTED]		
Home Telephone:	Work Telephone:	Cell Telephone: [REDACTED]

Committee Applying For (full list available at _____): Affordable Housing Advisory Committee
Background (List any related experiences, skills, or qualifications): Licensed real estate agent with experience in residential and land sales across the Central Florida Panhandle, with a primary focus on Jackson County. Closed approximately \$16.5 million in sales over the past two years, with the majority of transactions in the local market. Extensive experience representing buyers, providing direct insight into affordability challenges, financing obstacles, and housing availability. Knowledge of financing types including FHA, USDA, VA, and conventional loans.
Why are you interested in this committee (s): I am interested in serving on the Affordable Housing Committee because I want to deepen my understanding of local housing programs, including the SHIP program, so I can better assist buyers in our community. In my role as a real estate agent, I frequently work with individuals and families who could benefit from affordable housing resources but are not always aware of what is available or how to access it.

Sign: Rebecca Robinson Date: 04/10/2026



COMMITTEE APPLICATION FORM

Thank you for your interest in serving the community as a committee member. Please complete this application form and return it to the Jackson County Administration Office, 2864 Madison Street, Marianna, FL 32448. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about the various committees, please visit our website at jacksoncountyfl.gov. If you have any additional questions, contact Sarah Sun at (850) 482-9633 or via e-mail at suns@jacksoncountyfl.gov. Some Committee appointments require Financial Disclosure as outlined in Section 112.3145(1)(a), Florida Statutes.

Name: Larry Wooley		
Street Address: [REDACTED]		
City: Marianna	State: FL	Zip Code: 42446
Email Address: [REDACTED]		
Home Telephone:	Work Telephone:	Cell Telephone: [REDACTED]

Committee Applying For (full list available at _____):
Jackson County Affordable Housing Committee

Background (List any related experiences, skills, or qualifications):
I'm a state certified residential contractor and own part of a successful building company. We build several houses a year right here in this county.

Why are you interested in this committee (s):
Affordable housing is important for the success of this county. Housing seems to be a big hold back on keeping people here in the county. People need to be educated on what affordable housing is and how it can be achieved. Affordable housing can be achieved.

Sign: J. Way Date: 5/4/2026



COMMITTEE APPLICATION FORM

Thank you for your interest in serving the community as a committee member. Please complete this application form and return it to the Jackson County Administration Office, 2864 Madison Street, Marianna, FL 32448. Committee applications are kept on file and reviewed as necessary to fill vacancies. For more information about the various committees, please visit our website at jacksoncountyfl.gov. If you have any additional questions, contact Sarah Sun at (850) 482-9633 or via e-mail at suns@jacksoncountyfl.gov. Some Committee appointments require Financial Disclosure as outlined in Section 112.3145(1)(a), Florida Statutes.

Name: Teresa Cheryl Bruton		
Street Address: [REDACTED]		
City: Marianna	State: FL	Zip Code: 32446
Email Address: [REDACTED]		
Home Telephone: [REDACTED]	Work Telephone:	Cell Telephone:

Committee Applying For (full list available at <u>AHAC</u>):
Background (List any related experiences, skills, or qualifications): 30 years in the mortgage industry. MAA member, CMB (Certified Mortgage Banker - Residential) and MBA member.
Why are you interested in this committee (s): Affordable housing is a vital need in all communities. I am from the area and this has long been a struggle for this and the surrounding communities and neighborhoods in this county and other counties in Florida.

Sign: *Teresa Cheryl Bruton* Date: **05.19.2026**



JACKSON COUNTY COMMUNITY DEVELOPMENT

BUILDING SERVICES | CODE ENFORCEMENT | GIS MAPPING | HOUSING | PLANNING

Mapping the Past • Building the Present • Planning for the Future

4979 Healthy Way, Suite B. Marianna, FL 32446 PH: 850.482.9637 FAX: 850.482.9846

MEMORANDUM

DATE: May 19, 2026
TO: Board of County Commissioners
FROM: Kim Cole Sweazy, Community Development Director
RE: Selection of Affordable Housing Advisory Committee Members

The AHAC is an integral part of the Statewide Housing Initiatives Partnership (SHIP) program. F.S. 420-9076 mandates the committee to be composed of 8 to 11 members from actively engaged representatives of the following categories:

- A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- A citizen who is actively engaged as a for-profit provider of affordable housing.
- A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- A citizen who resides within the jurisdiction of the local governing body making the appointments.
- A citizen who represents employers within the jurisdiction.
- A citizen who represents essential services personnel, as defined in the local housing assistance plan.
- Actively serving on the local planning committee;
- Elected board member.

The seven returning committee members represent the following categories:

- Regina Hargis-Williams-Banking or mortgage industry-Marianna;
- Lee Gause-For-profit provider of affordable housing-Marianna;
- Kevin Yoder-Not-for-profit provider of affordable housing-Marianna;
- Joelle Roberts-Real estate professional-Marianna;
- Kimberly Walters-Representative of essential services personnel-Marianna;
- Robert Arnold-Actively serving on the local planning committee-Marianna;
- Jamey Westbrook-Elected board member-Bascom

APPLICATIONS RECEIVED TO FILL THE FOUR REMAINING SEATS:

1. **Labor in residential home building industry in connection with affordable housing**
Danielle Newsome – general contractor, **Campbellton**
2. **Advocate for low-income persons**
Elizabeth Winskey – Volunteers of America community manager, **Marianna**
3. **Not for profit provider of affordable housing**
Jennie Ann Dean – Habitat for Humanity volunteer, **Marianna**
4. **Real estate professional for affordable housing**
Rebecca Robinson – licensed realtor, **Greenwood**
5. **Resides within the local jurisdiction**
Charlene Trickey-Dunham – business owner, **Grand Ridge**
6. **Residential home building industry in connection with affordable housing**
Kevin Sura – licensed realtor, **Marianna**
7. **Residential home building industry**
Larry Wooley – state certified builder and owner of building company, **Marianna**
8. **Banking or Mortgage industry**
Cheryl Bruton – mortgage industry, **Marianna**

The vacancies were advertised in the Jackson County Times, the Graceville News, posted on the County's social media platforms, e-mailed to Citizen's Academy graduates, and e-mailed to each municipality in Jackson County.

AGENDA ITEM # 11242026-159
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: , Administration

SUBJECT: Consent Agenda Items

Background:

Strategic Plan Goal:

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Administration

Reviewed By: Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation:

Potential Motion: I move to approve.

AGENDA ITEM # 11242026-160
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: , Finance

SUBJECT: Request: Pay Bills - Finance

Background:

Strategic Plan Goal:

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Finance

Reviewed By: Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation:

Potential Motion: I move to approve.

AGENDA ITEM # 5202026-526
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Marie Richards, Finance

SUBJECT: Request: Board approval of Meeting Minutes - Marie Richards,
Finance

Background: May 12, 2026 Regular Meeting
May 12, 2026 Special Meeting

Strategic Plan Goal: Sustainable Services & Budgeting

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Finance

Reviewed By: Marie Richards
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to approve the Minutes as presented.

**REGULAR MEETING
MAY 12, 2026**

The Jackson County Board of Commissioners and Industrial Licensing Board met in regular session on Tuesday, May 12, 2026, at 9:00 AM in Board Chambers and via ZOOM/YouTube. Commissioners present were as follows: Chairman Jamey Westbrook, Paul Donofro, Donnie Branch, Edward Crutchfield and Dr. Willie Spires. Others attending were: Jim Dean, County Administrator, Clayton Knowles, County Attorney, Clay Rooks, Clerk of Court and Tony Pumphrey, Finance Officer.

Commissioner Branch led the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

Jim Dean, County Administrator, presented the Agenda with the addition of Section I, Item 1a - Discuss the Burn Ban and Section IV, Item 9 – Approval of Annual Rural County 911 Grants. A motion was made by Commissioner Donofro, seconded by Commissioner Branch and carried unanimously to approve the agenda as amended.

Don Showalter, Florida Forestry Service and Charles Brunner, Fire Rescue Chief discussed lifting the Burn Ban. A motion was made by Commissioner Branch, seconded by Commissioner Donofro and carried unanimously to lift the Burn Ban.

Kelsi Jackson, TDC Director presented a request to adopt Proclamation 26-12 recognizing May 3-9, 2026 as National Travel and Tourism Week. A motion was made by Commissioner Donofro, seconded by Commissioner Branch and carried unanimously to adopt Proclamation 26-12 recognizing May 3-9, 2026 as National Travel and Tourism Week and authorize the Chairman to sign.

Jim Dean presented a request to review and select new members for the 2026 Affordable Housing Advisory Committee (AHAC). AHAC is an integral part of the Statewide Housing Initiatives Partnership (SHIP) program. As Florida Statute F.S. 420-9076 mandates, the committee is to be composed of 8 to 11 members from actively engaged representatives of the following categories:

- Residential home building industry
- Banking or mortgage industry
- Home Building Labor Industry
- Advocate for low-income persons
- For-profit provider of affordable housing
- Not-for-profit provider of affordable housing
- Real estate professional
- Citizen of the jurisdiction
- Representative of employers in the jurisdiction
- Representative of essential services personnel
- Actively serving on the local planning committee
- Elected board member

Seven (7) of the 2025 committee members have agreed to serve on the 2026 AHAC. The returning members represent the following categories:

1. Regina Hargis-Williams – banking or mortgage industry
2. Lee Gause – for-profit provider of affordable housing
3. Kevin Yoder – not-for-profit provider of affordable housing

REGULAR MEETING

MAY 12, 2026

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4. Joelle Roberts – real estate professional
5. Kimberly Walters – representative of essential services personnel
6. Robert Arnold – actively serving on the local planning committee
7. Jamey Westbrook – elected board member

Below are the applications received to fill the four (4) remaining seats:

1. Labor in residential home building industry in connection with affordable housing – **Danielle Newsome** – general contractor, Campbellton
2. Advocate for low-income persons – **Elizabeth Winskey** – Volunteers of America community manager, Marianna
3. Not for profit provider of affordable housing – **Jennie Ann Dean** – Habitat for Humanity volunteer, Marianna
4. Real estate professional for affordable housing – **Rebecca Robinson** – licensed realtor, Greenwood
5. Resides within the local jurisdiction – **Charlene Trickey-Dunham** – business owner, Grand Ridge
6. Residential home building industry in connection with affordable housing – **Kevin Sura** – licensed realtor, Marianna
7. Residential home building industry – **Larry Wooley** – state certified builder and owner of building company, Marianna
8. Resides within the jurisdiction – **Tim Bennett** – retired government administrator and U.S. Marine - He requested his application be **WITHDRAWN**

Commissioner Donofro recommended Jennie Ann Dean and Charlene Trickey-Dunham. Elizabeth Winskey, Volunteers of America, spoke. Kevin Sura, Realtor, spoke. Daniel Newsome, Contractor, spoke. Charlene Trickey-Dunham, Small Business Owner and foster parent, spoke. Commissioner Spires requested staff specifically let the Municipalities know of openings for committees and such and not just rely on the newspaper and/or social media or website posts. A motion was made by Commissioner Donofro, seconded by Commissioner Crutchfield but failed 2-3 (Branch, Spires, Westbrook opposed) to appoint the four (4) applicants that spoke today during the meeting. After further discussion, a motion was made by Commissioner Spires, seconded by Commissioner Branch and carried 3-2 (Donofro and Crutchfield opposed) to table the request until the May 26, 2026, regular meeting to allow staff to contact the municipalities and the Board to review the applicants.

Jim Dean for Kim Cole Sweazy, Community Development Director, presented a request to re-appoint a District 1 Planning Commissioner and an At-Large Planning Commissioner for an additional three-year term beginning April 1, 2026, and ending March 31, 2029. A motion was made by Commissioner Spires, seconded by Commissioner Crutchfield and carried unanimously to re-appoint Leontyne Clay, District 1 and Harrold Hatcher, At-Large to the Planning Commission for a three-year term.

Jim Dean for Amber Barnes, Community Development, presented a request to set a Public Hearing for May 26, 2026, at 6:00 PM to discuss The Towers LLC Telecommunications' request for construction of a 255-foot Wireless Telecommunications Facility with a 10-foot lighting rod on property leased from the Quinton and Janette Anglin Revocable Trust. The proposed tower will be located on the west side of Sylvania Plantation Road approximately .55 miles northwest of the intersection of Sylvania Plantation Road and Fort Road. A motion was made by Commissioner Spires, seconded by Commissioner Crutchfield and carried unanimously to set a Public Hearing for May 26, 2026 at 6:00 PM to discuss The

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Towers LLC Telecommunications' request for construction of a 255-foot Wireless Telecommunications Facility to be located on the west side of Sylvania Plantation Road approximately .55 miles northwest of the intersection of Sylvania Plantation Road and Fort Road.

Consent Agenda Items -

- a. Request: Pay Bills
- b. Request: Approval of Meeting Minutes for April 28, 2026, Regular Meeting and April 28, 2026, Special Meeting - Workshop
- c. Request: Approval of Right-of-Way Use Permit with Tritech Wireless d/b/a Tritech Fiber to install fiber optic lines and handholds on multiple roads south of Graceville.
- d. Request: Approval to Renew Fire Alarm Inspection Services at the EOC with TCB Electronics at a cost of \$150 per inspection

A motion was made by Commissioner Branch, seconded by Commissioner Spires and carried unanimously to approve the consent agenda.

Darwin Gilmore, President & CEO Jackson County Economic Development, presented a request to approve a Memorandum of Understanding (MOU) between West Jackson County Development Authority (WJCDA), the City of Graceville, and FAST, a Florida Company. This is a fast-food restaurant requesting up to \$100,000 in incentives from the WJCDA funds to be paid in increments. These would be reimbursement funds. Michelle Watkins, City of Graceville Manager, answered questions from the Board. The county attorney will create an official agreement later to be approved by the Board. Money can be clawed back if they don't fulfill their obligations. A motion was made by Commissioner Spires, seconded by Commissioner Crutchfield and carried unanimously to approve the MOU with FAST, authorize the use of Restricted Funds held by WJCDA and authorize the Chairman to sign.

Jim Dean for Jammie Jeter, Chief of Corrections, presented a request that Jackson County Correctional Facilities transition from in-person visitation to one free video visit per week to combat illegal drugs and contraband. Other surrounding counties have already transitioned from in-person visits to video visits. Chief Jeter answered questions from the Board. A motion was made by Commissioner Donofro, seconded by Commissioner Crutchfield and carried unanimously to transition the Corrections Facility to video visits.

Jim Dean for Jeffrey Register, Road and Bridge Director, presented a request to approve Work Change Directive #2 with Extreme Land Restoration in the amount of \$57,332.88 for the Pooser Road Project (RB-2425-02) to be paid from contract contingency. Bowden Howell, Alday Howell Engineering (AHE), answered questions from the Board. A motion was made by Commissioner Donofro, seconded by Commissioner Branch and carried unanimously to approve Work Change Directive #2 with Extreme Land Restoration in the amount of \$57,332.88 for the Pooser Road Project (RB-2425-02) to be paid from contract contingency and authorize the Chairman to sign.

Jim Dean for Tyler Schaeffer, Procurement Officer, presented a request to approve the evaluation criteria and the ranking committee for RFP2526-19 - Land Surveying Services. The current contract, 2021-24 Land Surveying Services, will end on July 27, 2026. Staff recommendations for the ranking committee are as follows:

- Rett Daniels, Deputy Administrator - Field Operations

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- Kim Cole Sweazy - Community Development Director
- Timmothy Perry - Road and Bridge Assistant Director

Below are the recommended weighted evaluation criteria. Since surveying services fell under the Consultants' Competitive Negotiation Act, price can't be a criterion for evaluation, and the county shall negotiate with the selected proposer.

- Firm's Qualifications and Capabilities 25%
- Qualifications and Abilities of Professional Personnel 25%
- Client References for Similar Projects 25%
- Experience on Similar Projects 25%

A motion was made by Commissioner Crutchfield, seconded by Commissioner Branch and carried unanimously to approve the evaluation criteria and ranking committee for RFP2526-19 – Land Surveying Services.

Jim Dean for Lucas Mayo, Grants/Contracts Manager, presented a request to approve Amendment #1 to V0253 Non-Qualified Opioid Settlement Agreement with Bid Bend Community Based Care, Inc dba NWF Health Network for the Community Paramedic Program. The Amendment increases funds that may be received during the State FY 25-26 from \$139,587.00 to \$141,499.00. A motion was made by Commissioner Spires, seconded by Commissioner Crutchfield and carried unanimously to approve Amendment #1 to V0253 Non-Qualified Opioid Settlement Agreement with Bid Bend Community Based Care, Inc dba NWF Health Network for the Community Paramedic Program increasing funds that may be received during the State FY 25-26 from \$139,587.00 to \$141,499.00 and authorize the Chairman to sign.

Jim Dean for Lucas Mayo presented a request to approve Amendment #5 to the Cultural Facilities Grant with the Department of State, Division of Arts and Culture for the Endeavor Museum Phase I: Renovation. This Amendment will extend the grant agreement period from June 30, 2026, to September 30, 2026. A motion was made by Commissioner Crutchfield, seconded by Commissioner Spires and carried unanimously to approve Amendment #5 to the Cultural Facilities Grant with the Department of State, Division of Arts and Culture for the Endeavor Museum Phase I: Renovation and authorize the Chairman to sign.

Jim Dean presented a request to approve a Road Swap between Jackson County and the City of Marianna. Currently the City owns Old Cottondale Road from Penn Avenue West to the city limits, and the County owns Milton Avenue from the "Y" at Harrison and Milton to Old Cottondale Road. The City is proposing a swap of these segments. The reason for the swap per the City is that the City would like to construct a sidewalk in the right of way from the "Y" South to Old Cottondale Road to connect their existing sidewalk and construct a sidewalk from Hwy 90 North to the "Y", to facilitate foot traffic at Gibbs Village. The Interlocal Agreement has been reviewed and approved by Legal. Rett Daniels answered questions from the Board. After some discussion, a motion was made by Commissioner Spires, seconded by Commissioner Crutchfield and carried 4-1 (Donofro opposed) to table the request.

Daniel Warren, E911 Director, presented a request to approve two (2) Annual Rural County 911 Grants with the Department of Management Services - 26-04-18 and 26-04-19 combined totaling \$180,000. A motion was made by Commissioner Crutchfield, seconded by Commissioner Donofro and carried

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unanimously to approve two (2) Annual Rural County 911 Grants with the Department of Management Services - 26-04-18 and 26-04-19 and authorize the Chairman to sign.

Jim Dean stated during a review by the Florida Division of Emergency Management (FDEM) who were looking for documents associated with claims to FDEM and FEMA; they identified a couple of things they couldn't find for a past project, such as an Ad in the Newspaper for an RFQ and a Notice to Proceed. If staff can't find the documentation, staff will need to do another RFQ and another Newspaper Ad to process those claims. After some discussion, a motion was made by Commissioner Donofro, seconded by Commissioner Branch and carried unanimously to authorize staff to move forward with an RFQ and Newspaper Ad if necessary and the Board would be the ranking committee.

Jim Dean stated there has been a request to build a solar/battery farm on Hwy 231 South at the county line. This could possibly be an AI Data Center. He is requesting direction if staff should do nothing and evaluate the request as is or create a Temporary Moratorium restricting AI Data Centers in the county. Kim Cole Sweazy answered questions from the Board and mentioned that AI Data Centers use water resources and that the Governor did sign into law that any AI Data Center that uses resources (water and electricity), the AI Data Center pays for the resources themselves. Darwin Gilmore stated he is skeptical about this project but that AI Data Centers in general have a positive tax impact (franchise fees) and could be good for the county. Discussion continued. Kim Cole Sweazy stated a Temporary Moratorium would allow the county time to put in place what policies would be needed to guide the process in the future. Staff would need 6-12 months to see what the state and/or other counties/municipalities' policies are that she could model the county after. Attorney Knowles recommended the county wait until the Governor's law takes effect July 1, 2026. After further discussion, a motion was made by Commissioner Spires, seconded by Commissioner Branch and carried unanimously to follow Attorney Knowles advice and not set a Temporary Moratorium until after July 1, 2026, when the state law is effective.

Chairman Westbrook adjourned the meeting at 10:25 AM.

SPECIAL MEEING
MAY 12, 2026

The Jackson County Board of Commissioners and Industrial Licensing Board met in special session on Tuesday, May 12, 2026, at 11:00 AM in Board Chambers and via ZOOM/YouTube. Commissioners present were as follows: Chairman Jamey Westbrook, Paul Donofro, Donnie Branch, Edward Crutchfield and Dr. Willie Spires. Others attending were: Jim Dean, County Administrator, Clayton Knowles, County Attorney, Clay Rooks, Clerk of Court and Tony Pumphrey, Finance Officer.

Kelsi Jackson, Tourist Development Council (TDC) Director, presented the Endeavor Museum Business Plan and Immediate Short-Term Goals. The TDC has reviewed and approved the Plan. She presented the following:

- Project Vision
- Why this matters
- What we're creating
- Community Driven Process
- Exhibit Focuses
- Visitor Experience
- Tourism Opportunity
- Keys to success
- Financial Strategy
- Economic Impact

After the presentation, Kelsi Jackson answered questions from the Board.

Kay Shepard, TDC member, spoke.

Leon Kelley, former employee from Dozier in 2011, spoke.

After further discussion, by consensus, staff will bring this back at the May 26, 2026, Regular meeting.

Chairman Westbrook adjourned the meeting at 12:01 PM.

AGENDA ITEM # 5122026-514
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Kelsi Jackson, Jackson County Tourist Development Council

SUBJECT: Request: Board adoption of TDC Museum Business Plan and
Short Term Goals - Kelsi Jackson, TDC Director

Background: This is a request for Board adoption of the Museum Business Plan and Short Term Goals. BOCC was provided a presentation on 5/12/26 and requested additional time to review. TDC is recommending the adoption of the plan and goals. Realtor sees no potential issues with trail system so long as the trails are done alongside roadways as a type of sidewalk.

Strategic Plan Goal: Vibrant & Growing Economy

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Jackson County Tourist Development Council

Reviewed By: Kelsi Jackson
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to adopt the Museum Business Plan and Short Term Goals and authorize the Chairman to sign.



Jackson County Museum and Dozier Memorial Park Business Plan

Jackson County Board of County Commissioners

Draft - May 2026

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1. Executive Summary

The Jackson County Museum and Dozier Memorial Park is a forward-looking initiative designed to honor the past, engage the present, and create a meaningful cultural asset for the future. Led by the Jackson County Board of County Commissioners and the Jackson County Tourist Development Council, this project will transform the former Dozier School for Boys campus into a place of education, reflection, and community connection.

The Arthur G. Dozier School for Boys operated in Marianna from 1900 until its closure in 2011. Over time, the site became the subject of statewide and national attention due to reports and investigations into its history. While many aspects of that history have long been known within the local community, the renewed attention has created an opportunity for Jackson County to take a proactive role in shaping how the full story is preserved, understood, and shared. This project seeks to provide thoughtful context—acknowledging the complexities of the past while ensuring the broader history of Jackson County is also represented.

Following the transfer of the property to Jackson County, and in the wake of Hurricane Michael in 2018, the County began re-envisioning the site as a place of opportunity and growth. Today, Endeavor Park is emerging as a hub for economic development and community services, including the Endeavor Convention Center, NextStep at Endeavor Academy, and residential and rehabilitation programs that serve diverse community needs.

At the heart of this transformation is the Jackson County Museum and Dozier Memorial Park. The museum, located in the historic cafeteria building, will feature exhibits highlighting the people, places, and defining moments of Jackson County's history. Surrounding the museum, the memorial park will provide outdoor spaces for reflection, including walking trails, interpretive signage, and connections to the existing White House Monument.

In partnership with Emancipation Day of Northwest Florida, plans are also proposed for an adjacent Emancipation History Museum. Together, these efforts will create a more comprehensive and inclusive cultural destination, offering multiple perspectives that contribute to a deeper understanding of the region's history.

This business plan outlines a phased and financially responsible approach to development, emphasizing grant funding, community partnerships, and long-term sustainability. Through this initiative, Jackson County has the opportunity to create a destination that supports tourism, strengthens community identity, and ensures that the stories of this place are preserved with context, care, and purpose.

2. Museum Overview and Acknowledgements

The Jackson County Museum and Dozier Memorial Park will serve as a cornerstone of cultural and historical preservation in Marianna, Florida. By integrating an indoor museum, outdoor memorial park, and community gathering spaces, the project is designed to offer a well-rounded visitor experience that connects people to the history, heritage, and natural resources of Jackson County.

The museum will feature a range of exhibits focused on five core themes: ecological history, agriculture, the Dozier School for Boys, military history, and significant people and places that have shaped the county. These exhibits will combine artifacts, storytelling, and interactive elements to create an engaging and educational environment for visitors of all ages. The Children's Discovery Center and flexible programming spaces will further support family engagement, school partnerships, and community use.

The surrounding memorial park will extend the visitor experience beyond the walls of the museum, offering walking trails, interpretive signage, and spaces for reflection that connect key locations across the historic campus. Together, the museum and park will create a destination that encourages exploration, learning, and meaningful engagement with the site.

This plan is the result of a comprehensive, community-driven process rooted in collaboration and public input. Jackson County hosted a series of workshops across all five districts, providing opportunities for residents, stakeholders, and partner organizations to share their perspectives, stories, and ideas. Additional input was gathered through exhibit applications, stakeholder meetings, and ongoing coordination with local leaders, educators, historians, and nonprofit partners. This process has helped ensure that the museum reflects the voices, values, and vision of the community it serves.

The following individuals, organizations, and partners played an important role in the development of this project and plan:

Jackson County Board of County Commissioners, Past and Present

Dr. Willie Spires, District 1	Alex McKinnie, District 1
Edward Crutchfield, District 2	Clint Pate, District 2
Paul Donofro Jr., District 3	Eric Hill, District 3
Donnie Branch, District 4	Jim Peacock, District 5
Jamey Westbrook, District 5	

Jackson County Tourist Development Council, Past and Present

Allen Ward	Kelly Ziglar
Edd Sorenson	Tracy Hagan
Kerrie Brogdon	Jason Johnson
Kerri Eaton	Mark Panichella
Sami Almaswarmi	Eric Pratt
Phil Spyckaober	Mystie Richards

Jacob Strickland
Linda Wilson
Commissioner Clint Pate
Commissioner Jim Peacock
Commissioner Paul Donofro
Travis Ephriam
Arthur Obar

Chuck McIntosh
Salina O'Brien
Kenneth Hamilton
Garrett Caudill
Charlene Trickey Durham
Kay Shepard
Jay Player

Museum Steering Committee, Past and Present

Lillie Clark
Maria Johnson
Travis Blanton
Paul Smith
John Hamilton
Travis Ephriam
Linda Franklin
Jacob Strickland
Pat Crisp
Jim Dean
Commissioner Pate
Kenny Griffin

Leon Kelly
Tori Willis
Debbie Dennis
Kallie Smith
Hunter Potts
Byron Dickens
Tammy Dasher
Ronda Burke
Ann Marie Shelton
Kimberly Walters
Michael Murray
Melissa Myers

Project Leadership and Staff, Past and Present

Christy Andreasen, TDC
Dylan Bass, TDC
Daniel Darbyshire, TDC
Kelsi Jackson, TDC
Chastity Sheffield, TDC
Brian Walker, TDC
Wilanne Daniels, BOCC

Karlyn Tidwell, BOCC
Rett Daniels, BOCC
Hunter Potts, BOCC
Sarah Sun, BOCC
Lynsey Darragh, BOCC
Lucas Mayo, BOCC
Jim Dean, BOCC

Local Governments, Community Partners, and Organizations

City of Marianna
Town of Sneads
Town of Alford
Town of Bascom
Town of Campbellton
Emancipation Day Festival of NWFL
Chipola Historical Trust
Jackson County Republican Club
American Legion Auxiliary Unit 100
Chipola Regional Arts Association

Two Egg TV / Dale Cox
Jackson County School District
Main Street Marianna
Jackson County Chamber of Commerce
Jackson County Economic Development
Committee
NextStep at Endeavor Academy
Jackson County Rotary Club
Jackson County Joy Club
Marianna Woman's Club

Community Workshop Participants

Judy Stanton	Mark Skinner
Bill Stanton	Kenny Griffin
Robert Daffin	Roy Johnson
Rhonda Dykes	Mark Johnson
Kelsi Jackson	Nadine Standland
Chastity Sheffield	Michelle Porter
Leon Kelly	Roger Clay
Melissa Myers	Chalullah Clay
Kim Walters	Betty James
Commissioner Dr. Willie Spires	John Alter
Commissioner Paul Donofro	Billy James
Jim Dean	Elizabeth Alter
Kay Shepard	Mary Pettis
Samantha Angersbrandt	Rick Pettis
Byron Dickens	Shelley Murray
Tammy Billups	Michael Murray
Kallie Smith	Leontyne Clay
Peyton Gay	Annie Porter
George Gay	Curley Spires Porter
Ronda Burke	D. Scott Yant

3. Mission and Vision

Mission: Our mission is to preserve, interpret, and celebrate the rich history, cultural heritage, and natural wonders of Jackson County, Florida. Through engaging exhibits, immersive educational programs, and meaningful partnerships, we honor the past, connect with the present, and inspire future generations.

Vision: Our vision is to be a leading cultural and historical destination, where the diverse stories and heritage of Jackson County come to life. We strive to honor our roots, preserve vital histories—including the complex history of the former Dozier School for Boys—and inspire future generations to cherish and contribute to the shared legacy of our community.

4. Historical Significance

The Arthur G. Dozier School for Boys operated from 1900 until its closure in 2011 and has since been the subject of significant state and national attention. Investigations and historical accounts have brought increased awareness to the experiences of those who lived there, including reports of mistreatment and the identification of burial sites on the property. This project seeks to provide a space for reflection and remembrance while contributing to a broader understanding of both the site's history and the wider story of Jackson County.

5. Keys to Success

- Community Engagement: Actively involve residents and stakeholders in the museum's development and programming.
- Sustainable Funding: Develop diverse revenue streams, including grants, donations, and earned income.
- Educational Partnerships: Collaborate with schools, universities, and advocacy groups to create meaningful programming.
- Visitor-Centered Design: Prioritize accessibility, inclusivity, and innovative visitor experiences.

6. Market Opportunity

Tourism

Jackson County, Florida is a small, rural destination located in the Panhandle, uniquely positioned within driving distance of several major Southeastern travel markets and high-traffic tourism hubs. The county sits along primary north-south corridors used by travelers heading to and from Central and South Florida destinations like Walt Disney World and Legoland, and it is proximate to highly popular destinations such as Panama City Beach, 30A, Tallahassee, Jacksonville, Pensacola, Fort Walton-Destin, Apalachicola, Port St. Joe, and Dothan, Alabama. For travelers coming from Atlanta, Birmingham, Dallas-Fort Worth, Nashville, and other major Southern cities, Jackson County serves as a natural and accessible stopover — and increasingly, a destination in its own right.

Jackson County's current tourism brand centers around its exceptional outdoor assets. Known for its natural beauty, the area is home to Florida Caverns State Park — one of the state's only publicly accessible dry cave systems — as well as Jackson Blue Springs, the Chipola River, Lake Seminole, and extensive hiking, paddling, and fishing opportunities. However, the local tourism offering is heavily skewed toward outdoor experiences, with few indoor options available, particularly for families or groups during inclement weather. Given Florida's frequent summer rainstorms, heat advisories, and red flag beach days, this lack of all-weather attractions creates a missed opportunity to capture visitor traffic from neighboring beach destinations seeking alternative experiences.

The Jackson County Museum and Dozier Memorial Park will help fill this gap in the market by providing a meaningful, engaging indoor experience for heritage travelers, families, and day-trippers alike. Its development represents an important diversification of the county's tourism portfolio, supporting longer visitor stays, greater year-round resilience, and broader appeal.

Target Markets

- Local residents seeking a deeper understanding of their community's history.
- Domestic tourists interested in Florida's historical and cultural narratives.
- School groups and educational institutions.
- Advocacy organizations and survivor networks.
- Interstate travelers looking for a convenient cultural stopover.

Dozier Memorial Park

The Dozier School for Boys has garnered significant national attention following its closure in 2011 and subsequent investigations into its grounds. The attention offers a unique opportunity to expand upon the existing Dozier Memorial at the White House monument, transforming it into a comprehensive site for reflection, education, and hope. However, any use of the Dozier name must be undertaken with sensitivity. Messaging and branding must be crafted with extreme care to ensure that the tone is respectful and historically accurate, and embrace both the good and bad aspects of the Dozier's history. The goal is to provide a space for healing, remembrance, and learning — and in doing so, support the economic and cultural revitalization of Jackson County.

Plans for this expanded memorial include creating spaces that allow visitors to reflect on the past while emphasizing stories of resilience and redemption. Thoughtfully designed areas within the memorial park will invite contemplation, offering a message of healing for the community as it moves forward. The narrative of the property's transformation mirrors the journey of boys who left Dozier, highlighting themes of renewal and progress.

Marketing efforts will capitalize on this national interest, positioning the museum and memorial as a destination for those seeking to understand and learn from history. By leveraging the site's significance, the project can draw visitors from across the country, creating lasting economic and cultural benefits while honoring those impacted by the school's legacy.

In addition to its natural assets, Jackson County holds significant — though complex — cultural relevance due to the national attention surrounding the Dozier School for Boys. The institution's complex and often controversial history has been the subject of ongoing national conversation, including investigative reports, documentaries, and dramatizations such as *The Nickel Boys* (based on the Pulitzer Prize-winning novel), *Deadly Secrets: The Lost Children of Dozier*, and the upcoming series *Boys School*. Despite no current interpretive infrastructure, visitors familiar with the story already stop by the site, seeking reflection and connection.

The development of the Jackson County Museum and Dozier Memorial Park offers an opportunity to create a structured, thoughtful response to this public interest. With careful curation and community engagement, the site can become a respectful space for education, commemoration, and dialogue. Strategically naming the facility to include "Dozier Memorial Park" honors that history while also serving as a marketing mechanism — leveraging the name recognition of Dozier to draw travelers from major highways and into the underdeveloped

Endeavor Park area of Marianna. This awareness will serve as an anchor attraction that can drive broader redevelopment in the area, including walking trails, future exhibit spaces, educational installations, and community gathering places.

Economic Impact

The Jackson County Museum and Dozier Memorial Park is expected to generate substantial economic benefits for the local community:

- **Estimated Costs:** The construction and opening phases of the museum and memorial park are projected to cost roughly \$8-15 million. These costs include facility renovations, exhibit design, and operational setup.
- **Job Support:**
 - **Direct Jobs:** Approximately 100-200 jobs will be supported during the construction phase, including roles in construction, design, and project management.
 - **Indirect Jobs:** An additional 100-200 jobs will be supported through local suppliers, hospitality, and services during construction.
 - **Operational Jobs:** The museum is expected to support 4-10 permanent positions for curators, educators, administrative and facilities staff, and visitor services. This number will vary depending on revenue and operational growth and scale.
- **Visitor Spending:**
 - **Museum Spending:** Visitors are projected to spend an average of \$20 per visit at the museum on admissions, gift shop purchases, and donations.
 - **Local Economy:** An average visitor is expected to spend an additional \$50-100 per day on accommodations, dining, and local attractions. With an estimated 20,000 annual visitors in the first three years, this translates to \$1-2 million in additional revenue for local businesses.
- **Multiplier Effect:** The increased economic activity from visitor spending is anticipated to support local jobs, generate tax revenue, and enhance community infrastructure.

7. Visitor Experience

The Jackson County Museum and Dozier Memorial Park is uniquely positioned to serve a wide variety of visitor types, each bringing a different set of expectations and benefits to the site. Our visitor audience includes local residents, regional and national heritage tourists, school groups, advocacy and survivor communities, and families traveling through the Northwest Florida region. Each of these groups plays a critical role in the success of the museum, not only by providing attendance and revenue but by helping shape the museum as a shared space for learning, reflection, and community connection.

An especially important consideration in our visitor landscape is the presence of NextStep at Endeavor Academy — a post-secondary transition program for adults with autism located nearby at Endeavor Park. This program serves neurodivergent individuals and will be a natural partner and audience for the museum. Our visitor planning will intentionally include design strategies and interpretive tools that are sensory-friendly, adaptable, and inclusive for neurodivergent guests.

Educational

Educational programming will form the backbone of the visitor experience, with engaging workshops, guided tours, and hands-on activities for diverse age groups. Special events such as guest lectures, storytelling sessions, and commemorative ceremonies will provide deeper insights into the history of Jackson County and the Dozier School for Boys.

In addition, the museum will include a dedicated Children's Discovery Center, a hands-on interactive space tailored to younger audiences. This child-friendly zone will promote curiosity and learning through tactile displays, storytelling corners, puzzles, and discovery games — and will be located adjacent to the African American Heritage Museum, creating an ideal connection point for family learning experiences.

Immersive and Interactive

The museum will use dynamic, tactile, and immersive storytelling techniques to enhance visitor engagement. This includes object-based storytelling, soundscapes, and digital screens that share survivor stories and archival content.

Hands-on artifact stations, replica documents, and participatory storytelling projects will allow visitors of all ages to interact directly with history. For neurodivergent visitors, we will offer quiet spaces, sensory toolkits, and clearly designated calm zones throughout the museum.

Additionally, outdoor elements will enhance interactivity. A sitewide interpretive trail system is envisioned, including walking paths, historical markers, shaded rest points, and integrated storytelling panels. These paths will help connect the Jackson County Museum with the White House monument, African American Heritage Museum, and future installations throughout Endeavor Park — allowing for expanded learning opportunities and longer stays.

Innovative

The museum will incorporate rotating exhibits to keep content fresh and encourage return visits. These exhibitions will cover both the history of the Dozier School and broader stories from Jackson County, including agriculture, ecological, important people or places, and military-focused history.

We will also feature community-curated exhibits that invite residents, artists, and students to contribute. Through oral histories and changing narratives, the space will remain alive and responsive to contemporary conversations. As an extension of this work, the museum can explore developing a community memory archive — a physical and digital space for preserving photos, stories, and mementos shared by the public.

Engagement and Retention Strategies

We recognize that enhancing visitor comfort and convenience leads to longer visits and increased spending. To that end, we are exploring the development of a café or small restaurant in the museum space. Located in the former cafeteria of the Dozier School, this café would not only serve visitors but help interpret the building's original function. Original cafeteria tables have been preserved, and 1–2 will be respectfully reserved as a living memorial for the boys who once sat there.

The café could partner with local food providers, offer regional specialties, and provide an additional revenue stream for the museum. With its close proximity to the White House monument, the café entrance will allow for easy visitor access and support walk-up visitation, particularly for those coming to reflect at the memorial.

To further support longer visits throughout the entire site, public-access restrooms will be incorporated into the design. These restrooms will be accessible even during times when the museum itself is closed, recognizing that visitors may come at any time to experience the outdoor components of the memorial and interpretive park.

Sitewide Experience and Destination Integration

Strategic placement within the Endeavor Park campus positions the museum alongside major new developments, including the proposed African American Heritage Museum and the County-owned Endeavor Convention Center. These assets will create a cohesive cultural corridor, connected by signage, unified branding, and coordinated programming.

Beyond the Endeavor site, the museum experience will be promoted as a complement to Jackson County's existing tourism attractions, including Florida Caverns State Park, Jackson Blue Springs, and the Chipola River. As an all-weather, indoor alternative, the museum offers a crucial asset for visitors impacted by inclement weather — a common occurrence during peak visitation months. By pairing outdoor adventure with historical and cultural learning, the museum will help increase the average length of stay in the county and support higher per-visitor spending.

8. Exhibit Development

The Jackson County Museum is committed to building a thoughtful and mission-driven collection that supports education, storytelling, and preservation. To ensure a cohesive and inclusive narrative, the Museum will collect artifacts and develop exhibits based on five core areas:

1. Ecological History – Natural resources, native species, waterways, conservation.
2. Agricultural Heritage – Farming tools, equipment, oral histories, and food systems.
3. Dozier School for Boys – Artifacts, documents, and oral histories that respectfully interpret the history and legacy of the school.
4. Military History – Service records, uniforms, photographs, and narratives of local veterans.
5. Important People and Places – Stories, memorabilia, and items related to notable individuals and landmarks in Jackson County.

Application and Review Process

To maintain integrity and alignment with the Museum's mission, artifact and exhibit submissions will follow a structured process:

1. Submission – Individuals interested in donating or loaning objects must complete the official *Exhibit Application* form, providing documentation of provenance, object history, and condition. Applications are submitted to the Executive Director.
2. Preliminary Review – The Executive Director and museum staff will perform an initial assessment of the proposed item's condition, historical significance, and relevance to the museum's collection scope.
3. Committee Review – Proposals that meet initial criteria are forwarded to the Museum Advisory Committee for further evaluation. The committee will assess historical value, condition, ethical considerations, and storage/display feasibility.
4. Approval and Accession – If approved, items may be classified as either Accessioned Acquisitions (permanent collection) or Non-Accessioned materials (for temporary or research use), in accordance with the Collections Management Policy.
5. Deed of Gift or Loan Agreement – Upon acceptance, the donor signs a legal agreement transferring ownership or outlining the terms of a temporary loan.
6. Cataloging and Care – Artifacts are documented, cataloged, and stored in accordance with conservation best practices.

Only items with clear legal title and appropriate documentation (provenance, condition reports, etc.) will be considered. All donations must align with the Museum's strategic goals and available resources for care and conservation.

Exhibit Development Strategy

Exhibit themes will be developed around the five focus areas with a rotating display strategy to keep content fresh and allow deeper exploration of Jackson County's rich history. Exhibit designs will include:

- Permanent interpretive displays tied to core focus areas.
- Traveling Exhibits sourced from external institutions or curated locally for specific themes.
- Rotating Special Exhibits updated quarterly or biannually to reflect new research, community stories, or anniversaries.
- Interactive Exhibits using QR codes, augmented reality, and multimedia stations to offer immersive experiences.

Exhibits will prioritize local history and will center narratives around the Dozier School for Boys and Jackson County's evolving identity. Programming will be built alongside exhibit development, including:

- Lecture series
- School and group tours
- Public history workshops
- Day camps and teacher resources

Through this process, the museum ensures historical integrity, broad community engagement, and stewardship of artifacts that preserve Jackson County's story for generations to come.

9. Marketing Plan

Marketing for the Jackson County Museum and Dozier Memorial Park will be approached through a phased strategy that evolves alongside the physical development of the site. The goal of the marketing plan is to build public awareness, generate long-term community support, promote tourism, and ensure the museum's mission is effectively communicated through every stage of its development and operation.

Phase 1: Awareness and Brand Foundation

The initial phase will focus on building awareness of the project and establishing a strong, credible brand. A dedicated website and social media presence will be created early in the process to serve as a digital hub for updates, storytelling, and stakeholder engagement. These platforms will feature key information such as the museum's vision, project timeline, fundraising campaigns, how to get involved, and public documents related to the project. A blog will serve as a storytelling tool — sharing updates, behind-the-scenes content, personal stories, and community outreach.

A cohesive visual identity will be developed during this phase, including a logo, color palette, fonts, and messaging style. These branding elements will be designed to strike a careful balance between solemnity and inspiration, reflecting the site's complex history and its forward-looking mission. The name "Dozier Memorial Park" will serve as a central feature of this identity, capitalizing on national recognition while maintaining a tone of reverence and reflection with a positive vision centered on education, understanding, and community connection.

This phase will also include community engagement efforts to encourage input on the brand direction, including listening sessions and surveys to ensure the public feels ownership and alignment with the museum's identity.

Phase 2: Community Engagement and Content Development

With the brand and foundational platforms in place, marketing efforts will shift toward growing deeper community involvement and developing compelling content. This will include a structured call for artifacts, oral histories, photographs, and memorabilia to help build the museum's collection from the ground up.

Social media and blog content will begin to focus more on storytelling, highlighting individual narratives connected to Dozier, Jackson County's broader history, and updates on construction progress. Marketing partnerships will also be pursued with schools, civic groups, and regional museums to broaden awareness and inspire collaboration.

This phase will emphasize transparency and visibility — using digital tools, public signage, and earned media to ensure residents and stakeholders can track the project's momentum and milestones.

Phase 3: Pre-Opening and Destination Marketing

As the museum approaches opening, marketing efforts will shift toward broader promotional campaigns targeting both local audiences and regional tourists. This will include traditional advertising (print, radio, and local TV), digital media buys, search engine optimization, and paid social campaigns focused on geographic markets such as Panama City Beach, 30A, Tallahassee, Dothan, Pensacola, and I-10 corridor traffic.

Travel writers, bloggers, and influencers will be invited to preview the museum, with hosted visits and media kits designed to generate buzz. Partnership campaigns with Jackson County Tourist Development Council will integrate the museum into regional travel itineraries that also feature outdoor destinations like Florida Caverns State Park and Jackson Blue Springs. This strategy not only encourages longer stays but also strengthens Jackson County's identity as a destination that combines natural beauty with cultural depth.

A key component of this phase is sitewide marketing infrastructure, including the development of:

- Wayfinding signage throughout Endeavor Park and along major access routes to guide visitors intuitively across the property.
- Interpretive historical markers placed along walking trails and between campus buildings to create continuity in storytelling.
- Gateway signage and monument branding visible from the highway and local roadways to generate curiosity and encourage spontaneous visits.

These efforts will be supported by consistent use of the museum's visual identity, color palette, and naming convention to ensure brand recognition across all visitor touchpoints.

Phase 4: Ongoing Communications and Strategic Growth

After opening, marketing will focus on sustaining public interest, promoting new programming and exhibits, and deepening community ties. Regular updates through newsletters, blogs, and video content will highlight upcoming events, new educational offerings, and visitor stories. Loyalty-building strategies such as membership drives, referral campaigns, and cross-promotions with local businesses will be central to growing the museum's base of supporters.

Analytics from the website, social media, and ticketing systems will be used to refine messaging, identify audience segments, and assess ROI on marketing efforts. Seasonal campaigns will align with high-traffic travel periods, special commemorative dates, and school calendars to maintain a consistent and responsive promotional rhythm.

Together, this multi-phase marketing strategy will ensure that the Jackson County Museum and Dozier Memorial Park is not only successfully launched but remains a vital, visible, and valued institution for generations to come.

10. Organizational Overview

Organizational Structure

At this stage of development, the Jackson County Museum and Dozier Memorial Park is envisioned to operate under the leadership of Jackson County's existing tourism department. The museum will be incorporated into the county's broader tourism strategy and infrastructure, providing immediate organizational support, financial oversight, and marketing alignment. The existing tourism staff — comprised of an Executive Director, Program Manager, and Sales and Events Coordinator — will manage the planning, promotion, and early-phase operations of the museum project.

To streamline visitor services and ensure long-term financial sustainability, the current Jackson County Visitor Center is expected to be relocated within the museum. This co-location will enhance operational efficiency, improve the visitor experience, and reduce duplication of resources by centralizing front-line staff, printed materials, and tourism information within a single facility.

While this shared-services model provides a strong foundation, it is understood that the museum's long-term success will require dedicated staffing and a refined organizational structure. As the project moves into construction and operational phases, a formal assessment of organizational needs will be conducted. This evaluation will include:

- Hiring full-time museum staff, such as a Museum Curator, Visitor Services Coordinator, and general museum staff responsible for the preservation and interpretation of exhibits.
- Recruiting part-time and seasonal staff to support visitor services, event coordination, and daily operations.
- Establishing a facilities and operations team responsible for the care and maintenance of the physical site, including walking trails, restrooms, and shared spaces.
- Exploring the creation of a governing board or advisory council, potentially in partnership with an established nonprofit, to oversee museum governance, fundraising, and long-term planning.

Café and Concessions Model

A café or restaurant is a key component of the visitor experience strategy, particularly given the historic use of the building as the former cafeteria of the Dozier School for Boys. Rather than operating the food service in-house, the current plan is to work with a **third-party concessionaire** to manage and operate the café under contract. This model, commonly used in Florida's state park system, would allow for professional food service operations without placing the administrative burden on museum staff.

This third-party partnership will offer financial benefits through rental or revenue-sharing agreements while also adding value to the visitor experience with quality refreshments and a

welcoming atmosphere. A portion of the original cafeteria tables will be retained in the café, with one or two tables reserved as part of a permanent memorial — honoring the memory of the boys who once sat there.

Organizational Sustainability and Long-Term Planning

To ensure sustainability, the museum's leadership will explore the establishment of a **supporting nonprofit or 501(c)(3) foundation** that can serve as a fundraising and advocacy arm. This organization would manage private donations, seek grants, and oversee the creation of an **endowment fund** dedicated to long-term financial health. These steps will allow for greater flexibility in funding sources, increased donor confidence, and improved access to philanthropic and institutional support.

In summary, while the museum will initially be operated through Jackson County's tourism department, the organizational framework will remain flexible and adaptive as the project evolves. Careful planning will be undertaken to ensure the right balance of public-sector support, nonprofit partnership, and private-sector engagement is maintained — building an institution that is both professionally managed and deeply connected to its community.

11. Financial Overview

The financial strategy for the Jackson County Museum and Dozier Memorial Park is built on a phased development model that aligns with available resources, grant funding timelines, and long-term sustainability goals. Recognizing both the scale and sensitivity of the project, a deliberate and responsible financial approach will be essential to its success — beginning with committed funds and expanding as the institution grows and diversifies its revenue streams.

Phased Development and Capital Planning

The development of the Jackson County Museum and Dozier Memorial Park will follow a structured, multi-phase model to ensure financial sustainability, cultural sensitivity, and strategic impact. Phasing allows the project to respond to funding timelines, community readiness, and partnership development while laying a strong foundation for long-term success.

Grant Dependency and Development Timeline

The successful development of the Jackson County Museum and Dozier Memorial Park is closely tied to securing grant funding. While initial funding has been obtained to support early phases — including a \$500,000 Cultural Facilities Grant with a \$500,000 match from TDC funds — the continued construction, exhibit design, and operational build-out will require additional financial support through state, federal, and private grant cycles.

Because each major phase of the project is dependent on the availability and timing of grant awards, delays in funding may directly impact the project timeline. If grants are not secured or if awarded amounts fall short of projected needs, construction and exhibit development may be extended or phased further over time. For this reason, the project team is committed to maintaining flexibility in planning, building strong grant applications, and exploring diverse revenue strategies to reduce financial risk.

Phase One: Shell Rebuild and Structural Stabilization

This initial phase focuses on preserving the structural integrity of the former Dozier School cafeteria building — the future home of the museum. Key components include:

- Roof replacement and reinforcement
- Reconstruction of exterior walls
- Installation of new windows and doors
- Site waterproofing and exterior envelope sealing

This work will be completed using the \$500,000 Cultural Facilities Grant awarded by the State of Florida and a \$500,000 match from the Jackson County Tourist Development Council.

Phase Two: Interior Systems and Infrastructure

Phase Two brings the building to functional condition and prepares it for occupancy. This includes:

- HVAC installation
- Full electrical and lighting systems
- Plumbing, restrooms, and fire safety systems
- Framing and construction of interior walls
- Accessibility and code compliance improvements

Completion of this phase creates a usable, climate-controlled environment ready for public-facing components.

Phase Three: Exhibit Planning and Design

This phase involves the hiring of a professional exhibit designer to lead development of the museum's interpretive plan. Deliverables include:

- A comprehensive narrative and spatial layout
- Storyboarding, community story collection, and artifact review
- Schematics and technology needs for future fabrication
- Budget estimates for implementation

Grant funding will be essential to initiate this phase, with applications planned to NEH, IMLS, and other cultural funders.

Phase Four: Exhibit Fabrication and Installation

Once designs are finalized and funded, the project will enter the exhibit fabrication phase:

- Custom fabrication of display cases, panels, and AV components
- Mounting and preservation of artifacts
- Installation of interactive and sensory-friendly elements
- Final walkthroughs and layout refinement

Phase Five: Café Build-Out and Concessionaire Partnership

Simultaneously, the museum will begin developing the café space within the original cafeteria footprint, which will generate earned revenue while aligning with the museum's interpretive tone. This includes:

- Installation of kitchen infrastructure and visitor dining area
- Preservation of historical features, including original tables
- Reserved memorial tables for those who attended Dozier
- RFP process for identifying a third-party concessionaire

Phase Six: Sitewide Memorial Park and Interpretation Development

In tandem with interior progress, this phase focuses on creating a respectful and immersive outdoor experience for visitors exploring the full Endeavor property and memorial park. Key deliverables include:

- **Walking Trail System:** Paved or natural trails guiding visitors through significant locations on the property, with shaded rest stops and intentional wayfinding.
- **Interpretive Signage and Memorial Markers:** Outdoor exhibits and signage providing historical context, survivor quotes, and educational content.
- **Landscaping and Gathering Areas:** Benches, gardens, and contemplative spaces for reflection and remembrance.
- **Lighting and Safety Features:** Path lighting, emergency call stations, and ADA-accessible paths to ensure inclusive access.
- **Integration with the White House Monument:** Seamless physical and narrative connection to the existing memorial through orientation signage and directional paths.

This phase will be coordinated closely with community stakeholders and survivor representatives to ensure accuracy, dignity, and trauma-informed design. Funding will be pursued through state heritage preservation grants, philanthropic support, and corporate sponsorships.

Flexibility for Overlapping Phases

While these phases are designed in sequence, project leaders anticipate opportunities to overlap elements of Phases Four, Five, and Six if funding is secured and timelines allow. For example, concurrent progress on exhibit fabrication and café development may be achieved with a well-timed grant award or donor commitment, while the early implementation of trails and markers could support soft-launch activities and media interest even before interior exhibits are complete.

Project Costs

The development of the Jackson County Museum and Dozier Memorial Park will proceed through a phased strategy, aligning each stage with available funding and organizational readiness. Below is a summary of estimated costs by project phase. Future phases are expressed as high-level estimates to allow for planning flexibility as designs evolve and bids are secured.

Phase One: Shell Rebuild and Structural Stabilization

- **Estimated Cost: \$1,000,000**
Funding secured through: \$500,000 Cultural Facilities Grant + \$500,000 Jackson County TDC Match
- This phase includes roof replacement, exterior wall reconstruction, new windows and doors, and weatherproofing to stabilize the existing building.

Phase Two: Interior Systems and Infrastructure

- **Estimated Cost: \$800,000**
- This phase brings the interior of the facility to functional, code-compliant condition with installation of HVAC systems, electrical and lighting infrastructure, restrooms, and interior walls. This phase will also include fees related to Engineering and Architectural services from DHM.

Phases Three and Four: Exhibit Planning, Design, Fabrication, and Installation

- **Estimated Cost: \$1,014,400 to \$4,869,600**
- Cost Breakdown:
 - \$200 per sq ft (baseline): Covers basic display design and build out, such as walls, panels, lighting, and simple interactive elements.
 - \$800 per sq ft (enhanced): Includes design and more complex components such as high-end audiovisual systems, custom interactives, immersive design, and artifact-specific enclosures.
- Museum exhibit design and fabrication has a broad range of cost, starting at a minimum of \$75 per sq ft and ranging upwards of \$800 per sq ft. The building dedicated for the museum is approximately 10,144 square feet. If we were to estimate that approximately 50-60% of the space will be dedicated to exhibit space, we can estimate a range of:
 - Baseline: \$1,014,400 to \$1,217,400
 - Enhanced: \$4,057,600 to \$4,869,600
- This phase includes the production and installation of all exhibits, including display components, audiovisual systems, artifact presentation, and hands-on interpretive tools.

While these estimates reflect industry standards, there are several strategies the County may pursue to reduce overall exhibit costs without compromising visitor experience or educational value:

- **In-House Design Capabilities:** Elements such as layout planning, interpretive writing, and thematic design may be developed internally with oversight from museum staff, volunteers, or local consultants.
- **Pre-Fabricated and Modular Solutions:** Off-the-shelf or modular exhibit systems can significantly reduce fabrication costs compared to fully custom builds. These options are especially effective for rotating or temporary displays.
- **Local Partnerships:** Collaborations with regional universities (e.g., Chipola College, FSU) or skilled trades programs could offset design, carpentry, or fabrication labor costs through student-led projects or internships.
- **Donated Materials and Labor:** Support from local businesses (woodworkers, welders, printers) may help supply materials or services at reduced cost or through in-kind contributions.
- **Phased Installation:** Exhibits can be installed in phases over time, allowing fundraising and grant cycles to align with fabrication needs and spreading out expenses across multiple fiscal years.
- **Repurposed Exhibit Components:** Salvaging display cases, lighting, or digital equipment from other institutions or surplus markets can reduce capital costs.

These cost-saving approaches will be explored during the exhibit design development phase to ensure alignment with both the museum's vision and budget realities.

Phase Five: Café Build-Out and Concessionaire Integration

- **Estimated Cost: \$250,000**
- Focused on outfitting the former cafeteria space into a functional café and selecting a third-party vendor, this phase supports both the visitor experience and ongoing revenue generation.

Phase Six: Sitewide Memorial Park and Interpretation Development

- **Estimated Cost: \$500,000**
- This includes development of outdoor walking trails, interpretive signage, memorial markers, landscaping, lighting, and infrastructure that connects the museum to the White House monument and the broader Endeavor site.

This phase focuses on transforming the grounds surrounding the museum and White House monument into a reflective and educational Memorial Park. The scope includes walking trails, interpretive signage, memorial markers, landscaping, lighting, and future outdoor exhibits.

Given the nature of the site and the potential for in-house contributions, this phase will be approached in tiers, allowing certain components to be implemented more quickly and cost-effectively.

Phase Six Continued

- Tier 1: Foundational Development (Short-Term | In-House Feasible)
 - Estimated Timeline: Within 12 months
Potential Cost Range: \$10,000 – \$50,000 (based on trail material and signage approach)
This tier includes essential site enhancements that can likely be achieved using County resources, public works teams, and local partners.
 - Development of walking trails (dirt, mulch, or gravel)
 - Initial landscaping and clearing
 - Wayfinding and interpretive signage design and installation
 - Memorial markers and directional posts
 - Connecting trails between the museum, White House Monument, and existing roadways
 - Lighting along primary paths (solar where feasible)
 - *Note: By using in-house services and simplified materials, costs for this tier can be significantly reduced.*
- Tier 2: Expanded Memorial Features (Mid-Term | Grant/Donation Supported)
 - Estimated Timeline: 1–3 years
Estimated Cost: \$150,000 – \$200,000
This stage builds upon the foundational work and incorporates more structured infrastructure and permanent interpretive features:
 - Paved or ADA-accessible trail enhancements
 - Enhanced interpretive kiosks or digital stations
 - Sculpture or art installations
 - Additional seating and shaded rest areas
 - Historic landscape restoration elements (e.g., plantings representative of time periods)
- Tier 3: Family & Community Amenities (Long-Term | Funding Dependent)
 - Estimated Timeline: 3+ years
Estimated Cost: \$150,000 – \$250,000
Designed to serve community groups, families, and visitors of all ages, this final tier of the Memorial Park includes:
 - Outdoor exhibits and educational elements connected to museum themes
 - Natural play area and nature-based playground equipment
 - Picnic and gathering areas with shelters and seating
 - Interpretive gardens or raised bed learning areas
 - Potential for outdoor classroom or amphitheater space

By segmenting the Memorial Park into manageable phases and utilizing County personnel and local partnerships where possible, development can begin much sooner—potentially within the next fiscal year. Later enhancements can be implemented as grant funding, donations, and resources become available, allowing the project to grow over time while serving visitors early in the museum’s operation.

Total Estimated Project Costs

The current estimated cost of completing the Jackson County Museum and Dozier Memorial Park project is an estimated range between \$3.8 million to \$7.5 million, based on phased implementation and existing projections. However, to ensure flexibility and long-term sustainability, the planning team recognizes that total costs could realistically reach upwards of \$8-15 million. This broader estimate accounts for potential increases in construction costs, materials pricing, inflation, labor shortages, supply chain delays, tariffs, and the evolving scope of sitewide enhancements and interpretive planning.

By planning for a higher ceiling, the museum can take a more proactive and strategic approach to grant funding cycles, public-private partnerships, and philanthropic investment. This ensures the project remains adaptive to changing market conditions while maintaining a high standard of quality and community impact across every phase of development.

Post-Construction Operating Costs Overview

As the Jackson County Museum and Dozier Memorial Park transitions into full operations, it will be essential to maintain a sustainable and adaptable staffing model that supports quality visitor experiences, facility care, and community engagement. The estimates below reflect an early-stage framework for recurring personnel costs, though final staffing decisions should be informed by continued research and benchmarking against comparable museums serving similar populations.

1. Staffing and Personnel

The Jackson County Board of County Commissioners' benefits package averages approximately \$20,000. Each full time staff will be eligible for this package. The museum will operate under the leadership of Jackson County's existing tourism team, which includes:

- **Executive Director** – \$55,000 salary
- **Program Manager** – \$37,000 salary
- **Sales and Events Coordinator** - \$38,000 salary

With the large expansion of responsibilities and services, the Executive Director and Program Manager positions will need to have the salaries raised. A recommended amount of \$70,000 and \$40,000 will be factored in for the rest of these estimates.

To support the museum's day-to-day operations and visitor experience, the following additional staff will be required:

- **Curator (full-time)** – \$40,000 salary
 - (Note: This role is suggested based on common museum models, but further review is needed to determine whether curatorial functions may be fulfilled through part-time, contract-based, or shared staffing approaches.)
- **Visitor Services Coordinator (full-time)** - \$30,000 salary

- **Marketing and Communications Coordinator (full-time)** – \$35,000 salary

In addition to core staff, the museum will rely on 2–3 part-time staff, or a combination of 1 full-time and 1 part-time position, to support weekend hours, group tours, and special events.

- Part-time staffing cost (non-benefitted) – up to \$20,000 annually per person

Total Estimated Annual Personnel Cost:
\$385,000–\$405,000 (salaries + benefits)
+ \$20,000–\$60,000 (part-time wages)
= \$405,000–\$465,000 annually

The museum may also evaluate the seasonal addition of event or education staff as visitation and programming increase. It's important to note that these staffing numbers are what would be considered the baseline operational staffing model to have the museum fully functioning and operational. As the museum grows or continues to develop its operations, additional staff will be needed, which will increase the operational expenses for the facility.

Given that personnel represents the largest portion of ongoing operational expenses, the County and Tourist Development Council may evaluate alternative staffing models over time to improve efficiency and reduce long-term costs. This could include restructuring roles, sharing staff across departments or partner organizations, utilizing contract or part-time positions where appropriate, and developing partnerships with educational institutions or nonprofit entities. These approaches would allow the museum to maintain a high level of service and programming while remaining fiscally responsible and adaptable to changing operational needs.

2. Utilities and Facility Operations - Estimated Annual Cost: \$60,000–\$85,000

Ongoing facility costs will include electricity, HVAC, water, internet, waste, and basic maintenance.

3. Insurance and Risk Management - Estimated Annual Cost: \$20,000–\$30,000

Insurance needs will include building, general liability, and collections coverage. Based on similar county-owned buildings, insurance is expected to range from \$6,000–\$10,000 annually, but given the nature of the collection and increased visitor risk, a higher estimate is prudent.

4. Software and Subscriptions - Estimated Annual Cost: \$10,000–\$15,000

The museum will utilize Civic Rec for ticketing, admissions, retail, and café coordination, with additional in-house tools like Excel and shared cloud drives for exhibit tracking and database needs.

5. Professional Services and Contracts - Estimated Annual Cost: \$15,000–\$25,000

While the County will continue to provide groundskeeping and landscaping services, the museum may incur costs for:

- Website maintenance
- Exhibit servicing or tech support
- Design services
- Periodic deep cleaning or pest control

6. Programming and Rotating Exhibits - Estimated Annual Cost: Under \$10,000

In the early years of operation, programming and exhibit changes will be limited to ensure sustainable budgeting. Priority will be given to community partnerships and low-cost storytelling methods. As donor and grant support grow, these offerings will expand.

7. Supplies and Consumables - Estimated Annual Cost: \$5,000–\$10,000

Ongoing purchases will include cleaning supplies, basic office items, and restocking retail or exhibit consumables.

Total Estimated Annual Operating Costs: \$525,000 – \$640,000

This total reflects the anticipated range of post-construction operating costs for the museum's early years, based on staffing levels, county-supported services, and conservative programming expenditures. As operations scale and revenue increases, these figures may shift — particularly in areas like special events, rotating exhibits, and expanded staffing. Continued evaluation and grant support will allow the museum to adapt over time while maintaining responsible financial management.

Revenue Strategy and Sustainability

The financial sustainability of the Jackson County Museum and Dozier Memorial Park will depend on a thoughtful blend of public investment, earned revenue, private support, and strategic partnerships. While early operations may require foundational public funding, the long-term goal is to transition to a diversified and resilient revenue structure that reduces dependency on limited public resources and aligns with the museum's mission-driven growth.

Tourist Development Tax (TDT) – Strategic Use, Not Long-Term Reliance

The Jackson County Tourist Development Council (TDC) is funded through the Florida Tourist Development Tax (TDT), authorized under Florida Statute 125.0104. These funds are intended to promote tourism through marketing and destination development efforts. While TDT has played a key role in the early phases of the museum's development, including capital investment and staffing support, long-term reliance on TDT for operational expenses risks diminishing the tax's broader effectiveness.

As fewer dollars are allocated toward tourism marketing and promotion, there is a risk that overall tourism activity will decline, resulting in lower TDT revenue over time. With the continued expansion of tourism assets like the Endeavor Convention Center and Great Oaks Venue, it is essential that TDT dollars remain focused on high-ROI marketing initiatives — and that the museum builds independent revenue to support its operations.

Memberships and Community Support

The museum will offer a tiered membership program to engage the local community and provide sustainable, recurring revenue. Each membership tier is designed to be accessible while offering clear value:

- Student Pass – *Free admission* for K–12 students
- Individual Membership – \$40/year; unlimited admission and early access to events
- Family Membership – \$75/year; covers up to 5 household members
- Sustainer Membership – \$300/year; includes name recognition on the website and four quarterly guest passes
- Lifetime Membership – \$1,000 one-time gift; includes lifetime admission for up to 5 household members and recognition in online materials.

Founding Supporter Tiers (Ongoing Annual Campaign)

The museum will also cultivate a network of founding supporters — high-level donors who receive the same benefits as Lifetime Members and are recognized in perpetuity. These tiers will remain active as a recurring donor opportunity to help secure long-term sustainability.

- Supporter – \$1,000–\$4,999
- Advocate – \$5,000–\$9,999
- Builder – \$10,000–\$24,999

- Visionary – \$25,000+

Annual goal: Secure 20–30 donors across all founding tiers in the first three years, with long-term goals of building a pool of 100+ named supporters.

Grant Funding – Strategic, But Not Guaranteed

Grant funding will be a critical tool in supporting the expansion of exhibits, rotating programming, and special initiatives. However, grants are not a guaranteed source of income, and must be pursued with a clear understanding of matching requirements, limitations, and sustainability.

Grants will be prioritized for:

- Changing and rotating exhibits
- Educational partnerships and public programming
- Collections care, technology, and accessibility
- Memorial park enhancements and interpretation

Because new exhibits and programs require staff time, fabrication, and outreach, the museum will plan carefully to ensure that grant-funded initiatives do not overextend resources. Grants will supplement — not replace — core operational revenue.

Admissions and Earned Income

Admissions are expected to be a key source of annual revenue for the Jackson County Museum and Dozier Memorial Park. A straightforward, inclusive pricing model will make the museum accessible to a broad range of visitors, while encouraging families and repeat guests to return:

- Children (17 and under / K-12 students): Free
- Seniors / Military: \$7
- General Admission: \$10

Initial attendance projections will be heavily influenced by a variety of external factors, including seasonality, regional tourism trends, economic fluctuations, and weather-related impacts. For example, bad weather or red flag beach days may drive more visitors from surrounding outdoor destinations to indoor cultural attractions like the museum.

Jackson County's Florida Caverns State Park draws approximately 130,000 visitors per year. By strategically marketing to these travelers and positioning the museum as a companion destination, we estimate the museum could conservatively capture 30–50% of those visitors over time. However, actual museum attendance will be influenced by available operating hours, staffing capacity, and marketing reach—particularly in the early years of operation.

To account for these variables, projected admissions revenue has been outlined across three tiers:

Estimated Annual Admissions by Visitor Range

Visitor Volume	Avg. Admission (\$6)	Projected Revenue
Low (20,000)	\$6	\$120,000
Medium (35,000)	\$6	\$210,00
High (60,000)	\$6	\$360,000

These estimates reflect an average ticket price across all audience types. At launch, actual visitation may align more closely with the lower end of this range, especially if staffing is limited and hours of operation are reduced. In such cases, opportunities for revenue generation through special programs, group tours, or promotional packages may also be constrained.

As staffing increases and operational capacity expands, the museum should aim to grow visitation steadily through strategic marketing, community partnerships, school field trips, and collaborative efforts with other local tourism assets. Scaling admission revenue will require both a strong staffing model and continuous outreach to key markets.

By building from an initial foundation and gradually expanding hours, services, and marketing efforts, the museum can position itself for sustainable long-term growth while remaining responsive to changing tourism patterns and economic realities.

Hours of Operation

A phased approach to museum operating hours will ensure sustainability while allowing for growth in staffing, community demand, and tourism traffic. Longer evening hours will help meet a current gap in local entertainment and cultural options, giving residents and visitors an opportunity to explore after the typical workday or during slower evening periods.

Proposed Phased Hours of Operation

Phase 1 (Launch – Year 1):

- Days Open: Thursday–Sunday
- Hours: 11:00 AM – 7:00 PM
- Rationale: Focused on peak tourism and local traffic days while keeping operational costs manageable. Extended hours provide an evening option in the community.

Phase 2 (Scaling Period – Years 2–3):

- Days Open: Wednesday–Sunday

- Hours: 11:00 AM – 7:00 PM (with flexibility for seasonal adjustments)
- Rationale: Expands access midweek to accommodate school visits, group tours, and regional travelers as staffing increases.

Phase 3 (Long-Term Goal – Year 4+):

- Days Open: 7 days a week
- Hours: 10:00 AM – 7:00 PM
- Rationale: Offers consistency for tourism-driven visitation while providing extended evening hours that support local engagement, partnerships with downtown businesses, and potential for evening programming or events.

Gift Shop Sales

The museum will operate a small gift shop with mission-aligned merchandise, books, and locally made items. While this offers valuable revenue potential, sales are not guaranteed and retail margins vary.

- Estimated Average Spend per Visitor: \$8
- Estimated Conversion Rate: 30–40% of visitors
- Estimated Net Revenue: \$45,000–\$75,000 annually, after inventory costs and staffing

Educational Program Revenue

The museum will offer low-cost educational programs, including:

- Guided school group tours
- Weekend family activities (crafts, storytelling, hands-on history)
- Summer heritage day camps
- Teacher professional development workshops

These programs are intended to increase access and fulfill the museum's educational mission. While not major revenue drivers, they will generate modest income to support supplies, part-time staff, and programming expansion.

Estimated Annual Revenue: \$10,000–\$20,000

Café Concessionaire Partnership

The on-site café will be operated by a third-party vendor, with a goal of creating a welcoming, family-friendly experience without increasing overhead for the museum. Revenue will be generated through:

- A monthly lease agreement **or**
- A percentage-based revenue share agreement

Given the scale and mission of the space, conservative estimates suggest:

Estimated Annual Revenue: \$12,000–\$36,000

Utility and facility usage will be addressed through lease terms to avoid burdening the museum's core operating budget.

Summary of Projected Revenue

When considering all earned income sources — including admissions, gift shop sales, educational programs, and café partnership revenue — the Jackson County Museum and Dozier Memorial Park could generate between **\$187,000 and \$465,000 annually** under current assumptions.

Revenue Source	Low Estimate	High Estimate
Admissions	\$120,000	\$360,000
Gift Shop	\$45,000	\$75,000
Educational Programs	\$10,000	\$20,000
Cafe Concessionaire	\$12,000	\$36,000
Total	\$187,000	\$491,000

These projections provide a conservative to moderate outlook for revenue generation, allowing the museum to adjust operations, staffing, and programming as needed to remain financially sustainable. With continued investment in marketing, partnerships, and visitor experience, these figures may grow over time as the museum builds a stronger regional and educational presence.

Foundational Investment and Ongoing Revenue Goals

To launch successfully and remain financially resilient, the museum's funding strategy includes both one-time foundational investments and annual recurring revenue targets:

- Foundational Investment Goal:
\$1.5 million–\$2 million over the first five years from a combination of founding supporters, major donors, sponsorships, and grant awards.
- Annual Recurring Revenue Goal (Years 3–5):
\$187,000–\$495,000 annually from admissions, memberships, café lease, retail sales, and select program fees.
- These goals ensure that the museum can scale responsibly, respond to community and visitor needs, and maintain high-quality programming without overextending limited public resources like the Tourist Development Tax.

Building for Long-Term Sustainability

The museum's long-term success will be defined by its ability to adapt and grow while preserving its mission. As operations mature, future strategies may include:

- Developing an endowment fund
- Launching planned giving programs
- Securing multi-year corporate sponsorships
- Offering naming opportunities for galleries and features

This financial resilience will ensure that the Jackson County Museum and Dozier Memorial Park remains a relevant, community-centered, and fiscally responsible institution for generations to come.

12. Plans and Recommendations

The plans for the Jackson County Museum and Dozier Memorial Park are designed to ensure sustainable growth, community involvement, and effective utilization of resources. A phased approach to construction and implementation is recommended, beginning with sitewide planning and detailed cost estimation for future development. This includes budgets for additional phases of construction, staffing models, and integrated visitor services that align with the needs of the Tourist Development Council. These services will streamline tourism efforts and create a seamless experience for visitors exploring the region.

Renovation of existing structures and the development of new facilities should prioritize accessibility, visitor engagement, and operational efficiency. Exhibit planning and design must focus on creating immersive, educational, and interactive displays that captivate audiences while preserving the historical significance of the site. Incorporating placemaking principles—such as well-designed pathways, gardens, and reflection spaces—will enhance the overall visitor experience and encourage longer stays.

A comprehensive fundraising strategy is critical to the success of the project. Launching a capital campaign targeting individual and corporate donors will provide the necessary financial support. This effort should be complemented by applying for state and federal grants focused on historic preservation and education. Establishing strong relationships with foundational supporters will also be integral, with tiered levels of sponsorship ensuring diverse funding sources.

While Tourist Development Tax revenues may support strategic components of the project, sole reliance on TDT to fund museum construction is not sustainable nor fiscally responsible. Any future use of TDT must be carefully balanced with the need to preserve adequate reserves—ideally one full year’s worth of revenue—to guard against economic downturns, natural disasters, or other disruptions such as those experienced during the COVID-19 pandemic.

Instead, capital construction and exhibit development will rely on competitive grants, philanthropic support, and private fundraising. Matching grant funds with pledged TDT should be considered only where appropriate and aligned with long-term fiscal stewardship.

Community involvement remains a cornerstone of the project’s success. Strategies include forming advisory committees, offering volunteer opportunities, and creating ongoing opportunities for public input. These efforts foster a sense of ownership among local residents and ensure the museum remains relevant and grounded in the lived experiences of the Jackson County community.

These strategies position the Jackson County Museum and Dozier Memorial Park as a vital educational and cultural resource—one that honors the past while building a resilient future for generations to come.

Phased Planning Recommendations

Phase 1: Foundation & Awareness (Current – Year 1)

- **Fill Advisory Committee Vacancies:** Fill the vacant seats on the existing advisory committee with strategic appointees representing museum-related disciplines such as history, education, engineering/architecture, and financial planning.
- **Community Engagement:** Promote awareness of the museum's mission and vision, and encourage public involvement through storytelling and exhibit submissions. Distribute and promote the exhibit application to begin building a robust inventory of artifacts, oral histories, and potential exhibit concepts.
- **Operational Research & Benchmarking:** Visit and meet with operators of regional and national museums to gain insights into operational best practices, visitor experience design, and exhibit management.
- **Restaurant/Café Exploration:** Meet with café and restaurant owners to explore needs and logistics for the concessionaire partnership, while building early interest in the future opportunity.
- **Website & Social Media Development:** Launch the museum's website and social media platforms to house key documents, timeline updates, and opportunities for public engagement.
- **Branding & Identity:** Finalize logo, font, color palette, and brand language to unify all marketing and planning efforts.
- **Grant Calendar Development:** Create a comprehensive calendar of grant opportunities aligned with each phase of construction, staffing, and programming.
- **Memorial Park - Tier 1 Development:** Begin initial improvements to the outdoor Memorial Park with County resources, volunteers, and local partners, including:
 - Trail clearing (dirt/mulch paths)
 - Wayfinding signage and trail markers
 - Landscape cleanup and initial plantings
 - Interpretive sign design and fabrication (e.g., site overview, White House connection)
 - Path lighting
 - These low-cost elements allow early public engagement with the memorial space while larger phases are still in development.

Phase 2: Development & Design (Year 2 – Year 3)

- **Continue Construction Planning:** Advance through phases one and two of capital development including shell stabilization, infrastructure upgrades (HVAC, electrical), and planning for interior layout and accessibility.
- **Exhibit Content Development:** Use artifact submissions and the intake process to begin identifying key themes and narrative elements. Begin drafting outlines and exhibit frameworks that can guide future design contracts.

- Collections Management: Implement the existing collections policy and cataloging process to begin organizing items received through community outreach and public submissions.
- Sitewide Planning Integration: Begin developing a plan for trails, wayfinding signage, and interpretive markers that will connect the museum to the White House monument, African American Heritage Museum, and other future site elements.
- Memorial Park – Tier 2 Planning Begins: Design more structured trails, such as gravel or paved, and begin coordinating design with the White House monument for unified storytelling and site experience.

Phase 3: Exhibits, Memorial, & Site Development (Year 3 – Year 4)

- Exhibit Design Contracting: Begin the process of selecting and contracting with a professional exhibit designer. This will involve developing design documents, rendering key galleries, and aligning narrative content with the physical layout of the museum.
- Memorial & Site Planning: Continue funding and development efforts related to the broader site, including integration with the White House monument, outdoor interpretive elements, memorial garden design, and walking trail development.
- African American Heritage Museum Collaboration: Formalize coordination with the adjacent museum on shared programming, landscaping, and site connectivity.
- Memorial Park - Tier 2 Construction: Install paved/ADA-accessible paths and contemplative areas. Implement permanent art, sculpture, or donor recognition features, and begin planning for seating and shaded rest areas.

Phase 4: Exhibit Fabrication & Interior Buildout (Year 4 – Year 5)

- Exhibit Construction & Installation: Once designs are finalized, move into the fabrication and installation of permanent and rotating exhibits, working closely with contractors and staff to ensure quality control and historical accuracy.
- Café Buildout & Concessionaire Selection: Execute construction of the museum café space and finalize the selection of a concessionaire through an RFP process.
- Procure Visitor Amenities: Purchase necessary furnishings, signage, supplies, and retail infrastructure to support an operational visitor center, gift shop, and public spaces.

Phase 5: Launch Preparation & Opening (Year 5 – Year 6)

- Hire Core Museum Staff: Within 3–6 months of opening, begin hiring for core positions including curator, visitor services coordinator, and supporting part-time staff. Finalize staffing plans for maintenance, marketing, and administrative support.
- Marketing & PR Campaign: Launch a region-wide campaign announcing the opening, emphasizing the museum's educational and cultural value, its connection to the Dozier Memorial, and its significance within Jackson County's tourism offerings.

- Community Preview Events: Host soft openings, donor preview nights, and stakeholder tours to test operations, gather feedback, and generate buzz.
- Operational Readiness & Evaluation: Conduct final walkthroughs, test ticketing, retail, and staffing workflows, and prepare for official public launch.
- Memorial Park - Tier 3 Family & Community Amenities: Install natural play areas, picnic tables, and garden spaces. Enhance integration with broader Endeavor campus and trail network.

These phased recommendations provide a clear, strategic framework for bringing the Jackson County Museum and Dozier Memorial Park to life. By aligning thoughtful planning with community collaboration, fiscal responsibility, and a commitment to honoring the site's history, this initiative can become a lasting educational, cultural, and economic asset for Jackson County.

Summary and Next Steps

The phased development of the Jackson County Museum and Dozier Memorial Park reflects a strategic, adaptable roadmap that balances thoughtful planning with early, visible impact. By combining low-cost, in-house improvements with long-term capital investments, the County can demonstrate early progress—particularly through the initial development of memorial trails and signage—while laying the groundwork for more complex infrastructure and exhibit fabrication in later phases. This blended approach ensures community trust, donor confidence, and public engagement from the very beginning.

Immediate next steps include:

- Promoting the exhibit application to gather artifacts and oral histories
- Beginning Tier 1 Memorial Park enhancements using internal resources
- Advancing preliminary design coordination for both exhibits and trails
- Create a clear grant cycle calendar and fundraising development strategy
- Creating the museum's online presence for storytelling, engagement, and transparency

With broad community collaboration, efficient use of County resources, and a commitment to honoring Jackson County's unique and complex history, the museum and memorial park can become a deeply meaningful legacy for generations to come.

Immediate Short-Term Goals for BOCC Review

Following the completion of the museum workshop series and draft business plan, the following immediate short-term goals are recommended for BOCC approval to move the project forward practically and visibly. These actions will demonstrate progress to the community, capture important stories and artifacts before they are lost, and strengthen future grant and fundraising efforts.

1. Develop an Exhibit & Community Awareness Plan

- Conduct outreach to municipalities, schools, churches, and organizations
- Host “Collection Days” at public spaces to gather photos, artifacts, and stories
- Partner with Jackson County School District to support student-led oral history projects
- Conduct focused outreach related to Dozier, including White House Boys, individuals with varied experiences, and former staff or families
- Continue to build online presence to share updates and allow public participation

2. Begin Tier 1 Memorial Park Improvements & Preliminary Planning

- Clear basic walking trail paths and install simple wayfinding signage
- Complete light landscaping and site cleanup
- Identify locations and themes for future interpretive signage
- Outline initial exhibit priorities within the museum
- Map trail connections between the museum and White House Monument

3. Establish Collections Storage & Intake Process

- Identify a secure, climate-appropriate temporary storage location for donated items
- Develop a basic intake and tracking process for artifacts and materials
- Prioritize collection of time-sensitive items from donors
- Coordinate with staff or partners to manage and organize incoming items

4. Build a Grant & Fundraising Plan

- Create a grant calendar aligned with project phases
- Match funding opportunities to exhibits, trails, and accessibility needs
- Identify donor, sponsor, and naming opportunities
- Prepare basic materials for future grant applications

Requested BOCC Action

Approve and adopt these immediate next steps as the County’s short-term priorities for the Jackson County Museum and Dozier Memorial Park.

AGENDA ITEM # 5122026-516
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Kelsi Jackson, Jackson County Tourist Development Council

SUBJECT: Request: Board approval of TDC sponsorship reimbursement to
Ed Clements for Stock Dog Show - Kelsi Jackson, TDC Director

Background: This a request for sponsorship reimbursement in the amount of
\$2,705 for Ed Clements for the stock dog show hosted in February
2026. TDC is recommending approval.

Strategic Plan Goal: Vibrant & Growing Economy

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Jackson County Tourist Development Council

Reviewed By: Kelsi Jackson
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: Consent agenda.

AGENDA ITEM # 582026-509
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Tyler Schaeffer, Purchasing

SUBJECT: Request: Board approval of award for 2526-14 Holyneck Road
Paving -
Tyler Schaeffer, Procurement Officer

Background: On April 9th, 2026 The County solicited bids for the overlay paving of Holyneck Road. The bid opening was on May 7th, 2026 where there were 6 bids submitted with the 3 lowest being \$560,592.25, \$663,114.09, \$675,090.00.
Page 3 of the Invitation to Bid, the paragraph 'Bid Deadline/Delivery' states that 1 original, 1 copy, and 1 electronic copy shall be submitted. The low bidder of Anderson Columbia did not include these paper submissions. Their electronic submission **was** received before the deadline.

Rank	Vendor Name	Bid
1	Anderson Columbia	\$560,592.25
2	CWR	\$663,114.09
3	It's Your Asphalt	\$675,090.00

Strategic Plan Goal: Not Applicable

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Purchasing

Reviewed By: Tyler Schaeffer
Jennifer Collins
Lynsey Darragh

Jim Dean

Recommendation:

Accept

Potential Motion:

I move to approve award of 2526-14 Holyneck Road Paving to
_____ and authorize the Chairman to sign.



**JACKSON COUNTY BOARD
OF COUNTY COMMISSIONERS**

**PURCHASING DEPARTMENT
2864 MADISON STREET
MARIANNA, FL 32448**

**INVITATION TO BID
JACKSON COUNTY**

2526-14 – Holyneck Road Paving

ITB NO. 2526-14

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ATTACHMENT 1 PRICING SHEET

Instructions to Bidders

**Some of the instructions below may not apply to all projects.
The scope of work/specifications shall control any conflicting provisions.**

INTRODUCTION

The Jackson County Board of County Commissioners (County) seeks bids from qualified contractors to overlay paving over a portion of Holyneck Road, Marianna FL 32446. Work shall be performed in accordance with Exhibit 1 General Terms and Conditions. The estimated paving area is 17,977 linear feet of road. Contractor shall perform other services such as striping and levelling.

QUALIFICATION

Contractors shall be Florida licensed General Contractor or Building Contractor. Sub-Contractors shall be Florida licensed in their trade.

Bids may be deemed nonresponsive if not accompanied by proof of State of Florida General Contractor's or Building Contractor's License. In the event that any discussions or questions at the pre-bid meeting or afterward require additional clarification the COUNTY will issue a written summary of questions and answers as an addendum to this invitation to bid.

BID DEADLINE/DELIVERY

SEALED BIDS for ITB NO: 2526-14 Holyneck Road Paving will be received and accepted by the BOARD OF COUNTY COMMISSIONERS OF JACKSON COUNTY, FLORIDA at the Purchasing Department 2864 Madison Street, Marianna, FL 32448 up until **2:00 pm (CDT) THURSDAY, 05/07/2026**. **Sealed submittals must include one (1) original and (1) copy, along with an electronic copy on a USB flash drive.** Bids shall be enclosed in a sealed envelope bearing the title of the work, the name of the bidder and the date for opening. It is the sole responsibility of the bidder to ensure that the bid is received on time. Bids will be publicly opened immediately following the deadline. Each bid shall be valid to Jackson County for a period of ninety (90) days after the bid opening.

Electronic Bids may be submitted at Central Bidding (www.centralbidding.com).

Special Accommodation: Any person requiring special accommodation at a Bid opening because of a disability should call the Purchasing Department at (850) 482-9633 at least five (5) workdays prior to the Bid opening.

BID DOCUMENTS

Specifications and official ITB Documents can be accessed online at Central Bidding (www.centralbidding.com). For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814. Electronic Bids may be submitted at Central Bidding (www.centralbidding.com).

Solicitation documents, plans, blueprints, or other materials may also be obtained from the Jackson County Purchasing Department, 2864 Madison Street, Marianna, FL 32448.

For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Department will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents.

POINT OF CONTACT

The County Purchasing Department will be the only point of contact for this ITB. Under no circumstances may a bidder contact any County Commissioner, County Administrator, or County employee concerning this ITB until after award. Any such contact may result in disqualification.

SITE VISIT

Site Visit will be available upon request by contacting the Purchasing Department at schaeffert@jacksoncountyfl.gov.

QUESTIONS

Bidders shall submit all questions, in writing, to the Purchasing Department at schaeffert@jacksoncountyfl.gov. All questions shall be submitted no later than **2:00 pm (CDT) on WEDNESDAY, 04/27/2026**.

ADDENDA

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Jackson County website at: www.jacksoncountyfl.gov, and at www.centralbidding.com.

It is the responsibility of the bidder prior to submission of any bid to check the above website(s) or contact the Purchasing Department to verify any addenda issued. The receipt of all addenda must be acknowledged on the addenda response sheet.

BID FORM

To receive consideration, all bids shall be made on the forms provided, properly executed and with all items filled out. Do not change the wording of the Bid Form and do not add words to the wording of the Bid Form. No conditions, limitations or provisions will be attached or added to the Bid Form by the bidder.

No bidder shall be permitted to correct a bid mistake after bid opening that would cause such bidder to have the low bid, except for the correction of errors in extension of unit prices in the bids. In such cases, the unit price bid shall not be changed and shall prevail.

BONDS

A Bid Bond, in the amount of 5% of the proposed base bid contract amount, shall accompany each bid. The successful bidder's security will be retained until the contract has been signed and the bidder has furnished the required Public Construction Bond. The County reserves the right to retain the security of the next bidder until the selected bidder enters into contract or until 90 days after bid opening, whichever is shorter. All other bid security will be returned as soon as practicable.

Prior to signing the Contract, the selected Contractor will secure and post a Public

Construction Bond pursuant to Section 255.05 of Florida Statutes. All such bonds shall be issued by a Surety acceptable to the County. The County will designate to whom subject bonds shall be posted. Failure or refusal to furnish adequate bonds in a satisfactory form shall subject the bidder to loss of time from the allowable construction period equal to the time of delay in furnishing the required bonds.

COMPLETE BID AMOUNTS; EXAMINATIONS OF SPECIFICATIONS; WORK SITES

Bids shall be on the basis of unit price and shall be compensation in full for the complete work. The unit prices shall include all charges for completing the work and include layout, insurance, taxes, field office and supervision, overhead and profit, bonds and miscellaneous items needed to complete the bid. No allowance will be made to any bidder because of a claimed lack of examination or knowledge. The submission of a bid shall be construed as conclusive evidence that the bidder has made such examination.

WITHDRAWAL OF BIDS

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening bids. No bidder may withdraw his bid for a period of 90 days after the date for opening and all bids shall be subject to acceptance by the County during this period.

CANCELLATION

The County may cancel this ITB, or reject in whole or in part, when it is in the best interests of the County, as determined by the Board of County Commissioners. Notice of cancellation shall be posted on the County website. The notice shall identify the solicitation, and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items.

BASIS OF AWARD

The contract will be awarded to the lowest, responsive, responsible bidder who has proposed the lowest qualified lump sum price and is deemed qualified by Jackson County, subject to the County's right to reject any or all bids and to waive informality and irregularity in the proposals and proposing.

RIGHT TO REJECT

The County reserves the right to:

- a. reject any or all submittals received;
- b. select and award any portion of any or all submittal items;
- c. waive minor informalities and irregularities in the bidder's submittal.

A bid may be rejected if it is non-responsive or does not conform to the requirements and instructions in this ITB. A bid may be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional bids, incomplete bids, indefinite or ambiguous bids, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of bids include evidence of collusion, obvious lack of experience or expertise to perform the required work, submission of more than one bid for the same work from an individual, bidder or corporation under the same or a different name, and/or failure to perform or meet financial obligations on previous contracts. Bids may be rejected if not delivered on or before the date and time specified as the due date for submission of the bid.

EXECUTION OF AGREEMENT

The successful Firm shall, within 10 days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the County Purchasing Director all required contract documents. The awarded Contractor shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by the Jackson County Risk Management Office before the successful Firm may proceed with the work.

The execution of the contract shall be contingent upon awarded contractor obtaining all applicable building permits.

LICENSING

Bidder shall be properly licensed for the work specified in this Invitation to Bid. All bidders are requested to submit any required license(s) with their bids. License(s) must be effective as of the bid opening date and must be maintained throughout the contract period. Failure to be properly licensed as stated above will result in the rejection of the bid as nonresponsive.

EXEMPTION OF MEETINGS/PRESENTATIONS

Pursuant to Florida Statute section 286.0113(2), any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. However, the County must make a complete recording of any portion of an exempt meeting and no portion of the exempt meeting may be held off the record. The recording of, and any records presented at, the exempt meeting are exempt from the public records law of section 119.07(1), Fla. Stat. (2015) and section 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, submittals, or final replies, whichever occurs earlier. If the County rejects all bids, submittals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, the recording and any records presented at the exempt meeting remain exempt from section 119.07(1), Fla. Stat. (2015) and section 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision concerning the reissued competitive solicitation or until the agency withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial agency notice rejecting all bids, submittals, or replies.

REPRESENTATIONS

The contract documents contain the provisions required for the project. Information obtained from an office, Director, or employee of the County for any other person shall not affect the risks or obligations assumed by the bidder or relieve the bidder from fulfilling any of the conditions of the contract.

WARRANTY

All goods and services furnished by bidder, relating to and pursuant to this ITB, will be warranted to meet or exceed the specifications contained herein. In the event of breach, the bidder will take all necessary action, at bidder's expense, to correct such breach in the most expeditious manner possible.

SUBCONTRACTORS

The Contractor will be the prime service provider and shall be responsible for all work performed and contract deliverables. Proposed use of subcontracts should be included in the Proposer's Response. Requests for use of subcontractors received subsequent to the solicitation process are subject to review and approval by the County.

The County reserves the right to request and review information in conjunction with its determination regarding a subcontract request. All subcontractors are subject to the same requirements of this solicitation as the awarded contractor.

BID PROTEST

A notice of protest must be submitted in accordance with Jackson County Purchasing Policy

The protest must be in writing, via e-mail, letter, or fax and must identify the protester and the solicitation and shall include a factual summary of the basis of the protest. The notice of protest is considered filed when it is received by the purchasing department. Further information can be found in the Jackson County Purchasing Policy.

ANTICIPATED SCHEDULE

This schedule may be altered solely at the County's discretion:

ITB Advertisement	Thursday, 04/10/2026
Questions Due Date	2PM Monday, 04/27/2026
Bid Deadline	4PM Thursday, 05/07/2026
Board Meeting for recommended award	Tuesday, 05/26/2026

BID CHECKLIST

Please submit the items on the following list and any other items required by any section of this invitation to bid. The checklist is provided as a courtesy and may not be all inclusive of items required within this invitation to bids.

_____ ONE ORIGINAL **AND** ONE COPY OF THE BID PACKAGE **AND** ELECTRONIC SUBMISSION

_____ BID FORM

_____ ADDENDUM ACKNOWLEDGEMENT

_____ ANTI-COLLUSION CLAUSE

_____ CONFLICT OF INTEREST DISCLOSURE FORM

_____ IDENTICAL TIE BIDS/DRUG FREE WORKPLACE

_____ SUB-CONTRACTORS

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION

_____ APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

_____ CONTRACTOR'S LICENSE

**ATTACHMENT 1
REQUIRED BID FORMS**

BID FORM
ITB NO: 2526-14

This proposal of _____, hereinafter called "BIDDER," organized and existing under the laws of the State of _____ doing business as _____ (Insert "a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the Board of County Commissioners, Jackson County, hereinafter called "OWNER."

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform all work, as detailed in this bid.

By submission of this BID, each Bidder certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any other competitor.

Contractor agrees to perform the entire work as indicated on the drawings and in compliance with the Contract Documents and Specifications, complete in every detail.

The **Lump Sum Contract Price** is:

(Words)

(\$ _____)

Submitted By: _____

Name of Firm/Contractor Submitting This Bid

Bid Prepared By: _____

Name of Individual Who Prepared This Bid

Contact Email: _____

Address: _____

Phone: _____

General Contractor's License No. _____

Signature of Authorized Representative of Firm/Contractor

Date

SEAL: (If bid is by Corporation)

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

Name of Firm:

Authorized Signature:

Printed Name:

Title:

Date:

It is the responsibility of the firm to ensure that they have received addendums if issued.

Call (850) 482-9633 and ask for Tyler Schaeffer or email
schaeffert@jacksoncountyfl.gov prior to submitting your bid to ensure that you have
received addendums.

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any Jackson County Board of County Commissioner(s), employee(s), elected officials(s), or any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO _____

NAME(S)

POSITION(S)

Name of Firm:

Authorized Signature:

Printed Name:

Title:

Date:

IDENTICAL TIE BIDS/DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals, which are equal with respect to price, quality, and service, are received by the County for the procurement of commodities or contractual services, a submittal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied firms have a drug-free workplace program. To have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

_____ This firm does not have a drug free workplace program at this time.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

SUB-CONTRACTORS

As the bidder, I submit a listing of the Sub-Contractors which I shall use to accomplish the Work. Sub-Contractors are listed by name, address, amount of work and item of work. If none, please state so.

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Contractor Covered Transactions

(1) The prospective contractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

By _____
Commissioners Signature

Jackson County Board of County

Recipient's Name

Name and Title

Division Contract Number

Street Address

FEMA Project Number

City, State, Zip

Date

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

EXHIBIT 1

GENERAL TERMS AND CONDITIONS

1. Enough detail is given in the bid to describe the item being bid, although not written, full manufacturer's specifications are implied. Manufacturer's specifications take precedent over information within this bid if any discrepancy exists.
2. Plans, Drawings, Specifications, Special Provisions and other documents shall be considered a part of the Bid Form whether attached or not.
3. Prospective Bidders must be able to show that they are capable of performing each of the various items of work upon which they bid and that the equipment necessary for the prosecution of the work is available. The Bidder shall be licensed as a Contractor when required by state law. Such license shall be in effect prior to the date and time specified for receipt of bids by the County.
4. Should the bidder to whom the award of contract was made, fail to execute any of the required and acceptable bonds, the award of contract shall be annulled and the Bid Bond posted by the bidder shall be retained by the County, not as penalty, but as liquidated damages. Award will then be given to the next bidder selected by the County with a qualified bid.

5. The Work

a. Intent is for the Contractor to provide for construction, completion in every detail of the work, furnishing all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the Contract Documents.

b. The County's Designated Representative shall have the right to make alterations in the drawings or specifications as considered necessary or desirable during the progress of the work for satisfactory completion of the work. No alterations shall be made which will result in a substantial change in the general plan, character, or basic scope of the work.

c. Upon completion of the work, before acceptance by the Engineer or Architect of Record and before final payment, the Contractor shall remove all equipment, surplus, discarded materials, rubbish and temporary structures and shall restore, in an acceptable manner, all property, both public and private, damaged during the performance of the work.

6. Control of the Work

a. At project completion, the Contractor shall furnish, on sheets not larger than 24 inches by 36 inches, as-built drawings of utility lines, stormwater pipes, and structures showing any deviation from the plans and specifications that exceed 0.1 feet in vertical elevation and 1 foot in horizontal location and any change to the type of construction material and size. The as-built drawings shall be signed and sealed by a Florida licensed professional land surveyor or professional engineer.

b. The Contractor shall take no advantage of any apparent error or omission which he might discover in the drawings or specifications. In the event that an error or omission is discovered by the Contractor, he shall, within 24 hours of such discovery, notify the County's Designated Representative who shall then make such corrections and interpretations deemed necessary for reflecting the actual spirit, intent, and scope of the drawings and specifications.

c. The Jackson County Public Works Director shall have the final say on all questions, difficulties, and disputes, of whatever nature, which may arise relative to the interpretation of the drawings and specifications.

d. The Contractor shall furnish and set slopes stakes, rough grade stakes and all other stakes necessary for construction of the project.

e. Failure to remove or refusal by the Contractor to remove defective materials or work, or make necessary repairs to damaged work shall be cause for the County's Designated Representative to make the necessary corrections at the expense of the Contractor with such monies being deducted from the contract amount or charged against the bonds.

f. The Contractor shall notify the County's Designated Representative when the project is substantially complete. If the County's Designated Representative determines the project is substantially complete, a "Certificate of Substantial Completion" will be issued by the County.

g. The Contractor shall maintain all work in first-class condition until it has been completed

as a whole and accepted by the County's Designated Representative. The Contractor shall be responsible for the security and protection of all materials used in the project until a "Notice of Completion" is issued by the County.

h. Any written claim for compensation due to delays, additional, or extra work shall include the following:

- i. for delay claims, provide a critical path schedule showing the delay is due to a controlling item of work and the early start, late start, early finish, late finish and the critical path;
- ii. a detailed factual statement providing dates, locations, and items of work affected in each claim;
- iii. the date on which actions or conditions resulting in the claim became evident.
- iv. all pertinent documents and substance of any material oral communications relating to the claim and the name of the persons making the oral communications;
- v. the written claim shall identify the provisions of the contract which support the claim along with a detailed explanation as to why these provisions support the claim;
- vi. a detailed breakdown of compensation sought for labor expenses, additional material and supplies, listing of each piece of equipment and cost, any direct damages and any indirect damages and all documentation in support thereof.
- vii. equipment rental rates that are based on Blue Book Rental rates.

i. The County will not compensate the Contractor for any delays for any reason unless five days (excluding Saturdays, Sundays and holidays) have elapsed from the start of work stoppage. The first day of any claims shall be on day six of the work stoppage. This shall apply to each work stoppage.

j. The County expects the Contractor to use forces and equipment on any item of work that can be completed during the delay. The Contractor's claim must show the delay is due to the controlling item of work as shown on the critical path method schedule. After five work days if the County deems the delay claim to be valid, the Contractor's claim shall only be for labor, equipment and materials that are delayed due to the controlling work item. If the County Engineer determines the Contractor forces and equipment can be used on other work items during the delay, no compensation will be given for these forces and equipment.

k. Unless otherwise stated in the plans or specifications, the term "install" shown in the plans and specifications shall be interpreted by the contractor to mean the same as "furnish and install", which means the contractor shall provide all materials, equipment and labor to completely install the item shown in the plans or specifications.

7. Material Control

a. Only materials conforming to the requirements and intent of the drawings and specifications will be used and all such materials not specifically identified in the plans and specifications will be approved by the Engineer or Architect of Record prior to use to perform the work. Reference in the contract documents to a proprietary device, product, material or fixture to establish a quality standard is not intended to limit competition. The Contractor may use any proprietary device, product, material or fixture that in the Engineer of Record's judgment is equal, for the purpose intended.

b. The Contractor shall ensure that County personnel have entry at all times to the construction site in order to inspect and evaluate any or all materials used for performing the work. The County's Designated Representative shall have the right to sample and test any or all materials used in performing the work. Copies of any tests accomplished by the County's Designated Representative will be provided to the Contractor.

c. Materials shall be stored as specified in the contract documents or as per the material manufacturer's recommendations. The protection of stored materials shall be the responsibility of the Contractor and the County shall not be liable for any loss, theft or damage to stored materials.

d. Any materials found to be defective by the Contractor or the County's Designated Representative shall be removed from the work or place of storage at the Contractor's expense

and replaced at the Contractor's expense. Failure or refusal by the Contractor to accomplish the removal and replacement of defective materials from the work or place of storage shall be grounds for the County's Designated Representative to do same at the expense of the Contractor and such expense deducted from the contract amount or from the bond.

e. The Contractor shall, at all times during construction, provide and maintain proper equipment and facilities to remove promptly and dispose of properly all water entering excavations and keep such excavations dry so as to obtain a satisfactory undisturbed sub-grade foundation condition until the fill, structure, or pipes to be built thereon have been completed to such extent that they will not be floated or otherwise damaged by allowing water levels to return to natural elevations.

f. The Contractor shall furnish all materials and equipment and perform all work required to install and maintain the drainage systems for handling groundwater and surface water encountered during construction of structures, pipelines and compacted fills. The Contractor shall obtain FDEP and NWFLWMD permits for all dewatering operations. During dewatering operations all engines shall be equipped in a manner to keep pump noise to a minimum. If dewatering is required after 10:00 PM near residences and business, pump noise shall not create a nuisance to the property owners. The Contractor is solely responsible for any damages to private or public property caused by Contractor's dewatering operations. During dewatering operations, the Contractor shall notify all business and residences within a minimum of 300 feet of the dewatering operations to turn off all irrigation pumps. The 300 foot limit is a minimum, and the Contractor is responsible for any damage to private property, to include, but not limited to loss of plants, burned out pumps, building, pavement, sidewalk or any other structural settlement, etc. that can be attributed to the dewatering operations. The County will assume no liability nor pay for any claims; arising from the Contractor's dewatering operation.

8. Contractor Responsibilities

a. The Contractor shall relieve the County from any and all claims arising from claims by holders of trademarks, patents or copyrights used or incurred by the Contractor in performing the work.

b. The Contractor shall be responsible for all damages arising out of his use of explosives when deemed necessary in the performance of the work.

c. The Contractor shall preserve from damage all public and private property along the line of construction and adjacent to the work. If the Contractor fails to restore such property, the County's Designated Representative, upon written notification, as deemed necessary, may proceed to repair the damaged property and the cost deducted from the contract sum.

d. Arrangements for utilities to the site shall be accomplished by the Contractor and in doing same he shall coordinate with the appropriate utilities for the just and proper utilization of any space where construction shall entail the joint use of area under this work and the utility construction.

e. Final acceptance will not be given nor will bond be released unless any and all claims against the Contractor are paid or the Contractor has otherwise been relieved of the claim.

f. Until acceptance of the work by the County's Designated Representative, the work shall be under charge and custody of the Contractor and he shall take every precaution against injury or damage to the work by the action of the elements or from other causes.

9. Prosecution and Progress

a. The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or subsequent agreements of the contract without written consent of the County.

b. The Contractor shall commence work on or after the Notice to Proceed date and shall provide sufficient resources to ensure completion of the work within the time limit set forth. Should the Contractor fail to provide sufficient resources to assure timely progress and if he fails to perform the work within the specified time, the County shall have ground to claim default.

c. The Contractor shall schedule his operations to minimize any inconvenience to adjacent businesses or residences. The Contractor shall take special precautions to restrict his major operations in performing the work to what is commonly understood to be "normal" or "standard"

working hours. Work performed at other periods requires preapproval from the County's Designated Representative.

d. The Contractor shall maintain reasonable access at all times to all business and private residences and property adjacent to construction area or impacted by the construction.

e. The County's Designated Representative shall make provision for and shall schedule a pre-construction conference with the Contractor and all concerned parties in attendance.

f. The Contractor shall provide a detailed schedule to the County within 5 working days after the date of the preconstruction conference. Adherence to the Contractor's construction schedule is critical to the residents and businesses impacted on the project. The Contractor shall give the County 48 hours notice of schedule changes and shall submit a new and complete changed schedule. The County will not allow any lane closure or paving operations without 48 hours notice. The Contractor shall give the County Inspector 48 hours notice of commencement of all major work items.

g. The Contractor shall assure that all supervisory personnel employed by him are fully qualified and competent to properly perform the work in coordination with other trades at the work and can perform the work within the specified periods of time.

- i. The Contractor shall maintain a competent superintendent at the site at all times while work is in progress to act as the Contractor's agent. The superintendent shall be capable of properly interpreting the Contract Documents and shall be thoroughly experienced in the type of work being performed. The superintendent shall have full authority to receive instructions from the County's Designated Representative and to execute the orders or directions of the County's Designated Representative, including promptly supplying any materials, tools, equipment, labor and incidentals that may be required. This superintendent must be at the project site to supervise sub-contractors. The superintendent must speak and understand English.
- ii. Contractor shall designate a responsible person who speaks and understands English, and who is available at or reasonably near the worksite on a 24-hour basis, seven days a week who is the point of contact during emergencies.
- iii. The County's Designated Representative shall have the authority to suspend the work, wholly, or in part, for such periods as may be deemed necessary due to unsuitable weather or other conditions considered unfavorable for performance of the work.
- iv. The Contractor may be declared in default for non-progress, by the County's Designated Representative, when the percentage value of dollar work completed with respect to the total amount of contract is not within twenty (20) percent of the time elapsed versus the total performance period.
- v. Contractor may subcontract for work identified in this solicitation. The Contractor will be the prime service provider and shall be responsible for all work performed and contract deliverables. The Contractor's workforce shall be responsible for at least 51% of the work performed and provide an on-site full-time job supervisor to manage the day-to-day job site, and subcontractors. Proposed use of subcontractors should be included in the response to this solicitation.

10. Payments and Acceptance

a. Payment will not be made until the work invoiced is completed in full. If material or equipment acceptance testing is required, payment will not be made until satisfactory test results as determined by the County's Designated Representative are delivered to the County.

b. The Contractor shall accept the compensation as provided in the contract as full payment for furnishing all materials and for performing all work contemplated under the contract.

c. The contract price shall include all labor, equipment, material, tools and incidentals required for completing the work.

d. Subsoil conditions, if presented, must be interpreted within the limits of investigation and the anticipated normal field variances. Claims for unusual conditions or excessive amounts of fill or excavation over original estimates of the Engineer of Record or Contractor shall not be grounds for extra work clauses or request.

e. To be paid for all quantities paid by the ton, a County Inspector must verify the delivery and receive a load ticket identifying the truck number, material and quantity of material delivered. The Contractor shall not haul such materials unless the inspector is on-site. If there has been a change in schedule, the County requires 48 hours notice to schedule inspectors.

f. To be paid for all quantities paid by the truckload, the County must have a truck chart for each truck prior to the truck being used for hauling operations. The Contractor must provide the truck chart to the County Inspector in sufficient time to allow the County to verify all dimensions and volumes shown on the truck chart. A County Inspector must verify the delivery and receive (if available) a load ticket identifying the truck number, material and quantity of material hauled. The Contractor shall not haul such materials unless the Inspector is on-site. If there has been a change in schedule, the County requires 48 hours notice to schedule inspectors.

g. The County's Designated Representative retains the right to cancel portions or expand the scope of work after a fair and just adjustment is agreed to with the Contractor.

h. The Contractor will receive partial payment based upon the amount of work completed as determined by the County's Designated Representative, to include stored material. The County will withhold retainage in the amount of 10 percent of the total work completed at the date of the Contractor's invoice. The Contractor may reduce the retainage amount as allowed by Florida Statutes.

i. Any partial payments will be subject to withholding by the County's Designated Representative pending any unsatisfied claims brought against the Contractor for labor or materials.

j. Any partial payments will be subject to withholding by the County's Designated Representative pending any unsatisfied completion or restoration of any assertion for defective or damaged work or materials.

k. In the event of dispute regarding amounts due to the Contractor, the County reserves the right, at any time prior to final payment on the Contract, to audit, or cause to be audited, the Contractor's original records pertaining to the work.

l. Whenever the work provided for under the contract has been completely performed by the Contractor, and the final inspection and final acceptance has been made, and it is proven to the County's Designated Representative that all claims are satisfied, the final payment, being the difference between the contract amount and summation of all previous payment less any penalties assessed, shall be paid to the Contractor. Upon final payment the Contractor shall provide the County's Designated Representative a statement that he has been paid all monies due and that the work was performed in accordance with the Contract Documents.

m. The payments of sub-contractors, material, men and suppliers shall comply with Section 255.71 of Florida Statutes.

n. Within five (5) working days following each payment to the Contractor, the Contractor shall pay respective amounts allowed by the County for all materials, all equipment installed in the work, all work performed by sub-contractors to the extent of each sub-contractor's interest in the Contractor's amount of payment.

o. On monthly invoices subsequent to the first invoice submitted there shall be a signed "Waiver of Right to Claim Against the Payment Bond (Progress Payment)" indicating that invoices for equipment and material supplied and sub-contractors have been paid by the Contractor.

p. On the final invoice submitted there shall be a signed "Waiver of Right to Claim Against the Payment Bond (Final Payment)" indicating that invoices for equipment and material supplied and sub-contractors have been paid by the Contractor.

q. Date of final payment shall be the commencement of all warranties and guarantees. If the County reasonably determines that the Contractor or Vendor has breached any of the warranties provided herein, then the Contractor or Vendor shall perform the necessary work to comply with its warranties and shall pay to the owner its reasonable costs to investigate and then identify the breach of warranty claim.

EXHIBIT 3
CONTRACTOR'S RESPONSE TO 2526-14 HOLYNECK ROAD PAVING

**EXHIBIT 3
JACKSON
COUNTY
INSURANCE REQUIREMENTS**

1. LOSS CONTROL/SAFETY

a. Precaution shall be exercised at all times by the Contractor for the protection of all persons, including employees, and property. The Contractor shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

b. The County may order work to be stopped if conditions exist that present immediate danger to persons or property. The Contractor acknowledges that such stoppage will not shift responsibility for any damages from the Contractor to the County.

2. DRUG FREE WORKPLACE REQUIREMENTS

All contracts with individuals or organizations that wish to do business with the Jackson County Board of Commissioners, a stipulation will be made in the contract or purchase order that requires contractors, subcontractors, vendors or consultants to have a substance abuse policy. The employees of such contractors, subcontractors, vendors or consultants will be subject to the same rules of conduct and tests as the employees of the Jackson County Board of Commissioners. In the event of an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the County's premises and job sites. In addition, if the violation(s) is/are considered flagrant, or the County is not satisfied with the actions of the contractor, subcontractor, vendor, or consultant, the County can exercise its right to bar all of the contractor's, subcontractor's, vendor's, or consultants employees from its premises or decline to do business with the contractor, subcontractor, vendor or consultant in the future. All expenses and penalties incurred by a contractor, subcontractor, vendor or consultant as a result of a violation of the County's Substance Abuse Policy shall be borne by the contractor, subcontractor, vendor, or consultant.

3. INSURANCE - BASIC COVERAGES REQUIRED

a. The Contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County, on policies and with insurers acceptable to the County. These insurance requirements shall not limit the liability of the Contractor. All subcontractors are subject to the same coverages and limits as the Contractor. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities but are merely minimums.

b. Except for workers' compensation and professional liability, the Contractor's insurance policies shall be endorsed to name the County as an additional insured to the extent of the County's interests arising from this agreement, contract, or lease.

c. Except for workers' compensation, the Contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

d. The Contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The Contractor is responsible for the amount of any deductible or self-insured retention.

e. Insurance required of the Contractor, or any other insurance of the Contractor shall be considered primary, and insurance of the County shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Payment on Behalf of the County, Insurance, Certificates of Insurance and any Additional Insurance provisions of this agreement, contract or lease.

f. **WORKERS' COMPENSATION COVERAGE**

The Contractor shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employer's liability limits of at least **\$500,000 each accident and \$500,000 each employee/\$500,000 policy limit for disease**. The Contractor shall also purchase any other coverages required by law for the benefit of employees. The Contractor shall provide the County an Affidavit stating that he meets all the requirements of Florida Statute 440.02(14)(d).

g. **GENERAL, AUTOMOBILE AND EXCESS OR UMBRELLA LIABILITY COVERAGE**

The Contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial or Comprehensive General Liability and Business Auto policies of the Insurance Services Office. **Minimum limits of \$1,000,000 per occurrence** for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Workers' compensation Coverage section) and the amount of coverage required.

h. **GENERAL LIABILITY COVERAGE**

Commercial General Liability - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement contract or lease, and broad form property damage, and property damage resulting from explosion, collapse or underground (x,c,u) exposures. Coverage B shall include personal injury. Coverage C, medical payments, is not required.

i. **PRODUCTS/COMPLETED OPERATIONS**

The Contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

j. **BUSINESS AUTO LIABILITY COVERAGE**

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

k. **EXCESS OR UMBRELLA LIABILITY COVERAGE**

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

l. **CERTIFICATES OF INSURANCE**

1. Required insurance shall be documented in Certificates of Insurance which provide that the County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. The Certificate Holder will be addressed as the JACKSON COUNTY BOARD OF COMMISSIONERS, 2864 Madison Street, Marianna, FL 32448. All certificates, cancellation, nonrenewal or adverse change notices should be mailed to this address. Each Certificate will address the service being rendered to the County by the Contractor. **The County shall be named as an Additional Insured, Primary and Non-Contributory for both General Liability and Business Auto Liability with Waiver of subrogation included with respects to both General Liability and Business Auto.**

2. New Certificates of Insurance are to be provided to the County at least 15 days after coverage renewals.

3. If requested by the County, the Contractor shall furnish complete copies of insurance policies, forms and endorsements.

4. For the Commercial General Liability coverage the Contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of the liability coverage.

m. **RECEIPT OF INSUFFICIENT CERTIFICATES**

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the Contractor's obligation to fulfill the insurance requirements herein.

4. **ADDITIONAL INSURANCE**

If checked below, the County requires the following additional types of insurance.

☐ **Professional Liability/Malpractice/Errors or Omissions Coverage**

The Contractor shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of per occurrence. If a

claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

☐ **Property Coverage for Leases**

The Contractor shall procure and maintain for the life of the lease, all risk/special perils (including sinkhole) property insurance (or its equivalent) to cover loss resulting from damage to or destruction of the building and personal property/contents. The policy shall cover 100% replacement cost and shall include an agreed value endorsement to waive coinsurance.

☐ **Commercial General Liability Increased General Aggregate Limit (or separate aggregate)**

Because the Commercial General Liability form of coverage includes an annual aggregate limitation on the amount of insurance provided, a separate project aggregate limit of N/A is required by the County for this agreement or contract.

☐ **Liquor Liability**

In anticipation of alcohol being served, the Contractor shall provide evidence of coverage for liquor liability in an amount equal to the general/umbrella/excess liability coverage. If the general liability insurance covers liquor liability (e.g. host or other coverage), the Contractor's agent or insurer should provide written documentation to confirm that coverage already applies to this agreement, contract or lease. If needed coverage is not included in the general/umbrella excess liability policy(ies), the policy(ies) must be endorsed to extend coverage for liquor liability, or a separate policy must be purchased to provide liquor liability coverage in the amount required.

☐ **Owners Protective Liability Coverage**

For renovation or construction contracts the Contractor shall provide for the County an owners protective liability insurance policy (preferably through the Contractor's insurer) in the name of the County. This is redundant coverage if the County is named as an additional insured in the Contractor's Commercial General Liability insurance policy. However, this separate policy may be the only source of coverage if the Contractor's liability coverage limit is used up by other claims.

☒ **Builders Risk Coverage**

Builders Risk insurance is to be purchased to cover subject property for all risks of loss (including theft and sinkhole), subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks as indicated in the Installation Floater and Motor Truck Cargo insurance described hereafter, if such coverages are not separately provided. If flood and/or earthquake risks exist, flood and earthquake insurance are to be purchased. If there is loss of income, extra expense and/or expediting expense

exposure, such coverage is to be purchased. If boiler and machinery risks are involved, boiler and machinery insurance, including coverage for testing, is to be purchased.

The Builders Risk insurance is to be endorsed to cover the interests of all parties, including the County and all contractors and subcontractors. The insurance is to be endorsed to grant permission to occupy.

☐ **Installation Floater Coverage**

Installation Floater insurance is to be purchased when Builder's Risk insurance is inappropriate, or when Builder's Risk insurance will not respond, to cover damage or destruction to renovations, repairs or equipment being installed or otherwise being handled or stored by the Contractor, including off-site storage, transit and installation.

The amount of coverage should be adequate to provide full replacement value of the property, repairs, additions or equipment being installed, otherwise being handled or stored on or off premises. All risks coverage is preferred.

☐ **Motor Truck Cargo Coverage**

If the Installation Floater insurance does not provide transportation coverage, separate Motor Truck Cargo or Transportation insurance is to be provided for materials or equipment transported in the Contractor's vehicles from place of receipt to building sites or other storage sites. All risks coverage is preferred.

Contractor's Equipment Coverage

Contractor's Equipment insurance is to be purchased to cover loss of equipment and machinery utilized in the performance of work by the Contractor. All risks coverage is preferred. The contract may declare self-insurance for contractor equipment.

☐ **Fidelity/Dishonesty/Liability Coverage – Third Party**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Other Party's employees resulting in a loss to decedent, i.e. theft of valuables.

☐ **Fidelity/Dishonesty Coverage for Employer (Contractor)**

Fidelity/Dishonesty insurance is to be purchased to cover dishonest acts of the Contractor's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

☐ **Fidelity/Dishonesty/Liability Coverage for County**

Fidelity/Dishonesty/Liability insurance is to be purchased or extended to cover dishonest acts of the Contractor's employees resulting in loss to the County.

☐ **Electronic Data Liability Insurance**

The Other Party shall purchase Electronic Data Liability with limits of

☐ **Garage Liability Coverage**

Garage Liability insurance is to be purchased to cover the Contractor and its employees for its garage and related operations while in the care, custody and control of the County's vehicles.

☐ **Garage Keepers Coverage (Legal Liability Form)**

Garage Keepers Liability insurance is to be purchased to cover damage or other loss, including comprehensive and collision risks, to the County's vehicles while in the care, custody and control of the Contractor. This form of coverage responds on a legal liability basis, and without regard to legal liability on an excess basis over any other collectible insurance.

☐ **Damage to Premises Rented/Leased to you- (Legal Liability Form)**

Provide property coverage for leased premises due to liability incurred because the insured's negligence results in fire or explosion. Specified limit of liability required.

☐ **Watercraft Liability Coverage**

Because the Contractor's provision of services involves utilization of watercraft, watercraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any watercraft, including owned, non-owned and hired.

Coverage may be provided in the form of an endorsement to the general liability policy, or in the form of a separate policy coverage Watercraft Liability or Protection and Indemnity.

☐ **Aircraft Liability Coverage**

Because the Contractor's provision of services involves utilization of aircraft, aircraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any aircraft, including owned, non-owned and hired.

The minimum limits of coverage shall be _____ per occurrence, Combined Single Limits for Bodily Injury (including passenger liability) and Property Damage.

☐ **Pollution Legal Liability Coverage**

Pollution legal liability insurance is to be purchased to cover pollution and/or environmental legal liability which may arise from this agreement or contract.

☐ **United States Longshoremen and Harbor workers Act Coverage**

The Workers Compensation policy is to be endorsed to include United States Longshoremen and Harbor workers Act Coverage for exposures which may arise from this agreement or contract.

☐ **Jones Act Coverage**

The Workers Compensation policy is to be endorsed to include Jones Act Coverage for exposures which may arise from this agreement or contract.

EXHIBIT 4
PUBLIC CONSTRUCTION BOND

Bond No. _____ (enter bond number and include copy of bond))

BY THIS BOND, We _____, as Principal and _____, a corporation, as Surety, are bound to the Jackson County Board of County Commissioner, Jackson County, FL, herein called Owner, in the sum of \$_____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated _____, _____, between Principal and Owner for construction of _____, the contract being made a part of this bond by reference, at the times and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED ON _____, _____

(Name of Principal)

By (As Attorney in Fact)

(Name of Surety)

**NOTICE OF CONTEST OF CLAIM
AGAINST PAYMENT BOND**

To: (Name and address of claimant)

You are notified that the undersigned contests your notice of nonpayment, dated _____, _____, and served on the undersigned on _____, _____, and that the time within which you may file suit to enforce your claim is limited to 60 days after the date of service of this notice.

Contractor: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

**WAIVER OF RIGHT TO CLAIM
AGAINST THE PAYMENT BOND
(PROGRESS PAYMENT)**

The undersigned, in consideration of the sum of \$_____, hereby waives its right to claim against the payment bond for labor, services, or materials furnished through (insert date) to (insert the name of contractor) on the job of Jackson County Board of County Commissioners, for improvements to the following described project:

(Project Name)

This waiver does not cover any retention, or any labor, services, or materials furnished after the date specified.

Contractor: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

**WAIVER OF RIGHT TO CLAIM
AGAINST THE PAYMENT BOND
(FINAL PAYMENT)**

The undersigned, in consideration of the final payment in the amount of \$_____, hereby waives its right to claim against the payment bond for labor, services, or materials furnished to (insert the name of contractor) on the job of Jackson County Board of County Commissioners for improvements to the following described project:

(Project Name)

Contractor:_____

By:_____

Printed Name:_____

Title: _____

Date:_____

JACKSON COUNTY - BID RESPONSE FORM
2526-14 - HOLYNECK ROAD PAVING

DESCRIPTION	Units	Quantity	Unit Price	Total Price
Mobilization		1		
Maintenance Of Traffic (MOT)		1		
Tack	SY			
Levelling	TON	200		
12.5 Polymer 1.5"	TON	3626		
Double Yellow Stripes	LF	17,977		
BID TOTAL				

AGENDA ITEM # 5142026-519
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Tyler Schaeffer, Purchasing

SUBJECT: Request: Board set special meeting for selection of 2526-10 -
Employee Health Plan awardee - **Tyler Schaeffer**, Procurement
Officer

Background: On June 4th, The County will be receiving proposals for the employee
health insurance solicitation. Once received, staff and the contracted
consultant (Siver) will begin to review the proposals.

Staff requests the board set a special meeting for the consultant to
present the board with the proposals and discuss their evaluation.

The recommended date for the special meeting would be Tuesday
July 7th @ 9AM Central Time.

Strategic Plan Goal: Sustainable Services & Budgeting

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Purchasing

Reviewed By: Tyler Schaeffer
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to set a special meeting on Tuesday July 7, 2026 at 9AM
Central Time for the purposes of discussing the employee health
insurance proposals.

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Tyler Schaeffer, Purchasing

SUBJECT: Request: Board approve evaluation criteria and ranking committee for 2526-21 - Disaster Recovery Consultant - Tyler Schaeffer, Procurement Officer

Background: To better comply with FEMA and FDEM reimbursement criteria, the County is resoliciting its Disaster Consultant service contract (incumbent DHM).

Staff recommends the Board to participate as the Ranking Committee with the following criteria to facilitate selection of awardee.

Criteria	Weighting
Qualification of Firm	30
Specialized Expertise of Team Members	20
Technical Approach	20
Cost of Services	20
References	10

Strategic Plan Goal: Sustainable Services & Budgeting

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Purchasing

Reviewed By: Tyler Schaeffer
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion:

I move to approve the ranking committee as the board and the evaluation criteria.

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Lucas Mayo, Administration

SUBJECT: Request: Board approval to award 2526-09 Lift Station
Generators -
Lucas Mayo, Grants/Contracts Manager

Background: On January 28, 2026 The County opened bids for the construction of Critical Facilities Generators and Lift Stations as part of a Hazard Mitigation Grant Program (HMGP) and received 4 bids. The County's engineer for this project is DHM.

The low bidder was Energy System SouthEast (ESSE). The initial bid exceeded the grant budget. However, DHM and ESSE performed value engineering to reduce costs, resulting in a revised bid within budget.

Lift Stations:	
Grant Budget	\$ 435,790.00
ESSE Original	\$
Bid Price	679,502.10
ESSE VE Price	\$ 435,790.00
VE Savings	\$ 243,712.10
Budget Surplus	\$ 0.00

Strategic Plan Goal: Innovative Facilities & Infrastructure

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Administration

Reviewed By: Lucas Mayo
Jennifer Collins
Lynsey Darragh

Jim Dean

Recommendation:

Accept

Potential Motion:

I move to approve the award to Energy Systems Southeast and authorize the Chairman to sign.

PART B JAC24GEN - Lift Station & Portable Generators

Item No.	Facility Name	Location	Original Bid Price from ESSE (1.28.2026)	VE Price from ESSE (4.21.2026)	Price Difference / Savings	NOTES
1	1. Jackson County Pt.B Eagles Landing Ind. Springs LS #1	1. Jackson County Pt.B Eagles Landing Ind. Springs LS #1	\$80,491.20	\$68,075.59	\$12,415.61	On Part B, ESSE were able to work with manufacturer to get a few discounts and also use the more standard Camlocks and cords for portables. The only thing that changed was pricing and Camlocks, all equipment and scope remains the same.
2	2. Jackson County Pt.B Hope School LS LS #2	2. Jackson County Pt.B Hope School LS LS #2	\$80,491.20	\$68,075.59	\$12,415.61	On Part B, ESSE were able to work with manufacturer to get a few discounts and also use the more standard Camlocks and cords for portables. The only thing that changed was pricing and Camlocks, all equipment and scope remains the same.
3	3. Jackson County Pt.B Loves Truck Stop LS #3	3. Jackson County Pt.B Loves Truck Stop LS #3	\$79,844.40	\$67,522.12	\$12,322.28	On Part B, ESSE were able to work with manufacturer to get a few discounts and also use the more standard Camlocks and cords for portables. The only thing that changed was pricing and Camlocks, all equipment and scope remains the same.
4	4. Jackson County Pt.B Loves Truck Stop LS #4	4. Jackson County Pt.B Loves Truck Stop LS #4	\$80,491.20	\$68,075.59	\$12,415.61	On Part B, ESSE were able to work with manufacturer to get a few discounts and also use the more standard Camlocks and cords for portables. The only thing that changed was pricing and Camlocks, all equipment and scope remains the same.
5	5. Jackson County Pt.B Eastside LS #5 Portable	5. Jackson County Pt.B Eastside LS #5 Portable	\$188,240.85	\$90,029.47	\$98,211.38	On Part B, ESSE were able to work with manufacturer to get a few discounts and also use the more standard Camlocks and cords for portables. The only thing that changed was pricing and Camlocks, all equipment and scope remains the same.
6	6. Jackson County Pt.B Westside LS #6 Portable	6. Jackson County Pt.B Westside LS #6 Portable	\$169,943.25	\$74,011.64	\$95,931.61	On Part B, ESSE were able to work with manufacturer to get a few discounts and also use the more standard Camlocks and cords for portables. The only thing that changed was pricing and Camlocks, all equipment and scope remains the same.
TOTAL			\$679,502.10	\$435,790.00	\$243,712.10	

Grant Budget	\$	435,790.00
ESSE Original Bid Price	\$	679,502.10
ESSE VE Price	\$	435,790.00
VE Savings	\$	243,712.10
Budget Surplus/Overage	\$	-

AGENDA ITEM # 5202026-525
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Lucas Mayo, Administration

SUBJECT: Request: Board approval of Vacant Land Contract to sell Parcel -
Lucas Mayo, Grants/Contracts Manager

Background: Chipola Realty has informed staff of a potential buyer and prepared the contract. The contract is for the sale of a Vacant Lot located at 4405 Putnam St, Marianna, FL 32446 to James E. Pumphrey for the purchase price of \$15,000.00. The lot is adjacent to the Library.

Strategic Plan Goal: Sustainable Services & Budgeting

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Administration

Reviewed By: Lucas Mayo
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to approve Contract and authorize the Chairman to sign.



CHIPOLA
REALTY

Vacant Land Contract

- 1* **1. Sale and Purchase ("Contract"):** Jackson County Board of County Commissioners
2* ("Seller") and James E. Umphrey
3 ("Buyer") (the "parties") agree to sell and buy on the terms and conditions specified below the property ("Property")
4 described as:
5* Address: 4405 Putnam Street, Marianna, FL 32446
6* Legal Description: OR 1 82 PG 120
7
8
9
10
11* SEC /TWP / /RNG of Jackson County, Florida. Real Property ID No.: 03-4N-10-0331-0000-0270
12* including all improvements existing on the Property and the following additional property:
13
14* **2. Purchase Price:** (U.S. currency) \$ 15,000.00
15 All deposits will be made payable to "Escrow Agent" named below and held in escrow by:
16* Escrow Agent's Name: Marianna Title Company, Inc.
17* Escrow Agent's Contact Person: Jay James
18* Escrow Agent's Address: 2876 Madison St, Marianna, FL
19* Escrow Agent's Phone: 850-526-3197
20* Escrow Agent's Email: titlequeen@mariannatitle.net
21
22* (a) Initial deposit (\$0 if left blank) (Check if applicable)
23* ☐ accompanies offer
24* ☒ will be delivered to Escrow Agent within 10 days (3 days if left blank)
25 after Effective Date \$ 500.00
26* (b) Additional deposit will be delivered to Escrow Agent (Check if applicable)
27* ☐ within days (10 days if left blank) after Effective Date
28* ☐ within days (3 days if left blank) after expiration of Due Diligence Period \$
29* (c) Total Financing (see Paragraph 6) (express as a dollar amount or percentage) \$
30* (d) Other: \$
31* (e) Balance to close (not including Buyer's closing costs, prepaid items, and prorations)
32* to be paid at closing by wire transfer or other Collected funds \$ 14,500.00
33* (f) ☐ (Complete only if purchase price will be determined based on a per unit cost instead of a fixed price.) The
34* unit used to determine the purchase price is ☐ lot ☐ acre ☐ square foot ☐ other (specify):
35 prorating areas of less than a full unit. The purchase price will be \$ per unit based on a
36 calculation of total area of the Property as certified to Seller and Buyer by a Florida licensed surveyor in
37* accordance with Paragraph 8(c). The following rights of way and other areas will be excluded from the
38 calculation:
39* **3. Time for Acceptance; Effective Date:** Unless this offer is signed by Seller and Buyer and an executed copy
40 delivered to all parties on or before May 27, 2026, this offer will be withdrawn and Buyer's deposit, if
41 any, will be returned. The time for acceptance of any counter-offer will be 3 days after the date the counter-offer is
42 delivered. The "Effective Date" of this Contract is the date on which the last one of the Seller and Buyer
43* **4. Closing Date:** This transaction will close on June 18, 2026 ("Closing Date"), unless specifically
44 extended by other provisions of this Contract. The Closing Date will prevail over all other time periods including,
45 but not limited to, Financing and Due Diligence periods. However, if the Closing Date occurs on a Saturday,
46 Sunday, or national legal holiday, it will extend to 5:00 p.m. (where the Property is located) of the next business
47 day. In the event insurance underwriting is suspended on Closing Date and Buyer is unable to obtain property
48 insurance, Buyer may postpone closing for up to 5 days after the insurance underwriting suspension is lifted. If
49 this transaction does not close for any reason, Buyer will immediately return all Seller provided documents and
50 other items.
51 **5. Extension of Closing Date:** If Paragraph 6(b) is checked and Closing Funds from Buyer's lender(s) are not
52 available on Closing Date due to Consumer Financial Protection Bureau Closing Disclosure delivery requirements

Buyer (JEU) () and Seller () () acknowledge receipt of a copy of this page, which is 1 of 8 pages.

("CFPB Requirements"), if applicable, then Closing Date shall be extended for such period necessary to satisfy CFPB Requirements, provided such period shall not exceed 10 days.

6. Financing: (Check as applicable)

(a) ☒ **Buyer** will pay cash for the Property with no financing contingency.

(b) ☐ This Contract is contingent on **Buyer** qualifying for and obtaining the commitment(s) or approval(s) specified below ("Financing") within _____ days after Effective Date (Closing Date or 30 days after Effective Date, whichever occurs first, if left blank) ("Financing Period"). **Buyer** will apply for Financing within _____ days after Effective Date (5 days if left blank) and will timely provide any and all credit, employment, financial, and other information required by the lender. If **Buyer**, after using diligence and good faith, cannot obtain the Financing within the Financing Period, either party may terminate this Contract and **Buyer's** deposit(s) will be returned.

(1) ☐ **New Financing:** **Buyer** will secure a commitment for new third party financing for \$ _____ or _____% of the purchase price at **(Check one)** ☐ a fixed rate not exceeding _____% ☐ an adjustable interest rate not exceeding _____% at origination (a fixed rate at the prevailing interest rate based on **Buyer's** creditworthiness if neither choice is selected). **Buyer** will keep **Seller** and Broker fully informed of the loan application status and progress and authorizes the lender or mortgage broker to disclose all such information to **Seller** and Broker.

(2) ☐ **Seller Financing:** **Buyer** will execute a ☐ first ☐ second purchase money note and mortgage to **Seller** in the amount of \$ _____, bearing annual interest at _____% and payable as follows:

The mortgage, note, and any security agreement will be in a form acceptable to **Seller** and will follow forms generally accepted in the county where the Property is located; will provide for a late payment fee and acceleration at the mortgagee's option if **Buyer** defaults; will give **Buyer** the right to prepay without penalty all or part of the principal at any time(s) with interest only to date of payment; will be due on conveyance or sale; will provide for release of contiguous parcels, if applicable; and will require **Buyer** to keep liability insurance on the Property, with **Seller** as additional named insured. **Buyer** authorizes **Seller** to obtain credit, employment, and other necessary information to determine creditworthiness for the financing. **Seller** will, within 10 days after Effective Date, give **Buyer** written notice of whether or not **Seller** will make the loan.

(3) ☐ **Mortgage Assumption:** **Buyer** will take title subject to and assume and pay existing first mortgage to

LN# _____ in the approximate amount of \$ _____ currently payable at \$ _____ per month, including principal, interest, ☐ taxes and insurance, and having a ☐ fixed ☐ other (describe) _____ interest rate of _____% which ☐ will ☐ will not escalate upon assumption. Any variance in the mortgage will be adjusted in the balance due at closing with no adjustment to purchase price. **Buyer** will purchase **Seller's** escrow account dollar for dollar. If the interest rate upon transfer exceeds _____% or the assumption/transfer fee exceeds \$ _____, either party may elect to pay the excess, failing which this Contract will terminate; and **Buyer's** deposit(s) will be returned. If the lender disapproves **Buyer**, this Contract will terminate; and **Buyer's** deposit(s) will be returned.

7. Assignability: (Check one) **Buyer** ☐ may assign and thereby be released from any further liability under this Contract, ☐ may assign but not be released from liability under this Contract, or ☒ may not assign this Contract.

8. Title: **Seller** has the legal capacity to and will convey marketable title to the Property by ☒ statutory warranty deed ☐ special warranty deed ☐ other (specify) _____, free of liens, easements, and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants, restrictions, and public utility easements of record; existing zoning and governmental regulations; and (list any other matters to which title will be subject) _____, provided there exists at closing no violation of the foregoing.

(a) **Title Evidence:** The party who pays for the owner's title insurance policy will select the closing agent and pay for the title search, including tax and lien search (including municipal lien search) if performed, and all other fees charged by closing agent. **Seller** will deliver to **Buyer**, at **(Check one)** ☒ **Seller's** ☐ **Buyer's** expense and **(Check one)** ☐ within _____ days after Effective Date ☐ at least _____ days before Closing Date, **(Check one)**

Buyer JEU (____) and Seller (____) (____) acknowledge receipt of a copy of this page, which is 2 of 8 pages.

- (1) ☒ a title insurance commitment by a Florida licensed title insurer setting forth those matters to be discharged by **Seller** at or before closing and, upon **Buyer** recording the deed, an owner's policy in the amount of the purchase price for fee simple title subject only to the exceptions stated above. If **Buyer** is paying for the owner's title insurance policy and **Seller** has an owner's policy, **Seller** will deliver a copy to **Buyer** within 15 days after Effective Date.
- (2) ☐ an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy effective date and certified to **Buyer** or **Buyer's** closing agent together with copies of all documents recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller**, then (1) above will be the title evidence.

(b) **Title Examination:** After receipt of the title evidence, **Buyer** will, within _____ days (10 days if left blank) but no later than Closing Date, deliver written notice to **Seller** of title defects. Title will be deemed acceptable to **Buyer** if (i) **Buyer** fails to deliver proper notice of defects or (ii) **Buyer** delivers proper written notice and **Seller** cures the defects within _____ days (30 days if left blank) ("Cure Period") after receipt of the notice. If the defects are cured within the Cure Period, closing will occur within 10 days after receipt by **Buyer** of notice of such cure. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured within the Cure Period. If the defects are not cured within the Cure Period, **Buyer** will have 10 days after receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this Contract or accept title subject to existing defects and close the transaction without reduction in purchase price.

(c) **Survey:** **Buyer** may, at **Buyer's** expense, have the Property surveyed and must deliver written notice to **Seller**, within 5 days after receiving survey but not later than 5 days before Closing Date, of any encroachments on the Property, encroachments by the Property's improvements on other lands, or deed restriction or zoning violations. Any such encroachment or violation will be treated in the same manner as a title defect and **Seller's** and **Buyer's** obligations will be determined in accordance with Paragraph 8(b).

(d) **Ingress and Egress:** **Seller** warrants that the Property presently has ingress and egress.

9. **Property Condition:** **Seller** will deliver the Property to **Buyer** at closing in its present "as is" condition, with conditions resulting from **Buyer's** Inspections and casualty damage, if any, excepted. **Seller** will not engage in or permit any activity that would materially alter the Property's condition without the **Buyer's** prior written consent.

(a) **Inspections: (Check (1) or (2))**

- (1) ☒ **Due Diligence Period:** **Buyer** will, at **Buyer's** expense and within 10 days (30 days if left blank) ("Due Diligence Period") after Effective Date and in **Buyer's** sole and absolute discretion, determine whether the Property is suitable for **Buyer's** intended use. During the Due Diligence Period, **Buyer** may conduct a Phase 1 environmental assessment and any other tests, analyses, surveys, and investigations ("Inspections") that **Buyer** deems necessary to determine to **Buyer's** satisfaction the Property's engineering, architectural, and environmental properties; zoning and zoning restrictions; subdivision statutes; soil and grade; availability of access to public roads, water, and other utilities; consistency with local, state, and regional growth management plans; availability of permits, government approvals, and licenses; and other inspections that **Buyer** deems appropriate. If the Property must be rezoned, **Buyer** will obtain the rezoning from the appropriate government agencies. **Seller** will sign all documents **Buyer** is required to file in connection with development or rezoning approvals. **Seller** gives **Buyer**, its agents, contractors, and assigns, the right to enter the Property at any time during the Due Diligence Period for the purpose of conducting Inspections, provided, however, that **Buyer**, its agents, contractors, and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will indemnify and hold **Seller** harmless from losses, damages, costs, claims, and expenses of any nature, including attorneys' fees, expenses, and liability incurred in application for rezoning or related proceedings, and from liability to any person, arising from the conduct of any and all Inspections or any work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a construction lien being filed against the Property without **Seller's** prior written consent. If this transaction does not close, **Buyer** will, at **Buyer's** expense, (i) repair all damages to the Property resulting from the Inspections and return the Property to the condition it was in before conducting the Inspections and (ii) release to **Seller** all reports and other work generated as a result of the Inspections.

Before expiration of the Due Diligence Period, **Buyer** must deliver written notice to **Seller** of **Buyer's** determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice requirement will constitute acceptance of the Property as suitable for **Buyer's** intended use in its "as is"

Buyer JEU (____) and Seller (____) (____) acknowledge receipt of a copy of this page, which is 3 of 8 pages.

condition. If the Property is unacceptable to **Buyer** and written notice of this fact is timely delivered to **Seller**, this Contract will be deemed terminated, and **Buyer's** deposit(s) will be returned.

(2) ☐ **No Due Diligence Period:** **Buyer** is satisfied that the Property is suitable for **Buyer's** purposes, including being satisfied that either public sewerage and water are available to the Property or the Property will be approved for the installation of a well and/or private sewerage disposal system and that existing zoning and other pertinent regulations and restrictions, such as subdivision or deed restrictions, concurrency, growth management, and environmental conditions, are acceptable to **Buyer**. This Contract is not contingent on **Buyer** conducting any further investigations.

(b) **Government Regulations:** Changes in government regulations and levels of service which affect **Buyer's** intended use of the Property will not be grounds for terminating this Contract if the Due Diligence Period has expired or if Paragraph 9(a)(2) is selected.

(c) **Flood Zone:** **Buyer** is advised to verify by survey, with the lender, and with appropriate government agencies which flood zone the Property is in, whether flood insurance is required, and what restrictions apply to improving the Property and rebuilding in the event of casualty.

(d) **Coastal Construction Control Line ("CCCL"):** If any part of the Property lies seaward of the CCCL as defined in Section 161.053, Florida Statutes, **Seller** will provide **Buyer** with an affidavit or survey as required by law delineating the line's location on the Property, unless **Buyer** waives this requirement in writing. The Property being purchased may be subject to coastal erosion and to federal, state, or local regulations that govern coastal property, including delineation of the CCCL, rigid coastal protection structures, beach nourishment, and the protection of marine turtles. Additional information can be obtained from the Florida Department of Environmental Protection, including whether there are significant erosion conditions associated with the shore line of the Property being purchased.

☐ **Buyer** waives the right to receive a CCCL affidavit or survey.

10. Closing Procedure; Costs: Closing will take place in the county where the Property is located and may be conducted by mail or electronic means. If title insurance insures **Buyer** for title defects arising between the title binder effective date and recording of **Buyer's** deed, closing agent will disburse at closing the net sale proceeds to **Seller** (in local cashier's check if **Seller** requests in writing at least 5 days before closing) and brokerage fees to Broker as per Paragraph 21. In addition to other expenses provided in this Contract, **Seller** and **Buyer** will pay the costs indicated below.

(a) **Seller Costs:**

Taxes on deed

Recording fees for documents needed to cure title

Title evidence (if applicable under Paragraph 8)

Estoppel Fee(s)

Other: _____

(b) **Buyer Costs:**

Taxes and recording fees on notes and mortgages

Recording fees on the deed and financing statements

Loan expenses

Title evidence (if applicable under Paragraph 8)

Lender's title policy at the simultaneous issue rate

Inspections

Survey

Insurance

Other: _____

(c) **Prorations:** The following items will be made current and prorated as of the day before Closing Date: real estate taxes (including special benefit tax liens imposed by a CDD), interest, bonds, assessments, leases, and other Property expenses and revenues. If taxes and assessments for the current year cannot be determined, the previous year's rates will be used with adjustment for any exemptions.

(d) **Special Assessment by Public Body:** Regarding special assessments imposed by a public body, **Seller** will pay (i) the full amount of liens that are certified, confirmed, and ratified before closing and (ii) the amount of the last estimate of the assessment if an improvement is substantially completed as of Effective Date but has not resulted in a lien before closing; and **Buyer** will pay all other amounts. If special assessments may be paid in installments, ☐ **Seller** ☐ **Buyer** (**Buyer** if left blank) will pay installments due after closing. If **Seller** is checked, **Seller** will pay the assessment in full before or at the time of closing. Public body does not include a Homeowners' or Condominium Association.

Buyer JEU () and Seller () () acknowledge receipt of a copy of this page, which is 4 of 8 pages.

(e) **PROPERTY TAX DISCLOSURE SUMMARY:** BUYER SHOULD NOT RELY ON THE SELLER'S CURRENT PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT BUYER MAY BE OBLIGATED TO PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT THE COUNTY PROPERTY APPRAISER'S OFFICE FOR FURTHER INFORMATION.

(f) **Foreign Investment in Real Property Tax Act ("FIRPTA"):** If Seller is a "foreign person" as defined by FIRPTA, Seller and Buyer will comply with FIRPTA, which may require Seller to provide additional cash at closing.

(g) **1031 Exchange:** If either Seller or Buyer wish to enter into a like-kind exchange (either simultaneously with closing or after) under Section 1031 of the Internal Revenue Code ("Exchange"), the other party will cooperate in all reasonable respects to effectuate the Exchange including executing documents, provided, however, that the cooperating party will incur no liability or cost related to the Exchange and that the closing will not be contingent upon, extended, or delayed by the Exchange.

11. Computation of Time: Calendar days, based on where the Property is located, will be used when computing time periods. Other than time for acceptance and Effective Date as set forth in Paragraph 3, any time periods provided for or dates specified in this Contract, whether preprinted, handwritten, typewritten or inserted herein, which shall end or occur on a Saturday, Sunday, or national legal holiday (see 5 U.S.C. 6103), or on a day a national legal holiday is observed shall extend to the next calendar day which is not a Saturday, Sunday, national legal holiday, or a day on which a national legal holiday is observed. **Time is of the essence in this Contract.**

12. Risk of Loss; Eminent Domain: If any portion of the Property is materially damaged by casualty before closing or Seller negotiates with a governmental authority to transfer all or part of the Property in lieu of eminent domain proceedings or an eminent domain proceeding is initiated, Seller will promptly inform Buyer. Either party may terminate this Contract by written notice to the other within 10 days after Buyer's receipt of Seller's notification, and Buyer's deposit(s) will be returned, failing which Buyer will close in accordance with this Contract and receive all payments made by the governmental authority or insurance company, if any.

13. Force Majeure: Seller or Buyer will not be required to perform any obligation under this Contract or be liable to each other for damages so long as the performance or non-performance of the obligation is delayed, caused, or prevented by an act of God or force majeure. An "act of God or "force majeure" is defined as hurricanes, earthquakes, floods, fire, unusual transportation delays, wars, insurrections, and any other cause not reasonably within the control of Seller or Buyer and which by the exercise of due diligence the non-performing party is unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended for the period that the act of God or force majeure is in place. However, in the event that such act of God or force majeure event continues beyond 30 days, either party may terminate this Contract by delivering written notice to the other; and Buyer's deposit(s) will be returned.

14. Notices: All notices will be in writing and delivered to the parties and Broker by mail, personal delivery, or electronic means. Buyer's failure to timely deliver written notice to Seller, when such notice is required by this Contract, regarding any contingency will render that contingency null and void, and this Contract will be construed as if the contingency did not exist. Any notice, document, or item delivered to or received by an attorney or licensee (including a transactions broker) representing a party will be as effective as if delivered to or received by that party.

15. Complete Agreement; Persons Bound: This Contract is the entire agreement between Seller and Buyer. Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker unless incorporated into this Contract. Modifications of this Contract will not be binding unless in writing, signed or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This Contract, signatures, initials, documents referenced in this Contract, counterparts, and written modifications communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be binding. Handwritten or typewritten terms inserted in or attached to this Contract prevail over preprinted terms. If any provision of this Contract is or becomes invalid or unenforceable, all remaining provisions will continue to be fully effective. Seller and Buyer will use diligence and good faith in performing all obligations under this Contract. This Contract will not be recorded in any public record. The terms "Seller," "Buyer," and "Broker" may be singular or plural. This Contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if permitted, of Seller, Buyer, and Broker.

Buyer (JEU) () and Seller () () acknowledge receipt of a copy of this page, which is 5 of 8 pages.

- 272 **16. Default and Dispute Resolution:** This Contract will be construed under Florida law. This Paragraph will survive
273 closing or termination of this Contract.
- 274 (a) **Seller Default:** If **Seller** fails, neglects, or refuses to perform **Seller's** obligations under this Contract, **Buyer**
275 may elect to receive a return of **Buyer's** deposit(s) without thereby waiving any action for damages resulting
276 from **Seller's** breach and may seek to recover such damages or seek specific performance. **Seller** will also be
277 liable for the full amount of the brokerage fee.
- 278 (b) **Buyer Default:** If **Buyer** fails, neglects, or refuses to perform **Buyer's** obligations under this Contract,
279 including payment of deposit(s), within the time(s) specified, **Seller** may elect to recover and retain the
280 deposit(s), paid and agreed to be paid, for the account of **Seller** as agreed upon liquidated damages,
281 consideration for execution of this Contract, and in full settlement of any claims, whereupon **Seller** and **Buyer**
282 will be relieved from all further obligations under this Contract; or **Seller**, at **Seller's** option, may proceed in
283 equity to enforce **Seller's** rights under this Contract.
- 284 **17. Attorney's Fees; Costs:** In any litigation permitted by this Contract, the prevailing party shall be entitled to
285 recover from the non-prevailing party costs and fees, including reasonable attorney's fees, incurred in conducting
286 the litigation. This Paragraph 17 shall survive Closing or termination of this Contract.
- 287 **18. Escrow Agent; Closing Agent:** **Seller** and **Buyer** authorize Escrow Agent and closing agent (collectively
288 "Agent") to receive, deposit, and hold funds and other items in escrow and, subject to Collection, disburse them
289 upon proper authorization and in accordance with Florida law and the terms of this Contract, including disbursing
290 brokerage fees. "Collection" or "Collected" means any checks tendered or received have become actually and
291 finally collected and deposited in the account of Agent. The parties agree that Agent will not be liable to any person
292 for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful breach of this
293 Contract or gross negligence. If Agent interpleads the subject matter of the escrow, Agent will pay the filing fees
294 and costs from the deposit and will recover reasonable attorneys' fees and costs to be paid from the escrowed
295 funds or equivalent and charged and awarded as court costs in favor of the prevailing party.
- 296 **19. Professional Advice; Broker Liability:** Broker advises **Seller** and **Buyer** to verify all facts and representations
297 that are important to them and to consult an appropriate professional for legal advice (for example, interpreting this
298 Contract, determining the effect of laws on the Property and this transaction, status of title, foreign investor
299 reporting requirements, the effect of property lying partially or totally seaward of the CCCL, etc.) and for tax,
300 property condition, environmental, and other specialized advice. **Buyer** acknowledges that all representations
301 (oral, written, or otherwise) by Broker are based on **Seller** representations or public records. **Buyer agrees to rely**
302 **solely on Seller, professional inspectors, and government agencies for verification of the Property**
303 **condition and facts that materially affect Property value.** **Seller** and **Buyer** respectively will pay all costs and
304 expenses, including reasonable attorneys' fees at all levels, incurred by Broker and Broker's officers, directors,
305 agents, and employees in connection with or arising from **Seller's** or **Buyer's** misstatement or failure to perform
306 contractual obligations. **Seller** and **Buyer** hold harmless and release Broker and Broker's officers, directors,
307 agents, and employees from all liability for loss or damage based on (i) **Seller's** or **Buyer's** misstatement or failure
308 to perform contractual obligations; (ii) the use or display of listing data by third parties, including, but not limited to,
309 photographs, images, graphics, video recordings, virtual tours, drawings, written descriptions, and remarks related
310 to the Property; (iii) Broker's performance, at **Seller's** or **Buyer's** request, of any task beyond the scope of
311 services regulated by Chapter 475, Florida Statutes, as amended, including Broker's referral, recommendation, or
312 retention of any vendor; (iv) products or services provided by any vendor; and (v) expenses incurred by any
313 vendor. **Seller** and **Buyer** each assume full responsibility for selecting and compensating their respective vendors.
314 This Paragraph will not relieve Broker of statutory obligations. For purposes of this Paragraph, Broker will be
315 treated as a party to this Contract. This Paragraph will survive closing.
- 316 **20. Commercial Real Estate Sales Commission Lien Act:** If the Property is commercial real estate as defined by
317 Section 475.701, Florida Statutes, the following disclosure will apply: The Florida Commercial Real Estate Sales
318 Commission Lien Act provides that when a broker has earned a commission by performing licensed services
319 under a brokerage agreement with you, the broker may claim a lien against your net sales proceeds for the
320 broker's commission. The broker's lien rights under the act cannot be waived before the commission is earned.
- 321 **21. Brokers:** The licensee(s) and brokerage(s) named below are collectively referred to as "Broker." **Instruction to**
322 **closing agent:** **Seller** and **Buyer** direct Closing Agent to disburse at Closing the full amount of the brokerage
323 fees as specified in separate brokerage agreements with the parties and cooperative agreements between the
324 Brokers, except to the extent Broker has retained such fees from the escrowed funds. This Paragraph will not be
325 used to modify any offer of compensation made by **Seller** or listing broker to cooperating brokers.

Buyer JEU () and Seller () () acknowledge receipt of a copy of this page, which is 6 of 8 pages.

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Lauren Lyons & Kathy Milton
Seller's Sales Associate/License No.

328*
329

lauren@chipola.com
Seller's Sales Associate Email Address

330
331*

850-482-7788
Seller's Sales Associate Phone Number

332
333
334*

Chipola Realty
Listing Brokerage

335
336
337*

4325-B Lafayette St. Marianna FL 32446
Listing Brokerage Address

Lauren Lyons & Kathy Milton
Buyer's Sales Associate/License No.

lauren@chipola.com
Buyer's Sales Associate Email Address

850-482-7788
Buyer's Sales Associate Phone Number

Chipola Realty
Buyer's Brokerage

4325-B Lafayette St. Marianna FL 32446
Buyer's Brokerage Address

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343*
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- 22. Addenda:** The following additional terms are included in the attached addenda and incorporated into this Contract
(Check if applicable)
☐ A. Back-up Contract
☐ B. Kick Out Clause
☐ C. HOA Addendum
☐ D. Other _____

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23. Additional Terms: This contract is contingent upon formal approval by the Jackson County Board of County Commissioners.

362

COUNTER-OFFER/REJECTION

363*
364
365*

- ☐ Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and deliver a copy of the acceptance to Seller).
☐ Seller rejects Buyer's offer

366
367

**[The remainder of this page is intentionally left blank.
This Contract continues with Line 368 on Page 8 of 8.]**

Buyer (JEU) () and Seller () () acknowledge receipt of a copy of this page, which is 7 of 8 pages.

368 **This is intended to be a legally binding Contract. If not fully understood, seek the advice of an attorney before**
369 **signing.**

370 **ATTENTION: SELLER AND BUYER**

371 **CONVEYANCES TO FOREIGN BUYERS:** Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023
372 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers
373 who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian
374 Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the
375 Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property**
376 **in violation of the Act.**

377 **At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act.**
378 **Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.**

379
380* **Buyer:** James E. Umphrey Date: 05/19/2026

381* Print name: _____

382* **Buyer:** _____ Date: _____

383* Print name: _____

384 **Buyer's address for purpose of notice:**

385* Address: _____

386* Phone: _____ Fax: _____ Email: _____

387* **Seller:** _____ Date: _____

388* Print name: _____

389* **Seller:** _____ Date: _____

390* Print name: _____

391 **Seller's address for purpose of notice:**

392* Address: _____

393* Phone: _____ Fax: _____ Email: _____

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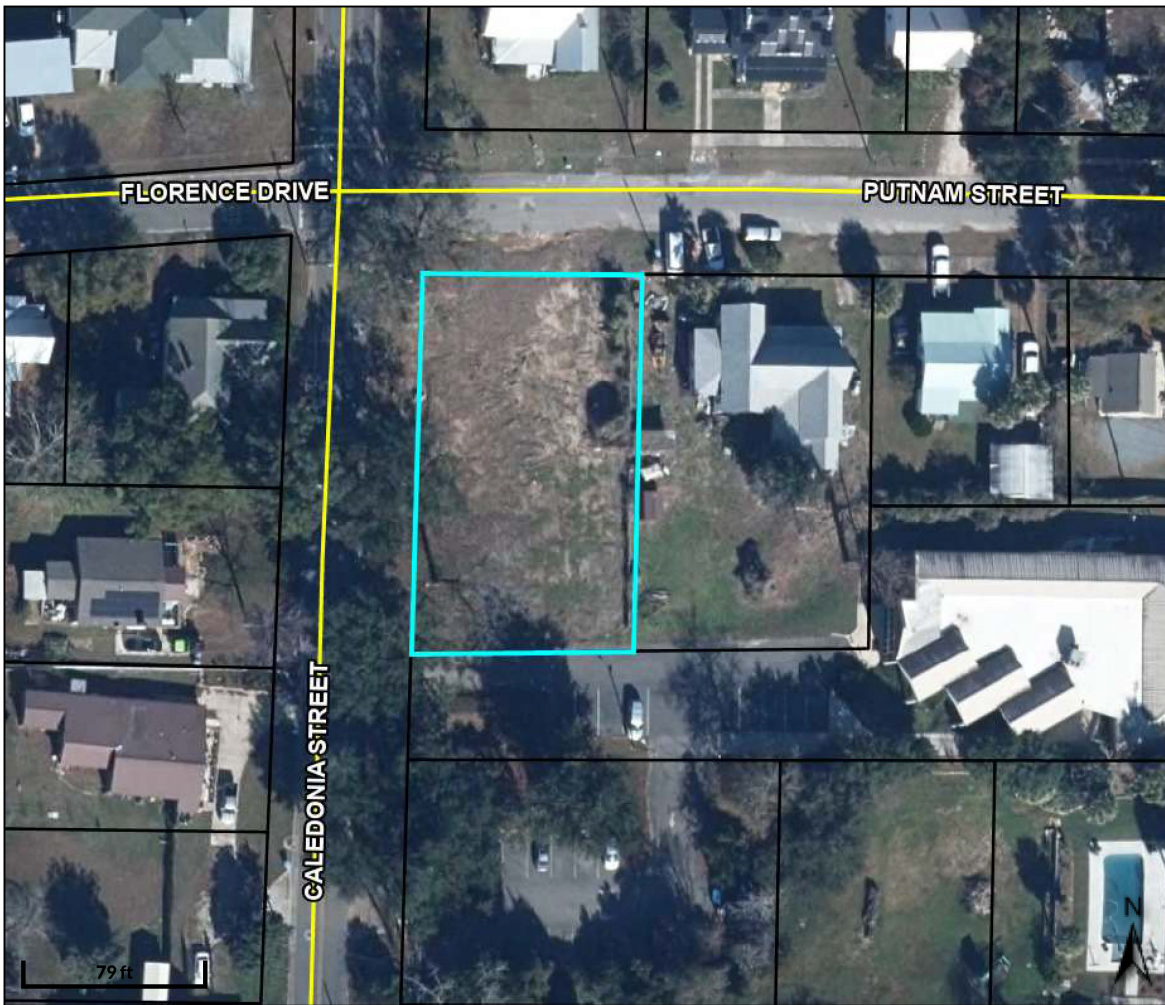
Buyer (JEU) (____) and Seller (____) (____) acknowledge receipt of a copy of this page, which is 8 of 8 pages.

VAC-15 Rev 1/26

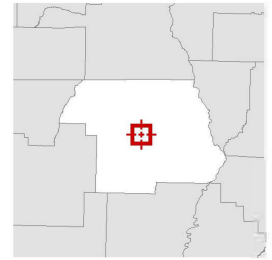
Serial#: 076942-200177-9138230

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Overview



Legend

-  Parcels
-  Roads

Parcel ID	03-4N-10-0331-0000-0270	Alternate ID	10 N 403033100000270	Owner Address	JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS
Sec/Twp/Rng	03-4N-10				2864 MADISON STREET
Property Address	4405 PUTNAM ST	Class	COUNTY		MARIANNA, FL 32446
District	Marianna	Acreage	n/a		
Brief Tax Description	10				
	BEGINNING AT NWC OF LOT 27				
	(Note: Not to be used on legal documents)				

This map has been compiled from the most authentic information available and is to be used for assessment purposes only. Jackson County Property Appraiser's Office assumes no responsibility for errors and/or omissions contained herein. **THIS MAP IS NOT A SURVEY.**

Date created: 5/20/2026

Last Data Uploaded: 5/20/2026 7:12:34 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

AGENDA ITEM # 5182026-522
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Rett Daniels, Public Works

SUBJECT: Request: Board approval of Indian Springs Sewer Phase 2B
Change Order 4 -
Rett Daniels, DCA

Background: Request: Board approval of Indian Springs Sewer Phase 2B Change
Order 4. This change order increases the contract price by
\$20,400.00. The increase in contract price incorporates the addition
of a transducer to wayside lift station and a flowable fill pay item for 4
septic tank abandonments.

Strategic Plan Goal: Innovative Facilities & Infrastructure

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Public Works

Reviewed By: Heather Williams
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to approve change order and authorize the Chairman to sign.

Date of Issuance: 4/28/2026	Effective Date: 4/28/2026
Owner: Jackson County Board of County Commissioners	Owner's Contract No.:
Contractor: Blankenship Contracting, Inc.	Contractor's Project No.:
Engineer: Alday Howell Engineering, Inc.	Engineer's Project No.: 20-033
Project: Indian Spring Sewer Phase 2B	Contract Name: Indian Spring Sewer Phase 2B

The Contract is modified as follows upon execution of this Change Order:

Description: This change order increases the contract price by \$20,400.00. The increase in contract price incorporates the addition of a transducer to wayside lift station and a flowable fill pay item for 4 septic tank abandonments.

Attachments:

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ <u>6,377,639.99</u>	Original Contract Times: Substantial Completion: <u>300</u> Ready for Final Payment: <u>360</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : \$ <u>283,935.97</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u>5 04</u> Ready for Final Payment: <u>504</u> days
Contract Price prior to this Change Order: \$ <u>6,661,575.96</u>	Contract Times prior to this Change Order: Substantial Completion: <u>804</u> Ready for Final Payment: <u>864</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>20,400.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ <u>6,681,975.96</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>804</u> Ready for Final Payment: <u>864</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>Engineer of Record</u>	Title: _____	Title: _____
Date: <u>4/22/2026</u>	Date: _____	Date: <u>4/22/26</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

INDIAN SPRINGS SUBDIVISION SEWER EXTENSION PHASE 2B CHANGE ORDER NO. 4 SUMMARY AHE PROJECT NO.: 20-036					
PAY ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	PRICE
1501-1-3A	SEPTIC TANK ABANDONMENT, FLOWABLE FILL	EA	4	\$3,600.00	\$14,400.00
1501-1-5A	TRANSDUCER	EA	1	\$6,000.00	\$6,000.00
TOTAL					\$20,400.00
ORIGINAL CONTRACT PRICE					\$ 6,377,639.99
INCREASE/(DECREASE) FROM PREVIOUSLY APPROVED CHANGE ORDERS					\$ 283,935.97
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER					\$ 6,661,575.96
INCREASE/(DECREASE) OF THIS CHANGE ORDER					\$ 20,400.00
CONTRACT PRICE INCORPORATING THIS CHANGE ORDER					\$ 6,681,975.96

AGENDA ITEM # 5142026-520
AGENDA DATE: 5/26/2026

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Jim Dean, Administration

SUBJECT: Request: Board approval of a Road Swap Between Jackson
County and City of Marianna - **Jim Dean**, County Administrator

Background: The City of Marianna has asked the County to swap
ownership of roadway segments. Currently the ownership is:

City Owns: Old Cottondale Road from Penn Avenue West to
City Limits (see attached pdf picture)

County Owns: Milton Avenue from the "Y" at Harrison and
Milton to Old Cottondale Road (see attached pdf picture)

The City is proposing a swap of these segments. The reason
for the swap per the City is that City would like to construct
sidewalk in the right of way from the "Y" South to Old
Cottondale Road to connect their existing sidewalk, and
construct a sidewalk from Hwy 90 North to the "Y", to
facilitate foot traffic at Gibbs Village.

The Interlocal has been reviewed and approved by Legal.

Strategic Plan Goal: Innovative Facilities & Infrastructure

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Administration

Reviewed By: Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion:

I move to approve the local agreement and authorize the Chairman to sign all documents, subject to there being no substantive changes.



City Currently Has
Ownership

County Currently
Has Ownership

GIBBS VILLAGE

JIREH COURT

YOST STREET

MILTON AVENUE

GRAVES STREET

D STREET

OLD COTTONDALE ROAD

ALBERT STREET

OPTIMIST DRIVE

PENNAVENUE

WEST HILL DRIVE

CIRCLE DRIVE

**INTERLOCAL ROAD TRANSFER AGREEMENT BETWEEN
THE CITY OF MARIANNA, FLORIDA AND JACKSON COUNTY, FLORIDA**

THIS INTERLOCAL ROAD TRANSFER AGREEMENT is effective the ____ day of _____, 2026 by and between the City of Marianna, Florida, a municipal corporation created and existing under the law of the State of Florida (hereinafter referred to as the "City of Marianna" or "City") and Jackson County, Florida, a political subdivision of the State of Florida (hereinafter referred to as the "County"), as follows:

WITNESSETH

WHEREAS, the City and County have legal authority to perform general government services within their respective jurisdictions; and

WHEREAS, the City and County are authorized by Florida Statutes 163.01 to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, Pursuant to Florida Statutes 335.0415 provides that public roads may be transferred between jurisdictions only by mutual agreement of the affected governmental entities and further that all transfers of public roads to or from the State Highway System must be by mutual agreement of the affected governmental entities and approved by the secretary of the Department of Transportation.

WHEREAS, the City and the County each presently exercise ownership, jurisdiction, and maintenance responsibility over certain roadway segments located within Jackson County, Florida; and

WHEREAS, the City and the County desire to realign roadway ownership and maintenance responsibilities in a manner that reflects logical municipal and county service areas and improves efficiency of public services; and

WHEREAS, the City desires to assume ownership, jurisdiction, control, operation, and maintenance of Milton Avenue, beginning at its intersection with U.S. Highway 90 and continuing south to the point where Milton Avenue intersects Old Cottondale Road; and

WHEREAS, the County desires to assume ownership, jurisdiction, control, operation, and maintenance of Old Cottondale Road, west of its intersection with Penn Avenue; and

NOW, THEREFORE, in consideration of the following and the mutual obligations of the parties contained herein the parties agree as follows:

1. Authority. This Agreement is entered into pursuant to the powers and authority granted to the parties under the Constitution and the laws of the State of Florida.

2. Transfer of Milton Avenue. Effective as of the Effective Date, the County hereby transfers to the City, and the City hereby accepts, ownership, jurisdiction, control, operation, and maintenance responsibility for Milton Avenue, beginning at its intersection with US. Highway 90 and continuing southerly to the point where Milton Avenue intersects Old Cottondale Road, all located in Jackson County, Florida.
3. Transfer of Old Cottondale Road. Effective as of the Effective Date, the City hereby transfers to the County, and the County hereby accepts, ownership, jurisdiction, control, operation, and maintenance responsibility for Old Cottondale Road, beginning at its intersection with Penn Avenue and extending westward, all located in Jackson County, Florida.
4. Compliance with Applicable Law. The parties will comply with all applicable local, state, and federal laws in their performance of this Agreement.
5. Effective Date. This Agreement shall be effective upon filing in the office of the Clerk of Court of Jackson County.
6. Execution. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument.
7. Expiration. This Agreement shall expire upon the transfer of the affected roadways, unless terminated earlier as set forth herein or extended by written agreement of the parties.
8. Termination. Either party may terminate this Agreement without cause by providing 30 days written notice of intent to terminate.
9. Amendment. This Agreement shall not be amended or extended except in writing signed by both parties.
10. Appropriation; Subject to Available Funds. Any amounts due or required under this Agreement shall be subject to the amounts budgeted by the Parties as amounts available for expenditure for the continued performance of this Agreement, and the County shall not be liable for any amounts which are not included in the adopted budget for any fiscal year. The County's disbursement of funds, if any, which were not budgeted or otherwise available for disbursement shall not constitute a waiver of the County's rights hereunder and shall not make the County liable for any further payment.
11. Choice of Law, Venue, and Severability. This Agreement shall be construed and interpreted in accordance with Florida law. Venue for any action brought in relation to this Agreement shall be in a court of competent jurisdiction in Jackson County, Florida. If any provision of this Agreement shall be held or deemed to be illegal, inoperative or unenforceable for any reason, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.
12. No Assignment. This Agreement is not assignable.

13. No Third-Party Beneficiary. This Agreement is solely for the benefit of the County and the City, and no right or cause of action shall accrue upon or by reason hereof, or for the benefit of any third party. Nothing in this Agreement, either express or implied, is intended or shall be construed to confer upon or give any person or entity, other than the parties hereto, any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions hereof.

14. Contractual Relationship. The relationship between the County and the City is such that the City shall be an independent contractor for all purposes. Neither the City nor any agent or employee thereof shall be an agent or employee of the County for any reason. Neither the County nor any agent or employee thereof shall be an agent or employee of the City for any reason. Nothing in this agreement shall be deemed to create a partnership or joint venture between the City and the County, or between the County and any other party, or cause the County to be liable or responsible in any way for the actions, omissions, liabilities, debts, or obligations of the City or any other person or entity.

15. Indemnification; Hold Harmless. Both Parties expressly recognize and agree that it is solely responsible for the actions, omissions, maintenance and operation of their respective agents, employees, officers, heirs and assigns and shall have no liability or responsibility for any damages or injury that result from or are related to any failure or deficiency in the actions, omissions of said individuals. By entering into this Agreement, neither party intends and in no way waives any sovereign immunity rights that it possesses.

16. Entire Agreement. The parties agree and acknowledge that: (a) this Agreement constitutes a total and complete integration of the entire understanding and agreement between the parties; (b) there are no representations, warranties, understandings or agreements between the parties other than those specifically set forth in writing in this Agreement; (c) in entering into this Agreement, none of the parties has relied on any representation, warranty, understanding, agreement, promise or condition not specifically set forth in writing in this Agreement; and (d) except as expressly provided in this Agreement all prior and/or contemporaneous discussions, negotiations, agreements and writings have been and are terminated and superseded by this Agreement.

Each Party must comply with the public records laws, Chapter 119, F.S.; specifically, each Party shall:

- a. Keep and maintain public records required to perform the services described herein

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date set forth above.

Approved as to Form

Approved as to Form

City Attorney

County Attorney

CITY OF MARIANNA, FLORIDA

JACKSON COUNTY, FLORIDA

Mayor, City of Marianna

Chairperson, Jackson County Board of
County Commissioners

ATTEST:

ATTEST:

City Clerk

Clerk of Court

INTERLOCAL AGREEMENT

WHEREFORE, the Board of County Commissioners of Jackson County, Florida, is authorized under Florida Statutes Section 336.025 to levy by ordinance an additional local option gas tax; and

WHEREAS, the statutory scheme of Florida Statutes Section 336.025(3)(a)1 envisions that the County and one or more municipalities will enter into interlocal agreements governing the distribution of revenues from the additional gas tax between the County and municipalities; and

WHEREAS, the Board of County Commissioners has scheduled for final hearing on April 8, 1986, an ordinance assessing an additional local option gas tax under Florida Statutes Section 336.025; and

WHEREAS, the nature of the agreement governing distribution is a material factor in the Board's determination of whether to assess an additional gas tax; and

WHEREAS, the Board of County Commissioners of Jackson County, Florida, and the City Commission of Marianna deem it in the best interest of all of the citizens of Jackson County and of the City of Marianna that the proceeds of said tax be divided in accordance with the following equitable distribution formula;

THEREFORE, the parties agree as follows:

1. Upon implementation by ordinance of the additional gas tax under Florida Statutes Section 336.025, the City of Marianna shall be entitled to distribution of a portion thereof in accordance with the following formula:

a) An allocation for the City of Marianna shall be determined by the percentage of residents of Jackson County which live within the incorporated limits of the City of Marianna which percentage shall be multiplied by the total of revenues from the additional gas tax assessed by the proposed ordinance.

b) The City shall be entitled to receive and shall be paid that portion of the allocation defined above which corresponds to the percentage of the number of miles of roadways within the city

which are maintained exclusively by municipal funds, labor and equipment compared to the total miles of roadways in the City (as of September 1, 1986, and September 1 each year thereafter).

NOTE: Refer to attached schedule. (The attached schedule is a list of maintenance responsibility as of April 8, 1986.)

2. This agreement and the distribution formula herein shall be effective for so long as the proposed additional gas tax (or any portion thereof) shall remain in effect.

3. This agreement and all provisions thereof are contingent upon the assessment of an additional gas tax by ordinance under Florida Statutes Section 336.025 on or before July 1, 1986.

EXECUTED this 8 day of APRIL, 1986.

CITY OF MARIANNA, FLORIDA
BY:

Winston J. Stuart Jr.
HON. WINSTON STUART, MAYOR

BOARD OF COUNTY COMMISSIONERS
JACKSON COUNTY, FLORIDA
BY:

J. Pete McDaniel
HON. J. PETE McDANIEL,
Chairman

ATTEST:

Julian Laramore
HON. JULIAN LARAMORE,
CITY MANAGER

ATTEST:

Daun Crews
HON. DAUN CREWS
CLERK

CITY OF MARIANNA
SCHEDULE OF STREET
MAINTENANCE RESPONSIBILITY

	<u>MILES</u>
A. <u>STATE MAINTAINED:</u>	
1. State Road 10 (U.S. 90)	3.07
2. State Road 73 North (Dothan Hwy)	.42
3. State Road 276 (S. Penn. Ave.)	<u>2.16</u>
TOTAL	5.65
B. <u>COUNTY MAINTAINED:</u>	
1. State Road 167 (Jefferson St.) City Limits	2.08
2. South Street & W. Caledonia St. to U.S. 90	1.86
3. Old Cottondale Rd. & Milton Ave to U.S. 90	0.29
4. N. Penn. Ave. to city limits (Bump Nose Rd)	<u>2.45</u>
TOTAL	5.68
C. <u>ALL OTHER STREETS WITHIN CITY LIMITS</u>	
TOTAL	53.03
GRAND TOTAL (all streets and Highways)	64.36

TO: The Honorable Chairperson and
Board of County Commissioners

FROM: Jim Dean, Administration

SUBJECT: Request: Board approval of an MOU between APD/Sunland Center and JCBOCC to establish a prearranged local evacuation site in the event of an emergency evacuation from Sunland - **Jim Dean**, County Administrator

Background: Sunland Center provides critical residential and support services for vulnerable individuals within Jackson County. During emergency events, coordination between the County and Sunland Center is necessary to facilitate temporary shelter coordination, communication procedures, and emergency response support for residents and staff. The proposed Memorandum of Understanding (MOU) establishes the framework for cooperation between Jackson County and Sunland Center regarding emergency evacuation planning and response efforts.

Strategic Plan Goal: Healthy & Safe Communities

Previous Action:

**Amount of Funds to Be
Expended or Requested:**

Source of Funds:

Originating Office: Administration

Reviewed By:
Jennifer Collins
Lynsey Darragh
Jim Dean

Recommendation: Accept

Potential Motion: I move to approve the Memorandum of Understanding between Jackson County and Sunland Center for emergency evacuation assistance and authorize the Chairman to sign.

Ron DeSantis

Governor



Robert Asztalos

Director



Sunland Center



3700 Williams Drive

Marianna,

Florida

32446



(850) 482-9210

Fax:

(850) 482-9236



Toll Free:

(866) APD-CARES

(866-273-2273)

MEMORANDUM OF UNDERSTANDING

Between

Agency for Persons with Disabilities/Sunland Center

And

Jackson County Board of County Commissioners

This Memorandum of Understanding (MOU) is entered into by and between the Agency for Persons with Disabilities/Sunland Center (hereafter referred to as “Sunland”) and the Jackson County Board of County Commissioners (hereafter referred to as “JCBOCC”).

The purpose of this Memorandum of Understanding (MOU) is to establish a prearranged local evacuation site for Sunland, a residential facility serving individuals with intellectual and developmental disabilities, in the event of an emergency that prevents residents and staff from safely sheltering in place. In such an event, Sunland and JCBOCC agree to the following:

1. JCBOCC will allow Sunland residents and personnel to evacuate to the Jackson County Agriculture Center (hereafter referred to as “JCAC”), located at 3631 US-90 E., Marianna, FL 32446, for temporary sheltering for up to twenty-four (24) hours, or until it is safe to return to Sunland or alternative arrangements are made for relocation to a longer-term evacuation site.
2. Sunland will be responsible for providing all food, supplies, equipment, staffing, and supervision necessary for resident care while utilizing the JCAC facility.
3. JCBOCC will allow Sunland to evacuate livestock to the JCAC for temporary sheltering until it is safe for the animals to return to Sunland or until alternative long-term arrangements are made.
4. Sunland will ensure that equine Coggins testing remains current, all cattle are properly tagged, and all required documentation accompanies the animals.
5. Sunland will be responsible for providing all feed and care necessary for livestock housed at the JCAC.
6. Sunland acknowledges that the JCAC is not a certified emergency shelter and agrees to utilize the facility at its own operational discretion.
7. This MOU does not obligate either party financially except as specifically stated herein.

8. Either party may terminate this MOU upon written notice to the other party.

This MOU shall become effective on June 1, 2026, and shall remain in effect through June 30, 2027.

James Westbrook
Chairman, JCBOCC

Date: _____

Kim Barnes
Center Administrator, APD/Sunland Center

Date: _____