Sale of County-Owned Property

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

The SALE OF COUNTY-OWNED REAL AND PERSONAL PROPERTY,
written and executed in an Ordinance of Washington County, Florida;
Ordinance NO. 2020-19

Outlined below, you will find a brief synopsis of the process to be completed by potential buyers of Washington County's, County-Owned Property.

Disclaimer: *This is a brief synopsis of RECOMMENDATIONS to aide in the purchasing process. This is NOT a legally binding document. Washington County Board of County Commissioners urges all potential buyers to practice due diligence before making an offer or purchasing County-Owned Property.*

1) For a list of County Owned Properties, please visit the Washington County Board of County Commissioners Website at: www.washingtonfl.gov.
2) To make an offer on Surplus County-Owned Property, please submit the Offer to Purchase County-Owned Property at least the assessed value, plus a 20% admin fee (of offer price), form found on website, to: wcadmin@washingtonfl.gov.
3) Offer must be received thirty (30) days prior to the upcoming Washington County Board of County Commissioner's Meeting for processing.
4) You will be contacted and advised if the offer will be taken before the Board of County Commissioners. Bids are presented quarterly in the following months: January, April, July, and October.
5) You may be present at the meeting where the offer is presented, but it is not required.
6) Following the meeting, you will be contacted and advised if the offer is accepted.
7) If accepted, you may pick up the Quit Claim Deed five (5) business days following the board meeting and exchange funds in the form of cashiers check or money order at the Board of County Commissioners Office: 1331 South Blvd, Chipley, FL 32428.
8) After receiving the Quit Claim Deed, you must take the deed to the Clerk's Office at the Washington County Courthouse: 1293 W Jackson Ave, Ste. 100, Chipley, FL 32428. Recording of deed is at buyer's expense.

Inst: 202067006323 Date: 09/25/2020 Time: 9:09AM
Page 1 of 4 B: 1186 P: 758, Lora C. Bell,
Clerk of Court Washington, County, By: TW
Deputy Clerk

ORDINANCE NO. 2020-19

AN ORDINANCE OF WASHINGTON COUNTY, FLORIDA, PROVIDING REVOKING ORDINANCE NUMBER 18-08 AND REPLACING THE ORDINANCE IN ITS ENTIRETY FOR THE SALE OF COUNTY OWNED REAL AND PERSONAL PROPERTY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida enacted Florida Statute §125.35, Laws of Florida, authorizing Florida counties to enact by ordinance, a procedure for the sale of surplus property; and

WHEREAS, the Board of County Commissioners of Washington County, Florida, wishes to simplify and streamline the process for the disposition of County owned real and personal property and previously enacted Ordinance Number 18-08 and they now desire to amend and replace said ordinance in its entirely:

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Florida, that Ordinance 18-08 is hereby revoked and replaced by the following.

1. **DEFINITIONS**:
   a. Category One: Any personal property or parcel of real property that has a value of $5,000.00 or less;
   b. Category Two: Any personal property or parcel of property that has a value of more than $5,000.00 but less than $25,000.00;
   c. Category Three: Any real or personal property that has value of more than $25,000.00;
   d. Category Four: Any real or personal property that has a value of $50,000.00 or more.
   e. Recyclable Materials shall include but not be limited to, scrap metal, paper, cardboard or other materials whose only value is based on the value of the material rather than as a piece of equipment, machinery or other similar items;
   f. Surplus Property shall be deemed to mean personal property the Board of County Commissioners has declared to be of no further use to the County. Surplus Real Property shall be deemed to mean real property which the County declares to be surplus pursuant to the procedure contained in Florida Statute §197 et seq or other real property declared surplus because it no longer serves a county purpose.
   g. Value: the "value" of real property" shall be the value as stated by the Washington County Property Appraiser. The "value of personal property" shall be set by the County Administrator.

2. The County Manager shall maintain a list of all property which is "surplus" as defined herein and, to the extent practical, shall maintain said list on the County Website.

3. For real or personal property which falls within Category One, the County Manager may receive written, sealed offers to purchase each quarter. For any real property which the County Manager receives an offer to purchase, he shall notify the adjacent landowners by regular mail that an offer to purchase the subject property has been received by the County and, if they have an interest in purchasing the property, they should make a sealed, written offer and submit it at least five (5) days before the next regularly scheduled board meeting. At the end of each quarter, the County Manager shall select the offer he deems to be in the best interest of the County and provide the list for approval on the consent agenda by the Board of County Commissioners. To submit an offer for the purchase of real property, the potential purchaser must indicate, on the outside of the sealed envelope, the offeror's name and the parcel ID# for the property.

4. For real or personal property which falls within Category Two, the County Manager may receive written, sealed offers to purchase each quarter. For any real property which the County Manager receives an offer, he shall notify the adjacent landowners by regular mail that an offer to purchase the subject property has been received by the County and, if they have an interest in purchasing the property, they should make a sealed, written offer and submit it at least five (5) days before the next regularly scheduled board meeting. At the end of each quarter, the County Manager shall present the offer(s) to the Board of County Commissioners for selection. To submit an offer, the potential purchaser must indicate, on the outside of the sealed envelope, the offeror's name and the parcel ID# for the property.

5. For real or personal property which falls within Category Three, the County Manager may receive written, sealed offer(s) to purchase each quarter. For any real property which the County Manager receives an offer, he shall notify the adjacent landowners by regular mail that an offer to purchase the subject property has been received by the County and, if they have an interest in purchasing the property, they should make a sealed, written offer and submit it at least five (5) days before the next regularly scheduled board meeting. At the end of each quarter, the County Manager shall present the offer(s) to the Board of County Commissioners for selection. The sealed proposals for Category Three purchases shall include: a cashier's check for 1/10 of the bid as security for the bid. The checks of unsuccessful bidders shall be returned and the check for the successful bidder shall be deposited to the County and applied toward the purchase price. In determining the best offer, the County may consider factors such whether the property sold will be used for a public purpose.

6. For any real property which falls within Category Four, the County Manager may list the property with a Florida licensed realtor. For any real property in category four which the County Manager receives an offer, he may negotiate with the realtor subject to final approval by the board. For property in any industrial park, the County Manager may negotiate with potential purchasers who will in his/her opinion create jobs within Washington County. The final sales price shall be approved by the Board. For any personal property that has a value in excess of $50,000.00 subject to approval by the board, the County Manager may trade in the property for other similar property or may provide the property to an auctioneer for sale. Sales under Category Four need not be done quarterly but can be handled on as an needed basis.

7. The quarterly dates shall be January 1, April 1, July 1 and October 1. In order to be considered a timely offer for sale, any initial bid or proposal must be received by the County Manager at least 20 days prior to the end of each quarterly period.

8. Recyclable materials may be accumulated by the County until in the discretion of the County Manager; such a quantity of recyclable materials has been accumulated to make their sale financially viable. The County Manager shall then contact purchasers of such materials and receive sealed quotes, and then sell to highest and best bidder. Such sales shall be reported at the next regularly scheduled board meeting.

9. The County reserves the right to reject any and all bids. All property transferred hereunder shall be transferred without warranties of any kind and, in the case of personal property, shall be sold "as is" "where is" FOB County yard. Any real property shall be sold via a quit claim deed with the purchaser bearing all costs of closing.

10. SEVERABILITY; EFFECTIVE DATE: If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is held, for any reason, to be unconstitutional, void, or invalid, the validity of the remaining portions of the ordinance shall not be affected thereby. This ordinance shall take effect as provided by law.

The foregoing ordinance was adopted by vote of 5 to 0 by the Board of County Commissioners of Washington County, Florida, after due notice and publication and on motion, second and discussion, in the meeting of 9-24, 2020.

BOARD OF COUNTY COMMMISSIONERS
WASHINGTON COUNTY, FLORIDA

BY: _____
Chairman, TRAY HAWKINS

ATTEST:

_____
Clerk, LORA BELL

County Administrator
Andrew S. Fleener

WASHINGTON COUNTY
BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard
Chipley, Florida 32428
Phone (850)638-6200
Fax (850)638-6106

ASHLYNN MARQUEZ
District One

DAVID PETTIS, JR.
District Two

JOEY BROCK
District Three

WESLEY GRIFFIN
District Four

DAVID CORBIN
District Five

FUQUA & MILTON
County Attorneys

Disclaimer for
Washington County Board of County Commissioners
List of Lands

The information on this ***List of Lands*** is published in good faith and for general information purposes only.

Washington County Board of County Commissioners does not make any warranties about the completeness, reliability, and accuracy of this information.

Sale of properties listed is at the discretion of Washington County Administration.

This information is subject to change.

Parcel dimensions are approximate and not guaranteed.

For complete parcel sizing accuracy, potential buyers must hire surveyor at buyer's expense.

Surveys requested by buyer will not be refunded by Washington County Board of County Commissioners and cost will not be adjusted from selling price.

For the most accurate information, buyer may visit the Washington County Property Appraisers website at:
https://qpublic.schneidercorp.com/Application.aspx?App=WashingtonCountyFL&PageType=Search

Thank you for your interest in property owned by Washington County Board of County Commissioners.

If you have any questions or concerns, please contact Tyna Denson at: (850) 703-5002.
or by email at: wcadmin@washingtonfl.gov or tdenson@washingtonfl.gov

Thank you,
Tyna Denson
Administrative Support
Washington County
Board of County Commissioners

Offer to Purchase County-Owned Property

TO: Washington County Board of County Commissioners
1331 South Blvd.
Chipley, FL 32428

RE: Parcel #: 00000000 -_____-_____-_____ (One parcel per page)

Address (if applicable): _____

Assessed Value: $_____

Purchase Offer: $_____

Admin Fee:(20%) of offer price $_____

Total: $ _____

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Date: _____

Mr. Andrew S. Fleener, Washington County Administrator,

This letter is to serve as an official offer to purchase county-owned Property: Parcel # 00000000 -_____-_____-_____.

I am aware that this property is to be sold, ***AS-IS, with no warranty.***

Thank you for your review and consideration.

Sincerely,

_____ _____

(Signature) (Print)