

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, JANUARY 5, 2021 – 6:00 PM
BATTERY PARK COMMUNITY CENTER
1 BAY AVE., APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the five minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

I. Call to Order

- Invocation
- Pledge of Allegiance

II. Agenda Adoption

II. City Manager Communications

- Policy 2020-03 – Commissioner George concerns
- Trolley ownership/disposition

IV. Mayor and Commissioner Comments

- Mayor Begos:
 - Philaco/Old Library update
 - Encroachment Ordinance
 - Finance Director position
- Commissioner Elliott:
 - Parliamentary Procedures class discussion

V. Herb Thiele: Meeting Conduct Presentation

VI. Finance Director Leo Bebeau Communications

- Insurance proceeds and FEMA grants update

VII. Attorney Kristy Branch Banks Communications

- Update on 10th Street properties

VIII. Public Comment

IX. Unfinished Business

- A. CDBG-DR Rebuild Florida Hometown Revitalization Program
- B. Parks and Recreation Committee alternate member

X. New Business

- A. Apalachee Regional Planning Council representation
- B. FWC Boating Improvement Grant 2021
- C. Legislative Requests

XI. Consent Agenda

- A. Meeting Minutes Adoption – November 16, 2020 Public Hearing/Special Meeting, December 8, 2020 Special Meeting, December 8, 2020 Regular Meeting, and December 23, 2020 Special Meeting
- B. P&Z minutes – December 14, 2020

XII. Department Reports

XIII. Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting.

**CITY OF APALACHICOLA
ORDINANCE AND RULES POLICY, RE: COMMITTEES
POLICY # 2020-003**

City of Apalachicola Committees play a vital role in the community and in an advisory role for the City Commission.

As a point of clarification, Committees and their individual members shall not write actual Rules, Ordinances, or Polices, or actual amendments to Rules, Ordinances, or Polices unless directed to do so by the City Commission. That role is reserved for the City Attorney, City Staff, and elected officials, so that the public knows who is accountable for Rules, Ordinances, or Polices, and to confirm that a proposal or change complies with all current laws.

However, a Committee or its members are welcome and encouraged to recommend that the City create or update specific Rules, Ordinances, or Polices; and a Committee may request a joint workshop with the City Commission to discuss such issues.


Such actions by Committees shall be submitted as general suggestions, not as line-by-line edits of existing documents, and not as full drafts of proposed Rules, Ordinances, or Polices.

This Policy updates Policy No. 002, which was adopted by the City Commission on February 7, 2006. This Policy (2020-003) shall take effect on Monday, December 21, 2020 at 4 PM.

FOR THE CITY OF APALACHICOLA

BY: 
Travis Wade, City Manager

ATTEST:


City Clerk

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: January 5, 2021

SUBJECT: Meeting Conduct & Roberts Rules

AGENDA INFORMATION:

Agenda Location: Unfinished Business, Item A

Presenter: Attorney Herb Thiele, of Nabors, Giblin & Nickerson

BRIEF SUMMARY:

Citizens and staff have repeatedly complained about elected official conduct during City meetings. Mayor Begos has asked one of Florida's most respected municipal attorneys to brief the Commission on the importance of following our Code of Conduct, so we can conduct business in an efficient and timely manner.

Mr. Thiele served as Leon County's Attorney for 30 years. He was chosen as the Florida Municipal Attorney of the Year for 1987-1988, and in 1991 was awarded the Ralph A. Marsicano Award by the Florida Bar Local Government Law Section for significant contributions to the development of local government law in Florida. In addition, Mr. Thiele was honored to receive the Ethics in Government Award in 1998 and in 2001, as well as The President's Award in 2004 from the Florida Association of County Attorneys, and The Chair Service Award from the City, County & Local Government Law Section of the Florida Bar in 2005.

FUNDING SOURCE: n/a

ATTACHMENTS: None

STAFF'S COMMENTS AND RECOMMENDATIONS:

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date:**

SUBJECT: CDBG-DR Rebuild Florida Hometown Revitalization Program

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: A
Department: Administration
Contact: Mayor Begos
Presenter: Mayor Begos

BRIEF SUMMARY: The deadline for submitting projects for the second round of CDBG-DR funding is February 16, 2021. Some of the suggested CDBG-DR priorities are:

1. Riverfront Revitalization

Includes projects from Scipio Creek all the way down to Battery Park, including Boat Yard, Marina repairs, dock repairs, Popham partial demolition, permeable parking under bridge, Amphitheater, Riverfront walkways, Restroom, possible ice machine for Mill Pond.

2. Hill Neighborhood Revitalization

Facade improvements in commercial district, demolition of decayed/abandoned buildings on 5th Street and other locations, demolition of 14th Street water tower.

3. Commercial District Revitalization

Demolition of old Fire Station, replaced with permeable parking. Facade improvements.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve projects for CDBG-DR funding

FUNDING SOURCE: CDBG-DR

ATTACHMENTS: None

STAFF'S COMMENTS AND RECOMMENDATIONS:

From Commissioner Grove

Projects for CDBG-DR Hometown grant

Rebuild Millpond, Rebuild finger dock at ramp Scipio Creek- Micro businesses commercial seafood

Rehab Harbor Master House- lease out

Rebuild Coast Guard dock, tear down shed, clear ramp, remove no parking signs launch for small craft

Fire station on Water Street tear down

Repair City hall. We have FEMA \$\$ and insurance money. Flood proof first floor. Lease out to new businesses

Floodproof and repairs at HCA

Popham building- \$500,000 for new pilings and repair. Or possibly move to Hendel's field to save the cost of pilings.

Andres dock repairs Small craft launch near Andres dock

Seawall at 10 Foot hole

Dredge 10 ft hole

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: January 5, 2021**

SUBJECT: Alternate board member for Recreation Board

AGENDA INFORMATION:

Agenda Location: Old business
Item Number:
Department:
Contact: Commissioner Grove
Presenter: Commissioner Grove

BRIEF SUMMARY: Appoint a Recreation Board alternate member.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Discuss and appoint alternate board member for Recreation Board.

FUNDING SOURCE:

none

ATTACHMENTS:

Applications from members

STAFF'S COMMENTS AND RECOMMENDATIONS:

BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Parks + Recreation

APPLICATION DATE 9/21/20

DATE APPOINTED _____

NAME: Faye Gibson

MAILING ADDRESS: 246 Atlantic Ave

PHYSICAL ADDRESS: Same

CELL#: 850-508-3857 HOME#: _____

EMAIL: from the park @ gmail.com

PLACE OF EMPLOYMENT: Self-employed (Artist)

WORK#: 850-508-3857

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?

on + off since 1991

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?

Invited by Donna Meyer Ingle. I am an avid gardner + want to help make things lovely.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?

Asa Garden planning + development; project management.
Donna mentioned there may be a mural to design + paint.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?

Consultant, branding for the FAMU-FSU College of Engineering.
I've worked with various state agencies as a designer - FFWC;
DEP; Dept of State Main Street, + State Library.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?

A few over the years. Quite a few P+Z

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

If not in person; I should be able to make them remotely.

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

Parts of it.

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

No

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

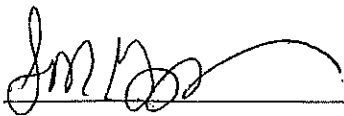
No

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Yes. For the last 4 years, I have been branding coordinator w/ the college of engineering redesigning our campus.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

On Not recently but years ago.



SIGNATURE

Faye Monahan Gibson

PRINTED NAME

BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT recreation alternate

APPLICATION DATE Jan 21, 2020

DATE APPOINTED _____

NAME: Leslie Coon

MAILING ADDRESS: 252 6th Street

PHYSICAL ADDRESS: _____

CELL#: 850-303-2776 HOME#: _____

EMAIL: lawartist @ hot mail . com

PLACE OF EMPLOYMENT: Sol^r. Artist Bowers² Gallery + Studio

WORK#: 850-303-2776

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA?

13 years

2. WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD/COMMITTEE?

I want to help keep + protect our community's parks + open areas. I love to garden and appreciate all the work + care it take to keep these areas beautiful, safe and fun. I would like to be a part of expanding the areas for recreation throughout the City of Apalach.

3. WHAT DO YOU FEEL YOU CAN CONTRIBUTE BY SERVING ON BOARD/COMMITTEE?

I feel I would be good at following through with the task given to me. I would help in physical labor as well as creative planning.

4. DO YOU HAVE ANY EXPERIENCE BY PREVIOUSLY SERVING ON ANY CITY, COUNTY, OR OTHER GOVERNMENTAL BOARDS? IF SO, WHICH BOARDS AND HOW LONG?

starts in Medicine both volunteer + paid. Applied for a position of the CRA 2 times. Was not acknowledged. I was a brief board member of Main Street, Not more than 6 months.

5. HAVE YOU ATTENDED ANY CITY MEETINGS? IF SO, WHICH ONES?

As many as I can for 13 years. Member of Bay Community Choral which meets Tuesdays. So I missed several.

6. WILL YOU BE ABLE TO CONTRIBUTE THE NECESSARY TIME TO PROPERLY RESEARCH ISSUES AND BE AVAILABLE TO ATTEND SCHEDULED MEETINGS?

Yes, I work for myself and can be available.

7. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S LAND DEVELOPMENT CODE?

We have the land code book at the house + George and I discuss it often.

8. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S COMPREHENSIVE PLAN?

No I haven't. I wasn't aware the city had one and was following it.

9. HAVE YOU READ AND/OR FAMILIAR WITH THE CITY'S HISTORIC GUIDELINES?

Yes, somewhat. I was also a member of the historic society in the past.

10. DO YOU HAVE ANY EXPERIENCE IN CONSTRUCTION, PLANNING, LAND USE, OR ARCHITECTURE? IF SO, HOW LONG?

Yes, I live with an Architect and have helped on many occasions with his work in the city of Apalachicola.

11. IF APPOINTED, YOU WILL BE REQUIRED BY LAW TO FOLLOW THE SUNSHINE LAW. HAVE YOU READ AND/OR FAMILIAR WITH THE SUNSHINE LAW?

Yes and yes to both questions.

Leslie Coon
SIGNATURE

Leslie Coon
PRINTED NAME

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: January 5, 2021**

SUBJECT: Apalachee Regional Planning Council Appointment

AGENDA INFORMATION:

Agenda Location: New Business
Presenter: Mayor Begos

BRIEF SUMMARY:

Franklin County has asked us to name a representative to the Apalachee Regional Planning Council. Carrabelle Mayor Brenda La Paz's term is up.

FUNDING SOURCE: n/a

ATTACHMENTS: Link: <https://www.arpc.org>

STAFF'S COMMENTS AND RECOMMENDATIONS:

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: January 5, 2021**

SUBJECT: FWC Boating Improvement Grant 2021

AGENDA INFORMATION:

Agenda Location: New business
Item Number:
Department:
Contact: Commissioner Grove
Presenter: Commissioner Grove

BRIEF SUMMARY: The Battery Park Recreational Marina was renovated several years ago however, there were not enough funds to stabilize the seawall on the northeast side of the marina. The FWC Boating Improvement Grant 2021 (FBIP) grant funds are available for improvements to the marina. We can use the grant to enhance our CRA to make the improvements. We have a very capable volunteer who has experience with the FWC grants will write the grant for the city.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Approve submission for the FWC boating Improvement Boat in the amount of \$75,000

FUNDING SOURCE:

Florida Boating Improvement Program (FBIP) 2021
The Florida Boating Improvement Program provides funding through competitive grants for boating access projects and other boating-related activities on coastal and/or inland waters of Florida. Eligible program participants include county governments, municipalities and other governmental entities of the state of Florida

ATTACHMENTS:

FWC 2021 FBIP Grant form

STAFF'S COMMENTS AND RECOMMENDATIONS:



Florida Boating Improvement Program (FBIP)

The Florida Boating Improvement Program provides funding through competitive grants for boating access projects and other boating-related activities on coastal and/or inland waters of Florida. Eligible program participants include county governments, municipalities and other governmental entities of the state of Florida



Eligible uses of program funds include:

- Boat ramps; lifts and hoists; marine railways; and other public launching facilities
- Piers, docks and other mooring facilities
- Recreational channel marking and other uniform waterway markers
- Derelict vessel removal
- Boating education
- Economic development initiatives that promote boating
- Other local boating-related activities that enhance boating access for recreational boaters



APPLICATION PERIOD

Closed. The next application period will be from February 1, 2021 through April 6, 2021.

Submitting Proposals

Applicants must deliver three (3) hard copies of the application and attachments and one (1) electronic copy of the application and attachments on a CD on or before the last day of the announced submission period, no later than the close of business to the following address:

Florida Fish and Wildlife Conservation Commission
Boating and Waterways Section
Attn: FBIP Administrator
620 South Meridian Street
Tallahassee, Florida 32399-1600

For more information, email FBIP@MyFWC.com or call (850) 488-5600.

Related Documents

APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: January 5, 2021

SUBJECT: Legislative Appropriations Requests

AGENDA INFORMATION:

Agenda Location: New Business

Presenter: Mayor Begos

BRIEF SUMMARY:

Plans are to submit similar requests to last year, with some new items:

1. Court House Vacuum Pit Repairs and Upgrades (previous proposal plus new electronic monitoring systems for vacuum pits).
2. Downtown Inflow and Infiltration Study and Repairs (previous proposal, with updates from Florida Rural Water Association. \$270,000 to \$370,000).
3. IGA Lift Station repairs and Upgrades, Greater Apalachicola (similar to previous request, but new location, \$250,000)

FUNDING SOURCE:

ATTACHMENTS:

STAFF'S COMMENTS AND RECOMMENDATIONS:

Support.

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, NOVEMBER 16, 2020, 5:00 PM, AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Anita Grove
Commissioner Adrian Elliott
Commissioner Despina George
Commissioner Brenda Ash

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director
Kristy Branch Banks, City Attorney

CALL OF ORDER

Mayor Begos called the meeting to order and Commissioner Ash gave the invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Ash made a motion to approve the Agenda. Commissioner Grove seconded and the motion carried 5-0.

**PUBLIC HEARING
CDBG-DR GRANTS**

Mayor Begos stated today's Public Hearing is to provide specific details regarding the proposed projects, program requirements, the application process, and to obtain citizens' comments concerning the City's anticipated projects for the first round of applications for CDBG-DR Grants. Mayor Begos stated the deadline for application is November 30, 2020. Commission discussion consisted of: correct method of advertising being met; pricing of the projects; how many projects can be applied for (five); having alternate projects if these aren't accepted; and storm water and waste water issues being a major concern.

No public comments.

Mayor Begos closed public hearing and opened special meeting.

CDBG-DR GRANTS

Commissioner Ash made a motion to approve the submitted CDBG-DR projects "Attachment A". Commissioner Elliott seconded and the motion carried 5-0.

REQUEST FOR OUTDOOR DINING ON AVENUE D, DUE TO COVID RISKS

Danny Itzkovitz of Tamara's Restautant asked the Commission if his restaurant could have outside dining on Avenue D, under a tent, due to the increase of Covid, for customers not wanting to go inside to eat. Commission discussed the prior pros and cons of outside dining. The Commission requested Mr. Itzkovitz bring a plan of his expectations, and that the City Manager would then write a proposed agreement, which would be brought back before the board.

ORDINANCE 2020-06 - FIRST READING OF 2019-2020 BUDGET AMENDMENT

Mr. Bebeau read Ordinance 2020-06 in its entirety.

AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA AMENDING THE FISCAL YEAR 2019—2020 BUDGET

Commissioner Elliott made a motion to approve the first reading of Ordinance 2020-06 2019-2020 Budget Amendment and proceed with the adoption process. Commissioner Grove seconded and the motion carried 5-0.

CONTRACTOR AWARD OF LAFAYETTE PARK PEIR REPAIR CONTRACT

Dewberry's recommendation for the award of Lafayette Park Pier Repair Contract is Hydra Engineering, in the amount of \$219,654.

Commissioner Grove stated the old Lafayette Park Pier is still in the water and marsh and has been since Hurricane Michael. It should have been included in the current bid, but was not. Discussion held on possibility of getting this added to this project.

Commissioner Elliott made a motion to approve Dewberry's recommendation and award Hydra Engineering the Lafayette Park Pier Repair Contract bid in the amount of \$219,654. Commissioner Grove seconded and the motion carried 5-0.

Mayor Begos gave update on the Battery Park Pier bids, stating they were above the available amount.

ADJOURNMENT

There being no further business Commissioner Elliott made a motion to adjourn at 6:10 pm. Commissioner Ash seconded and the motion carried 5-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

Project #1: Apalachicola Stormwater Outlet Disaster Recovery and Additional Resiliency

Many of Apalachicola's Stormwater Outlets are in high-risk FEMA VE Flood Zones, meaning they are highly vulnerable to hurricane and flood storm surges.

Yet none of the city stormwater outlets are fitted with back flow devices to prevent saltwater intrusion during storms. As a result, extreme storm surge from Hurricane Michael inundated city storm pipes, causing leaks, damage, and essentially shutting the stormwater system down.

Many of the stormwater outlets are so close to normal high tide levels that even minor storm surge or flooding causes destructive intrusion, reducing the life of pipes and impacting citizens and businesses all over the city.

This project would repair (20) highly vulnerable stormwater outlets that provide critical drainage for the entire city, including neighborhoods with large numbers of LMI (Low-Moderate Income) residents. All storm outlets would be retrofitted with Back flow Protection. Undersized pipes would also be upgraded to larger diameters, improving the system ability to handle large amounts of rainwater.

The Apalachicola Stormwater Outlet Repair Project will greatly mitigate system vulnerability to storm surge, extend the life of storm pipes, and help protect citizens and the entire historic downtown business district from flooding and damage.

Project #2: Apalachicola Stormwater Pipe Disaster Recovery and Additional Resiliency

This project would inspect and clean several thousand feet of damaged Storm Drain pipes and re-line them with cast-in-place (CIP) epoxy piping, eliminating leaks and thus improving stormwater resilience throughout the city. Undersized pipes would also be upgraded to larger diameters, improving the system ability to handle large amounts of rainwater.

Primary areas would be the Hill Neighborhood and Historic Downtown. This project will greatly mitigate system vulnerability to storm surge, extend the life of storm pipes, and help protect citizens and the entire historic downtown business district from flooding and damage.

Project 3:**Apalachicola Wastewater Plant Disaster Recovery and Additional Resiliency**

The City's Wastewater Plant Infrastructure is currently in Flood Zone AE and at high risk of catastrophic failure from major hurricane storm surge. The plant sustained damage from Hurricane Michael, and the vulnerability is projected to increase over the next 30 years due to rising sea levels.

This project would rebuild Critical Wastewater Infrastructure roughly 300 feet North to a higher, minimal flood risk area (Zone X) on the existing wastewater plant site. Key portions being rebuilt include the Sequence Batch Reactors (SBRs), Headworks, and the Wastewater Operations Building. Existing Filter units would be moved.

This relocation is projected to substantially lower the risk over the next 30 years of major damage from hurricane surge, thus lowering the risk of catastrophic spills and environmental damage. The Wastewater Plant serves the entire City of Apalachicola, and as such will benefit the city's entire residential population of over 2,300 citizens, as well as local businesses and industries that rely on the system. Service to the entire Apalachicola community will be more reliable during severe storms and hurricane events, allowing for continued development. Additionally, operating costs will be reduced through energy efficiency and automation. This project will also help safeguard important shellfish aquaculture harvesting areas that are nearby.

MINUTES OF THE SPECIAL MEETING/WORKSHOP OF THE APALACHICOLA CITY COMMISSION HELD TUESDAY, DECEMBER 8, 2020, 5:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Brenda Ash
Commissioner Anita Grove
Commissioner Adriane Elliott
Commissioner Despina George
Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director
Kristy Branch- Banks, Attorney

| |
|----------------------|
| CALL OF ORDER |
|----------------------|

Mayor Begos called the Special Meeting to order at 5:00 pm and Commissioner Ash gave the invocation followed by the Pledge of Allegiance.

Mayor Begos announced there will be another round of CDBG DR grant monies that will be due at the end of February 2021. Mayor Begos also stated they have received approval from the Department Of Transportation to allow parking pavers under the bridge where vehicles already park.

Reviewed Goals and Objectives of the Battery Park Committee proposals: 1) to create a new schedule of fees for slips and launch ramp that reflect market value; 2) amend rules and regulations to prohibit floating structures and limit live-aboard within the marina; and 3) identify strategies to generate additional revenue without dis-enfranchising local residents. Discussion held by the Commission and Battery Park Committee: utility fee increase (water and electric) to help with upgrade and repairs; rate increase of RV overnight rentals; V-pier and entrance - not allow fishing; removing boats from the marina when a storm is approaching; removal of sunken boats; city resident status; security issues; posting of rules of the marina; transient docking; pump-out station; slip owners and launch fee exemption; speed limit for no wake; and safety issue repairs.

Mayor Begos gave an update on the V-pier restoration, requested the City Manager get three bids on electric boxes for Battery Park marina, and discussed the possibility of a part-time harbor master.

Mr. Wade stated that the City will be working on a plan to phase out houseboats in the future.

ADJOURNMENT

There being no further business, meeting adjourned.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, DECEMBER 8, 2020, 6:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Kevin Begos
Commissioner Brenda Ash
Commissioner Anita Grove
Commissioner Adriane Elliott
Commissioner Despina George
Travis Wade, City Manager
Deborah Guillotte, City Clerk
Leo Bebeau, Finance Director
Kristy Branch- Banks, Attorney

CALL TO ORDER

Mayor Begos called the meeting to order at 6:00 pm and Commissioner Ash gave the invocation followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Elliott made a motion to approve the Agenda. Commissioner Grove seconded and the motion carried 5-0. Agenda amended to include discussion of insurance for Commissioners.

MAYOR AND COMMISSIONER COMMENTS

- 1) **New Tree/Riverfront Park**- Mayor Begos discussed the possibility of planting a new Christmas tree at Riverfront Park. The net Christmas tree will remain at the Park during Christmas time.
- 2) **Pier repairs update** – Mayor Begos gave a brief update on Battery Park Piers, finger piers, and Bodiford Park Pier, stating we are seeking bids for repairs.
- 3) **Veteran’s hiring preference** – Discussion held for hiring veterans for contractor positions. This will be researched further for legal requirements and how to proceed.

Discussion held on the following items: 1) downtown pump station; 2) generators for fire and police station; 3) local mitigation strategy; 4) new BRIC Grant Program - Commissioner Ash and Mayor Begos would like to have Cindy Clark go forward with this grant project. Commissioner Grove requests that we approve Cindy Clark to apply for the for Backflow Preventer Infiltration Study; 5) trees planted in Battery Park; 6) Tree City USA Proclamation; 7) Encroachment Agreement Ordinance Proposal; 8) sink holes on Fred Meyer St., 5th Street, and 12th Street and Avenue B; 9) part-time grant manager position – possible interview; and 10) City Rules of Order.

PUBLIC COMMENT

- A) **Recreation Committee presentation** – Elinor Mount-Simmons reviewed a proposal on the Adopt-a-Park Program, which would align local community groups and businesses, churches, etc., to partnership with the City in a joint venture to maintain the beauty of our City Parks. This would include tasks such as cutting grass, picking up debris, and other tasks as determined by city staff. Commissioner Ash requested that the Recreation Board outline a proposal on implementing the program criteria and prioritizing.

Ms. Mount-Simmons requested that the Recreation Committee have a second alternate on the board.

- B) Tim Center with Early Headstart learning center gave a brief update on the progress of the program restoration at City Hall (old High School), and held discussion of proposed contract for a five (5) year lease. Attorney Banks will send a copy of the draft to the Commission for review.

UNFINISHED BUSINESS

A. CITY ATTORNEY PERFORMANCE REVIEW

Commission reviewed Attorney Bank’s performance for the 2019-20 fiscal year. Attorney Banks stated that her personal business increased greatly, but that she would love to continue as the City’s Attorney, with the help of other contract attorneys when needed for special projects.

Commissioner Ash made a motion to extend Kristy Branch-Bank’s contract. Commissioner Elliott seconded and the motion carried 4-1. Commissioner George opposed.

UNFINISHED BUSINESS

B. STREET DINING PROPOSAL FOR AVENUE D

Tamara’s Café has requested street dining again on Avenue D. The new agreement specifically prohibits music and entertainment in either the parking spaces or on adjacent sidewalks. The use of parking spaces would end on February 28, 2021. The City or Tamara’s could terminate the agreement at any time. The Commission requests: Certificate of insurance, keep sidewalk clear, handling of violations, covid safety plan and prevention measures to be attached, access to pedestrian walking, and employee parking.

Commissioner Elliott made a motion to amend and incorporate the Emergency Guidelines Mask Proclamation and contingent upon receiving the Covid prevention plan, to approve the Agreement for Tamara’s Café Street dining on Avenue D. Commissioner Ash seconded and the motion carried 5-0.

NEW BUSINESS

A. CDBG-DR REBUILD FLORIDA HOMETOWN REVITALIZATION PROGRAM

Discussion held on CDBG-DR Grant possibilities which include: complete redevelopment of the Battery Park Marina area; demolition of the Old Fire Station, demolition or partial repair of the Popham building; and business façade project improvements and training.

NEW BUSINESS

B. COMMITTEE ASSIGNMENTS - P&Z, TREE, LIBRARY AND HCA

Mr. Wade stated we have two openings on the Planning and Zoning Board and recommends Richard Dagenhart and Bobby Miller for P&Z.

Commissioner Grove made a motion to appoint Richard Dagenhart and Bobby Miller to the Planning and Zoning Board. Commissioner George seconded and the motion carried 5-0.

Mr. Wade stated we have one opening on the Tree Committee and recommends Frederick Kahler.

Commissioner Elliott made a motion to appoint Frederick Kahler to the Tree Committee. Commissioner George seconded and the motion carried 5-0.

Discussion held of the legal citizenship of a committee member and their position on the committee.

Commissioner Elliott made a motion that Isabel Pataritsas be appointed as a member, and not the alternate, and for Lynn Wilson Spohrer be an honorary member with no voting abilities. Commissioner Grove seconded and the motion carried 5-0.

After further discussion, the Philaco Club has to make recommendations to the Commission for all Library Board members.

NEW BUSINESS

C. YEARLY AUDITOR CONTRACT

Commissioner George stated that Moran & Smith, LLP has submitted a draft engagement letter to provide services to audit the financial statement of the City for the fiscal year 2019-2020 and would like to know if the City wishes to accept Moran & Smith, LLP proposal.

Commissioner Grove made a motion to extend Moran & Smith, LLP a contract for a one-year renewal, for the fiscal year audit 2019-2020. Commissioner Elliott seconded and the motion carried 5-0.

CITY MANAGER COMMUNICATIONS

No comments.

ATTORNEY KRISTY BRANCH BANKS COMMUNICATIONS

- Hale Smith/Rich Hall lawsuit – reviewed case on flood zone issue and awaiting opinion of same.

FINANCE DIRECTOR COMMUNICATIONS

Mr. Bebeau initiated discussion about the City providing health insurance to elected governmental officials. Discussion held.

Commissioner Grove made a motion that the City suspend the class offering elected governmental officials health insurance as of January 1, 2021. Commissioner Ash seconded and the motion carried 5-0.

CONSENT AGENDA

- A. Meeting Minutes Adoption** – October 13, 2020 Special Meeting, November 3, 2020 Regular Meeting, November 30, 2020 Special Meeting and November 30, 2020 Public Hearing Minutes.

Commissioner Elliott made a motion to adopt the consent agenda with corrections as discussed. Commissioner George seconded and the motion carried 5-0.

B. Planning & Zoning (P&Z) Minutes Confirmation – November 9, 2020

Commissioner Elliott made a motion to confirm the P&Z minutes. Commissioner Grove seconded and the motion carried 5-0.

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| DEPARTMENT REPORTS |
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No Comments.

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| ADJOURNMENT |
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There being no further business, Commissioner Elliott made a motion to adjourn the meeting at 8:45 PM. Commissioner Grove seconded and the motion carried 5-0.

Kevin Begos, Mayor

Deborah Guillotte, City Clerk

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, December 14th, 2020
Community Center/ City Hall -1 Bay Avenue
Agenda - MINUTES

Workshop: Fences #2: 5:00 pm

In Attendance: Al Ingle, Jim Bachrach, Bobby Miller, Elizabeth Milliken, Joe Taylor, Anita Grove, Despina George, Dennis Winterringer.

Discussion of proposed Fence regulations continued: "Leave it like it is; this is not a gated community" – All in favor.

Anita Grove: Next step is to have City Attorney sign off; schedule for a Joint Public Workshop.

Regular Meeting: 6:00 pm

In Attendance: Al Ingle, Jim Bachrach, Bobby Miller, Elizabeth Milliken, Joe Taylor, Heath Galloway.

1. Approval of Nov. 9th, 2020 regular meeting minutes.

Motion to approve by Jim Bachrach; 2nd by Joe Taylor. Motion carries.

2. Review, Discussion and Decision for Installation for Flagpoles. **(Historic District) (C-4) @ 177 5th St.** Block 187 Lots 1-10. For DEP Orman House-Owner; Contractor: Park Staff.

Motion to approve by Jim Bachrach; 2nd by Bobby Miller. Motion carries.

3. Review, Discussion and Decision for Brick Pavers Driveway. **(Historic District) (R-1) @ 146 Ave B.** Block 46, Lots 6,7,8. For Thomas Shuler-Owner; Contractor: TBD.

Motion to approve by Bobby Miller; 2nd by Jim Bachrach. Motion carries.

4. Review, Discussion and Decision for Fence. **(R-2) @ 233 Cornelius Rizer.** ½ Lot 6 Whispering Pines. For Henry Knudsen–Owner; Contractor: Owner.

Motion to approve by Heath Galloway; 2nd by Jim Bachrach. Motion carries.

5. Review Discussion and Decision for Shed. **(Historic District) (R-1) @ 196 5th St.** Block 180, Lot 4. For – Matthew Davis-Owner; Contractor: Box Portable Buildings.

Motion to approve by Bobby Miller; 2nd by Joe Taylor. Motion carries.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, December 14th, 2020
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6. Review Discussion and Decision for Privacy Fence & Storage Shed. **(Historic District) (R-1) @ 240 10th St.** Block 155, Lot 5. For Earnest/Sandra Speir-Owners; Contractor: Bestway.
Tabled. No representation.

7. Review, Discussion and Decision for New Residence. **(Historic District) (R-1) @ 167 Ave G.** Block 89 Lots 9-10. For Jeff/Laura Stephens-Owners; Contractor: Owner.
Motion to approve by Jim Bachrach; 2nd by Heath Galloway. Motion carries.

8. Review, Discussion and Decision for New Construction-Dormitory & Offices; Trees Removal. **(Historic District) (O/R) @ 150 10th.** Block 73, Lots 2,3,4,5,6,7,8. For Woodville Properties-Owners; Contractor: TBD.
Motion to approve by Joe Taylor; 2nd by Jim Bachrach. Motion carries.

9. Review, Discussion and Decision for New Residence. **(R-2) @ 166 13th St.** Block 139 Lot 3. For Mellise Ray/Willie Smith-Owners; Contractor: America's Home Place.
Tabled. No representation.

10. Review, Discussion and Decision for Front Porch/Deck & Replace Detached Garage. **(R-1) @ Parcel ID: 01-09S-08W-8360-0009-0140.** George Mahr-Owner; Contractor: TBD.
11. **Motion to approve by Joe Taylor; 2nd by Bobby Miller. Motion carries.**

Other/New Business: **Discussion to not table agenda items automatically for no representation.**

Outstanding/Unresolved Issues:

Meeting Adjourned

Chairman, Al Ingle

CITY OF APALACHICOLA
BUILDING DEPARTMENT – PERMITTING & INSPECTIONS
DECEMBER 2020

- 23 Building Permits in Process
- 22 Building Permits Issued
- 38 Building Inspections
- Numerous Phone Calls & Emails Answered
- 10 Planning & Zoning Applications Processed
- December P&Z Agenda & Minutes Completed
- 1 P&Z Workshop Conducted
- Quarterly Permit Fees Report Completed
- Several Records Requests

CITY OF APALACHICOLA
ADMINISTRATION DEPARTMENT
December 2020

- Updated meeting calendar on website
- Complete all quarterly Payroll Reports.
- Payroll Quick Books Program
- Finance Clerk posted revenues and expenses
- Assist staff with tree applications, utility bill issues
- Staff assisted with Cemetery, utility bills, garbage, permitting issues, city property rentals and other miscellaneous duties
- Billing Clerk assists the City Manager and City Clerk as needed, works front office with water bill collections, cemetery lot sales, assists water and sewer department as needed
- Completed tasks as assigned by the City Manager
- Public Records Request 1
- Annual golf cart sticker renewals
- Business License Renewal Notices and processing by City Clerk/Water Billing Clerk/Code Enforcement

78 work orders issued and 179 (cleared out old 2018-19) work orders incomplete & complete combined

2491 payments processed

1964 bills mailed

114 cut-off list

Approximately 130 accounts payable checks processed

CODE ENFORCEMENT DECEMBER REPORT

- Issued 14 Tree Permits (Private Property)
- Filed and Issued Several Business Licenses
- Removed Signs from the Right of way
- Investigated 9 Code Violations
- Sent out over 100 past due Business License renewal forms

APALACHICOLA VOLUNTEER FIRE/RESCUE

*21 calls
NW 2020*

Bi-Monthly Report

| | | | |
|------------------------|-----------|-----------------------|----------|
| 1. Accidents | <u>1</u> | 7. Gas Leaks | --- |
| 2. Lift Assist EMS | <u>17</u> | 8. Life Flights | --- |
| 3. Bi-Monthly Meetings | <u>2</u> | 9. Search/Rescue | --- |
| 4. Brush Fires | --- | 10. Training | <u>1</u> |
| 5. House Fires | --- | 11. Transformer Fires | --- |
| 6. Fund Raisers | --- | 12. Vessels | --- |

36 - 1st Responder calls

Firefighter Attendance

| | | | |
|--------------------|-----------|--------------------|-----------|
| 1. George Watkins | <u>6</u> | 11. Holden Foley | <u>0</u> |
| 2. Fonda Davis | <u>6</u> | 12. | --- |
| 3. Ginger Creamer | <u>20</u> | 13. Bruce Hoffman | <u>21</u> |
| 4. Albert Floyd | <u>7</u> | 14. Ashley Teat | <u>1</u> |
| 5. Rhett Butler | <u>5</u> | 15. Anthony Croom | <u>6</u> |
| 6. Mark Creamer | <u>0</u> | 16. Michael Taylor | <u>0</u> |
| 7. Palmer Philyaw | <u>0</u> | 17. Brooke Newell | <u>3</u> |
| 8. Mike Vroegop | <u>0</u> | 18. Shannon Segree | <u>8</u> |
| 9. Troy Segree | <u>7</u> | 19. Adam Joseph | <u>2</u> |
| 10. Rick Hernandez | <u>3</u> | 20. Craig Gibson | <u>3</u> |

Avery Scott 1

Additional Notes:

Recorded by: (Signature)

Date: 12-5-20

Monthly Report for
Apalachicola Margaret Key Library
December 2020

Statistics:

- 338 patrons visited
- 8 new library cards were issues
- 88 patrons used the computers
- 226 books were checked out or renewed
- 269 books were checked in
- \$101.45 was collected for copies
- \$7.00 was collected for scans
- \$22.00was collected for faxes
- \$12.00 was collected for seasonal renewal and paper
- \$43.10 was donated to the library
- many boxes and bags of books were donated
- 664 people were reached with 7 Facebook posts

Library hours are 10 a.m. to 5 p.m., Monday - Friday. To ensure the safety of our staff and patrons, the Covid Disaster Relief Grant has provided us a Covid Sanitation Specialist for 20 hours each week. Books continue to be requested via reservation on our website. We have fulfilled requests for books, accepted book and puzzle donations, opened accounts, printed, scanned, and faxed items for patrons, hosted the Library Board and the Recreation Committee, utilizing social distancing. We have two, socially distant computers for patrons to use, which are disinfected after each use. Hand sanitizer is located at the entrance, and masks are required. Nine volunteers work weekly at the circulation desk, covering books and on special projects. Celia Winterringer sorts and process book donations. The Seed Library, brought to us by The Reserve, the Friends of the Reserve, and the Franklin County Master Gardener volunteers, remains very popular.

On December 1st, 2020, we hosted a safe, socially distanced Gingerbread Holiday Celebration in our parking lot. Over 29 children attended and were given holiday bags complete with cookie cutters, gingerbread play dough, stickers, games and family activities. Along with a book provided by Bring Me Book Franklin. Additional holiday bags were given out during regular business hours and to the Early Education and Childhood Center. A total of 30 families received gingerbread holiday bags.

Isel Sanchez-Whiteley
Library Assistant

With an increase in the number of visitors to our city, the month of December saw an increase in the number of citizen assists and contacts with officers, as well as routine traffic stops. We increased our patrol of downtown businesses and we are happy to report that we had no incidents of theft to report other than some gas drive offs at a couple of gas stations. As expected, the area bars were busier, but we are pleased that no major incidents were reported and the holidays were mostly peaceful. We look forward to going into 2021 peaceful and safe! Happy New Year Everyone!!

December 2020

Totals

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|--|-----|
| Traffic Stops/ Warnings/ citations | 25 |
| Arrests/ Warrant Requests | 3 |
| Traffic Accidents | 4 |
| Burglary/Theft calls | 5 |
| Assist Citizens/ Complaints/investigations | 384 |
| Trespass Warnings/agreements | 10 |
| Business alarm calls/building checks/welfare checks | 646 |

assist county call/other agencies 32

Assist Animal Control

Domestic cases involving violence/disturbance calls 1

Total calls from dispatch 1318

City of Apalachicola public works monthly report

December 2020

The public works department, services all city vehicles and replaces all the tires on city vehicles, services all the mowers and weed eaters, cuts all city parks, cut all city properties, clean all city buildings, empty all garbage cans down town and city parks, clean city right of ways, cut city right of ways, and patch holes on city roads as needed.

Serviced 2 vehicles

We collected 180 bags of trash from down town and public parks.

Replaced two windows at city hall.

We have cut our routine main roads parks and cemeteries.

Replaced light switch on the public restrooms at community center.

Replaced light bulbs at city library.

Filled holes on side of 5th st. road way.

We have had 4 funerals open and close

Replaced brakes on veh # 9.

We completed 21 work orders.

Mounted and balanced tires on 2 vehicles

We have cleaned several drainage ditches of debri and trash

Public works assisted in putting new tree at river front park.

Repaired and adjusted locks on library front door.

Signed. Robert osburn

Wastewater Plant
Monthly Report
December 2020

- . We Treated 8.970 gal of Wastewater
- . 12/3 Finished Metal work on # 1 Disc Filter
- . 12/8 Aqua-Aerobic tect working on # 1 disc Filter Rebuild. All the parts needed were not shipped so it will take a return trip to complete the rebuild of the Filter
- . 12/16 Rebuilt 2 6" check valves for # 1 and # 3 Blowers
- . 12/23 Replaced INF valve and piping to it in # 2 SBR tank