

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD  
TUESDAY, JUNE 21, 2022, 4:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash  
Commissioner Anita Grove  
Commissioner Despina George  
Commissioner Adriane Elliott  
Commissioner Donna Duncan

Travis Wade, City Manager  
Deborah Guillotte, City Clerk  
Dan Hartman, Attorney

**CALL TO ORDER**

Mayor Brenda Ash called the meeting to order.

**PUBLIC COMMENT**

Public comments consisted of the following: 1) Sanitation bid questions from numerous Waste One employees.

**CONTRACT APPROVALS**

**GOURAS AND ASSOCIATES** - City Manager Travis Wade stated that the original RFP that was advertised was in error, due to the length of time of days for advertisement for the CDBG-DR grants. The City has to redo the procurement process and advertise for the correct amount of days (21), but that all other information was correct. Mr. Wade recommends this CDBG-DR grant be awarded to Gouras & Associates.

Commissioner Anita Grove made a motion to approve the CDBG-DR grant services award recommendation to Gouras and Associates. Commissioner Donna Duncan seconded, and the motion carried 5-0.

**CINDY CLARK** – Mr. Wade stated that the city issued an RFP for grant services for the DEP Resilient Florida program project, and is recommending Bay Media Services, LLC (Cindy Clark) be awarded this bid.

Commissioner Grove made a motion to approve the award to Bay Media Services, LLC for the DEP Resilient Florida FY 21-22 program project and the update of the Vulnerability Analysis and Flood and Stormwater Adaptation. Commissioner Duncan seconded and the motion carried 5-0.

**WASTEPRO** – Attorney Dan Hartman stated that the city had received two responses to the ITN-2022-1, Waste Pro (existing provider) and Waste One. Waste Pro was the initial

selected bidder, based on the scoring criteria, by staff (Mark, Bree and Janelle), which was individually reviewed and scored by each. Attorney Hartman stated that we are here tonight to review and reach negotiations with Waste Pro. Attorney Hartman, the City Commission and Lloyd Childree – Waste Pro reviewed and discussed the proposed ITN 2022-1 -Solid Waste Collection Agreement. In response to a question by Mayor Ash, Attorney Hartman answered the Sunshine law issues.

Issues discussed by the commission as follows: 1) Section 5.2 day of the week for collection; 2) 7.3 – hours, current is from 6am to 6pm; due to the noise ordinance, we need to change from 7am to 6pm; 3) 10.2(a) Adjustments to Rates – Attorney Hartman and Mr. Childree, Waste Pro reviewed. The percentage of change in CIP and diesel charge change; 4) contract change from 3 to 5 years; 5) differences in rates between the two business – this could not be discussed due to being in negotiations; 6) requirements and procedures for failure of service; 7) breach of contract

Commissioner Duncan made a motion not to approve the contract with Waste Pro. Commissioner Despina George seconded. Discussion held. Motion carried 4-1. Opposed: Mayor Ash

Attorney Hartman stated that the Commission's next step is to give staff direction to continue negotiations with the selected bidder Waste Pro, or terminate negotiations with Waste Pro and move on to the next selected bidder.

Commissioner George made a motion terminate negotiations with Waste Pro and move on to the next selected bidder. Commissioner Duncan seconded. Discussion held. Motion carried 3-2. Opposed: Mayor Ash, Commissioner Grove

Attorney Hartman stated that a meeting needs to be set ASAP, since the Waste Pro contract ends June 30<sup>th</sup>. Attorney Hartman also stated the main issue at this time, is the time frame. Staff will review second bid with Waste One and begin negotiations and bring back before the Commission.

**LEGISLATIVE APPROPRIATIONS** - Mr. Wade updated the Commission on the past two years legislative appropriations request in the amount of \$600,000, for televising the City's stormwater and sewer lines. Mr. Wade stated the house legislative budget committee has allowed for cities, etc., to reapply for \$175,000,000 to fund projects that had been denied and would like to resubmit the same legislative request that was submitted before, the deadline being July 8<sup>th</sup>.

Commissioner George made a motion to allow Manager Wade to reapply for the appropriations process in the amount of up to \$600,000, that was granted to him over the last two years. Commissioner Grove seconded and the motion carried 5-0.

**PROCUREMENT POLICY APPROVAL** – Mr. Wade stated that the Department of Environmental Protection (DEP) grant for the wastewater treatment plant, requires that the City update our Procurement Policy prior to publishing the RFP for engineering services. DEO sent the new requirements on how it was to be written, and city staff made the changes and is now requesting approval.

Commissioner Grove made a motion to approve the Procurement Policy. Commissioner Elliott seconded. Discussion held. Motion failed 0-5.

Commissioner Grove amended her motion that the City include the relevant parts of the existing procurement policy in the new procurement policy. Motion died for lack second.

Commissioner Grove wanted to make the Commission aware, that there are two churches that received grant monies a few years back, but that there was not enough money to complete the roofing projects. Commissioner Grove just wanted to notify the Commission to see if we might can research this and go through the revolving loan process for approximately \$3,600 each to complete these projects.

<b>ADJOURNMENT</b>
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Commissioner George made a motion to adjourn the meeting. Commissioner Elliott seconded and the motion carried 5-0.

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Brenda Ash, Mayor

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Deborah Guillotte, City Clerk