

REGULAR MEETING
APALACHICOLA CITY COMMISSION
THURSDAY, FEBRUARY 10, 2022 – 4:00PM
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 three 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

III. Public Comment

1. Tim Center - Early Childhood Services – Give update on Head Start at City Hall
2. Frenchy Haynes - Camp Moving Education

IV. Unfinished Business

1. Lafayette Park Lighting – Consideration and Approval/Disapproval of Contract with _____ Trust for installation of lighting in Lafayette Park - Attorney Dan Hartman

V. New Business

1. Schedule Building Height Workshop – Proposed Dates: February 16th, 17th, 23rd or 24th – Travis Wade
2. Tree Committee – Member Appointment – Travis Wade
3. Engineering Services – Stormwater Pipe Relining – Briana Robinson

VI. Mayor and Commissioner Comments –

VII. City Manager Communications –

VIII. Grant Coordinator Communications – Report Attached

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IX. Attorney Communications – Report Attached

X. Consent Agenda

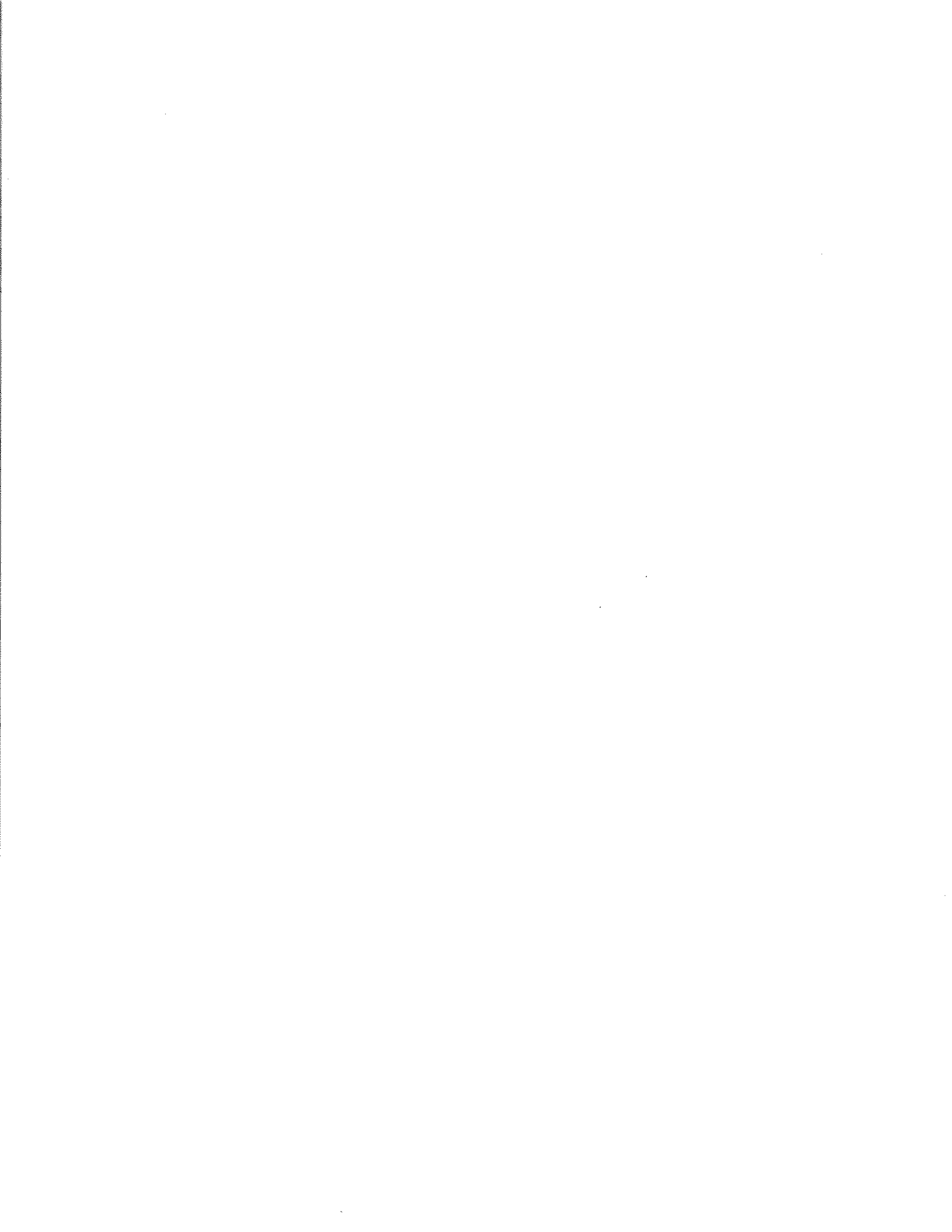
A. Meeting Minutes Adoption – December 7, 2021 Regular Meeting; and
December 13, 2021 Public Hearing/Special Meeting Minutes

B. Planning and Zoning Minutes – December 2021 and January 2022

XI. Department Reports

XII. 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



**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: February 10, 2022**

SUBJECT: Tree Committee Appointment

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department: Administration
Presenter: Travis Wade, City Manager

BRIEF SUMMARY: The Tree Committee would like to fill one vacant member position to the board.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To appoint one vacant Tree Committee member to the current board.

FUNDING SOURCE: None.

ATTACHMENTS: List of current Tree Committee Board Members and Candidate Questionnaires

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommends Scott Davis

**BOARD/COMMITTEE
CANDIDATE QUESTIONNAIRE**

REQUESTED BOARD/COMMITTEE APPOINTMENT: Tree Committee

APPLICATION DATE: 12/23/2021

DATE APPOINTED:

NAME: Scott Allen Davis

MAILING ADDRESS: 244 Prado Street, Apalachicola, FL 32320

PHYSICAL ADDRESS: 244 Prado Street, Apalachicola, FL 32320

CELL#: 954-292-3099 **HOME#:** N/A

EMAIL: torreyatrekker@gmail.com

PLACE OF EMPLOYMENT: Garlick Environmental Associates

WORK#: 850-653-8899

1. HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF APALACHICOLA? ~11 months

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

- 17 years-experience as a botanist, environmental scientist, regulator, consultant, and parliamentarian in the for-profit, non-profit, and government-public sectors
- Extensive experience working with local government committees and their stakeholders
- Co-founder of urban forest tree management organization in Tallahassee
- Professional experience in the management of all regionally significant tree species throughout the Big Bend and Forgotten Coast since 2003
- Extensive experience with Municode, ordinances, enforcement, interpretation, and implementation of comprehensive plan language.

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

- Experience with local municipal bureaucratic processes
- Execution of Robert's Rules of Order
- Implementation and improvements to the Apalachicola LDC, with an emphasis on the tree protection and mitigation provisions (Chapter 105, Article II)
- Active engagement with city employees, elected officials, and citizens of Apalachicola
- Objective, scientific opinions and decision-making related to native flora and fauna
- Board cohesiveness

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

- City of St. Marks, Florida
2014-2018: Roadside vegetation management liaison to the Florida Department of Transportation
- Florida Department of Agriculture – Florida Forest Service
2012-2021: Land Management Review Program – public land management reviewer and committee member
2013-2021: Milkweed Recovery Team – committee member
2015-2021: Imperiled Butterfly Working Group – federal programs liaison
- Florida Department of Transportation – District 3
2012-2021: Regulated species translocation and management team - coordinator
- Florida Fish and Wildlife Commission
2014-2019: Florida Black Bear Panhandle Working Group – habitat acquisition list coordinator
2013-2018: Great Florida Birding Trail Steering Committee – committee member
- Florida Native Plant Society
2010-2021: Policy Committee – member and representative to FDEP Acquisition and Restoration Council
- Leon County, Florida – Office of Sustainability
2016-2018: Pollinator Habitat Working Group
- United States Fish and Wildlife Service
2012-2021: Refuge Advisory Committee
2012-2021: Visitor Services Activities Coordinator
2014-2021: Monarch Milkweed Initiative – Project Leader and Public Relations
- Wakulla County Board of County Commissioners
2013-2021: Roadside Imperiled Species Management - Ad Hoc Committee Member and BMP Developer, specifically alongside former commissioner Lynn Artz and current commissioner Chuck Hess

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

Various meeting over the last two years – regular CC meetings, budget meetings, special meetings, resolutions, marina meetings, shellfish management items, and parks & recreation.

Also – various meetings with Franklin County staff through my position at Garlick Environmental Associates, largely related to land use, environmental permitting, re-platting, wetlands, etc.

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

Yes

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

Yes

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

Yes

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

Yes

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

- Construction – 5 years – preliminary structural designs rendered by AutoCAD and ArcGIS
- Planning – site density and design determinations, feasibility studies, setback evaluation and compliance, habitat restoration and mitigation, stormwater management, green spaces, dock and boardwalk permitting, seagrass management, coastal construction control lines (CCCLs), DOH septic system standards, permit fee schedules, annual and quarterly budgets, etc.
- Land Use – analysis of developmental zones with affluency in Franklin County land use codes and zone allowances, restrictions, setbacks, height and density constraints, critical habitat zones, affordable housing analysis, etc.
- Architecture – site analysis and design rendered in AutoCAD and ArcGIS

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

SIGNATURE

PRINTED NAME

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 2/10/2022**

SUBJECT: Urban Catalyst Consultants – Apalachicola Stormwater Pipe Relining Proposal for Civil Engineering Services

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: Finance
Contact: Bree Robinson
Presenter: Bree Robinson

BRIEF SUMMARY: Last year’s state appropriations included our Stormwater Pipe Relining and Backflow Devices project. The Project will re-line approximately 500 feet of storm pipe with cured-in-place lining, and add backflow protection approximately 12 outlets. The following locations in Apalachicola will be addressed:

- Fred Meyer Street near 18th Street just east of the intersection. The road is sinking at a damaged pipe joint.
- 5th Street between Avenue C and Avenue E. The road has several areas where the pipe joints are caving in.
- Avenue B between 11th and 12th Street

This effort includes pre-design study, design and permitting. We met with Urban Catalyst to go see the locations to be addressed, and their proposal is based off of their visit and what services they are offering.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approval of Proposal

FUNDING SOURCE: State Appropriations - \$100,000 appropriated with a budgeted \$50,000 match if necessary.

ATTACHMENTS: CDG Proposal & Contract

STAFF’S COMMENTS AND RECOMMENDATIONS: This was something our former finance director had arranged and had begun the process of procuring. Once the proposal is signed we can move forward with the project.



December 10, 2021
Mr. Travis Wade, City Manager
City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, FL 32327

Sent via Email: twade@cityofapalachicola.com

**RE: Project Name: Apalachicola Stormwater Pipe Relining
Proposal for Civil Engineering Services
Location: City of Apalachicola, Franklin County, Lat/Long (29.7258, -84.9832)**

Dear Mr. Wade:

URBAN CATALYST CONSULTANTS, INC. (UC²). (hereinafter referred to as "CONSULTANT") is pleased to submit this proposal for engineering services to **The City of Apalachicola** (hereinafter referred to as "CLIENT") for the proposed work at the location referenced above.

It is our understanding that the CLIENT wishes to re-line approximately 500 feet of storm pipe with cured-in-place lining in the following specific locations:

- Fred Meyer Street near 18th Street just east of the intersection.
- 5th Street between Avenue C and Avenue E.
- Avenue B between 11th and 12th Streets.

The CONSULTANT will provide a pre-design study, design and permitting, bidding and contractor selection assistance, project management and construction administration. Below are the tasks related to the professional services provided by CONSULTANT:

SCOPE OF SERVICES

Task 01 – Pre-Design Study

Deliverables: UC² will perform a pre-design study of pipes selected to be relined and produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options and identify the tasks required to complete a resolution to the problem.

Documentation: UC² will submit the final pre-design study report.

Performance Standards: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, UC² shall proceed with payment request submittal.

Payment Request Schedule: UC² shall submit a payment request for cost reimbursement following the conclusion of the task.

Task 02 – Design and Permitting

Deliverables: UC² will submit: 1) a signed acceptance of the completed work to date, as provided in UC²'s Certification of Payment Request; and 2) a summary of design (or preconstruction) activities to date, indicating the percentage of design completion for the time period covered in the payment request. For the final documentation, UC² will also submit a copy of the design completed with the funding provided for this task and a list of all required permits identifying issue dates and issuing authorities.

Performance Standards: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, UC² shall proceed with payment request submittal.

Payment Request Submittal: UC² shall submit a payment request for cost reimbursement no more frequently than monthly.

Task 03- Bidding and Contractor Selection

Deliverables: UC² will prepare a bid package, publish a public notice, solicit bids, conduct pre-bid meetings and respond to bid questions in accordance with UC²'s procurement process, to select one or more qualified and licensed contractors to complete construction of the Apalachicola Stormwater Pipe Relining Project.

Documentation: UC² will submit: 1) the public notice of advertisement for the bid; 2) the bid package; and 3) a written notice of selected contractor(s).

Performance Standards: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, UC² shall proceed with payment request submittal.

Payment Request Submittal: UC² shall submit a payment request for cost reimbursement following the conclusion of the task.

Task 04 -Project Management

Deliverables: UC² will perform project management to include field engineering services, construction observation, site meetings with construction contractor(s) and design professionals, and overall project coordination and supervision.

Documentation: UC² will submit interim progress status summaries including summary of inspection(s), meeting minutes and field notes, as applicable.

Performance Standards: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, UC² shall proceed with payment request submittal.

Payment Request Submittal: UC² shall submit a payment request for cost reimbursement no more frequently than monthly.

Task 05 –Construction Administration

Deliverables: UC² will administer the construction of the stormwater pipe relining project in accordance with contract documents.

Documentation: UC² will submit 1) a copy of the final design; 2) a signed acceptance of the completed work to date, as provided in UC²'s Certification of Payment Request; and 3) a signed Engineer's Certification of Payment Request.

Performance Standards: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, UC² shall proceed with payment request submittal.

Payment Request Submittal: UC² shall submit a payment request for cost reimbursement no more frequently than monthly.

ADDITIONAL SERVICES

The CONSULTANT will provide, as requested, additional services that require analyses beyond those described in the above task. These additional services may include, but are not limited to:

- A. Site Lighting

- B. Off-site Design Improvements
- C. Traffic Impact Studies
- D. Surveying
- E. Retaining Wall Design
- F. Additional Site Design Services other than what is listed above

Additional services, if requested, will be invoiced on a Time and Materials basis or on the basis of a mutually agreed upon Lump Sum fee.

INFORMATION AND / OR SERVICES PROVIDED BY THE CLIENT

The following information and/or services shall be provided to the CONSULTANT by the CLIENT or his representative:

- A. Payment of any and all impact, review and permitting fees.
- B. Provide the CONSULTANT with video documentation of the piping system.
- C. Provide CONSULTANT with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
- D. Provide AutoCAD digital files of the buildings for inclusion into the site plan.
- E. The CLIENT shall provide CONSULTANT with access to the site for activities necessary for the performance of the services.

FEES AND BILLING

This proposal, as well as the attached General Contract Provisions, represents the entire understanding between the CLIENT and the CONSULTANT concerning the PROJECT. Billing will be invoiced monthly based on percentage complete for Lump Sum tasks and for services actually provided for Time and Material (hourly) tasks. Our fees do not include direct expenses, application, review, impact or other fees. Invoices are payable upon receipt. All remittance should be sent to Urban Catalyst Consultants, 2851 Remington Green Circle, Ste. D, Tallahassee, FL, 32308

TASK	FEE TYPE	FEE
Task 01 – Pre-Design Study	LS	\$750.00
Task 02 – Design and Permitting	LS	\$4,250.00
Task 03 – Bidding and Contractor Selection	LS	\$2,000.00
Task 04 – Project Management	LS	\$1,500.00
Task 05 – Construction Administration	LS	\$2,500.00
Total:		\$11,000.00

LS: Lump Sum T&E: Time & Materials NTE: Time & Materials - Not-To-Exceed

Cancellation of any task by CLIENT prior to completion shall be subject to payment for time and expenses incurred up to point of cancellation.

SUMMARY AND AUTHORIZATION

The CONSULTANT strives to provide superior, personalized, professional service to our clients. We appreciate this opportunity to present our proposal to the CLIENT. If CLIENT concurs with the scope of services and fees, please execute this proposal and return one copy.

Agreed To and Accepted By:

CITY OF APALACHICOLA

("CLIENT")

By (Signature): _____

Printed Name: Travis Wade

Title: City Manager, Apalachicola

Date: _____

URBAN CATALYST CONSULTANTS, INC.

("CONSULTANT")

By (Signature): 

Printed Name: Sean K. Marston, P.E.

Title: President

Date: December 10, 2021



**Urban Catalyst Consultants, Inc.
General Contract Provisions**

Article 1

Scope of Services

- 1.1 The CONSULTANT shall perform for the CLIENT only those professional engineering and/or surveying and mapping services specifically described under this Agreement.

However, if requested by the CLIENT and agreed to by the CONSULTANT, the CONSULTANT shall perform or obtain from others additional services ("Additional Services") and will be compensated for these additional services as set forth below. Additionally, the CONSULTANT is authorized to render or furnish, without waiting for specific authorization from the CLIENT, those additional services which, in the CONSULTANT's opinion are clearly in the CLIENT's interest and advance authorization cannot be obtained. In the event of the performance of such Additional Services, the CONSULTANT will notify the CLIENT as soon as practical of the necessity and scope of the services.

Article 2

CLIENT's Responsibilities

- 2.1 The CLIENT shall provide all necessary information regarding requirements for the PROJECT. The CLIENT shall furnish such information as expeditiously as necessary for the orderly progress of the work and the CONSULTANT shall be entitled to rely on the accuracy and completeness thereof.
- 2.2 The CLIENT shall designate a representative authorized to act on the CLIENT's behalf with respect to the PROJECT. The CLIENT or such authorized representative shall have complete authority to issue instructions, receive information, interpret, and define the CLIENT's policies.

Article 3

Use of CONSULTANT's Documents

- 3.1 All documentation, including but not limited to drawings, specifications and data or programs stored electronically, prepared, provided or furnished by the CONSULTANT pursuant to this Agreement are instruments of service in respect of the PROJECT, and the CONSULTANT shall be deemed the author of these documents whether or not the PROJECT is completed. The CLIENT may reproduce and retain copies for information, reference, and use in connection with the PROJECT. Any reuse without prior written permission or modification by the CONSULTANT for the specific purpose intended will be at the CLIENT's sole risk and without liability or legal exposure to the CONSULTANT, and the CLIENT shall indemnify and hold the CONSULTANT harmless from any and all claims, damages, losses and expenses, etc. including but not limited to attorney's fees arising out of or resulting therefrom.

Article 4

Times for Rendering Services

- 4.1 The CONSULTANT will commence work after receiving a fully executed copy of this Agreement and shall complete the services within a reasonable length of time. The CONSULTANT's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress through the completion of the CONSULTANT's services.
- 4.2 If the CONSULTANT's services are delayed or suspended in whole or in part through no fault of the CONSULTANT, the times of performance shall be extended to the extent of such delay or suspension. Such delay or suspension shall not terminate this Agreement unless the CONSULTANT elects to terminate by written notice in accordance with the provisions contained in this Agreement. If such delay or suspension extends for more than six (6) months for reasons beyond the CONSULTANT's control, the various rates of compensation provided for herein shall be subject to renegotiation.

Article 5

Payment for Services

- 5.1 The CLIENT shall compensate the CONSULTANT for professional engineering and/or surveying and mapping services as follows:

- 5.1.1 Tasks for which lump sum amounts have been established will be billed monthly based on the percentage complete.
- 5.1.2 Tasks which will be charged on an hourly basis will be billed according to the hourly rates in effect at the time the services are performed.
- 5.1.3 If the CONSULTANT performs Additional Services, the CLIENT shall pay the CONSULTANT for the performance of those Additional Services an amount based upon the CONSULTANT's hourly rates in effect at the time the Additional Services were rendered for the actual time spent by the CONSULTANT plus an amount to cover Reimbursable Expenses.
- 5.2 Invoices will be submitted by the CONSULTANT to the CLIENT monthly for services performed and expenses incurred pursuant to this Agreement during the prior month. Payments are due within thirty (30) days of the CONSULTANT's invoice.
- 5.3 If the CLIENT fails to make any payment due the CONSULTANT for services and expenses within thirty (30) days after receipt of the CONSULTANT's invoice, the amounts due the CONSULTANT will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth (30th) day; and, in addition, the CONSULTANT may, after giving seven (7) days' written notice to the CLIENT, suspend services under this agreement until the CONSULTANT has been paid in full all amounts due for services, expenses and charges.
- 5.4 In the event any invoice or portion thereof remains unpaid for more than sixty (60) days following the invoice date, the CONSULTANT may initiate collection proceedings to collect the same and recover, in addition to all amounts due and payable including accrued interest, its reasonable collection fees, attorney's fees, including pre-jury attorney's fees, and other expenses related to the proceeding.

Article 6

Opinions of Cost

- 6.1 The CONSULTANT's opinions of probable cost provided for herein are to be made on the basis of the CONSULTANT's experience and qualifications and represents the CONSULTANT's best judgment as an experienced and qualified professional engineer. However, since the CONSULTANT has no control over the cost of labor, materials, equipment, and services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, the CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of cost prepared by the CONSULTANT. If the CLIENT wishes greater assurance as to probable cost, the CLIENT shall employ an independent cost estimator to make such determination.

Article 7

Termination

- 7.1 This Agreement may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. The CONSULTANT may terminate this Agreement for convenience. In the event of any termination, the CONSULTANT will be paid for all services to the date of termination, all expenses subject to reimbursement hereunder, and any other reasonable expenses incurred by the CONSULTANT as a result of such termination. In the event the CONSULTANT's compensation under this Agreement is a lump sum fee, upon such termination the amount payable to the CONSULTANT for services rendered will be a proportionate amount of the lump sum of the amount of work done as reasonably determined by the CONSULTANT, to the total amount of work which was to have been performed, less prior partial payments, if any, which would have been made.

Article 8

Insurance

- 8.1 The CONSULTANT shall provide and maintain during the term of this Agreement Workers' Compensation Insurance in the amount required by law, Errors and Omissions Liability Insurance in an amount not less than \$1,000,000.00 and Comprehensive General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence. If requested, the CONSULTANT shall provide the CLIENT with certificates evidencing such insurance. If the CLIENT specifically directs the CONSULTANT to obtain increased insurance coverage, or if the nature of the

CONSULTANT's activities requires additional Worker's Compensation or similar insurance coverage, the CONSULTANT will take out such additional insurance, if obtainable, at the CLIENT's expense.

Article 9

Controlling Law

9.1 This Agreement is to be governed by the law of the principal place of business of the CONSULTANT. The parties consent to the proper venue for any litigation involving this contract is Leon County, Florida.

Article 10

Successors and Assigns

10.1 The CLIENT and CONSULTANT, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement.

Article 11

Severability

11.1 Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT.

Article 12

Direct Expenses

12.1 Direct Expenses are all costs, including but not limited to those incurred by the CONSULTANT for duplicating, facsimile, mileage, long distance telephone, postage, courier, in-house, and outside blueprinting.

Article 13

Integrated Agreement

13.1 The CLIENT and the CONSULTANT acknowledge that the written terms of this contract constitute the entire agreement between the parties. All prior or contemporaneous negotiations, discussions, or agreements merged into this written agreement.

Article 14

Concurrency

14.1 The design and permitting effort neither implies nor guarantees that concurrency will be met at the time of construction of the first phase or subsequent phases, nor is it the responsibility of the CONSULTANT to continuously monitor levels of service or infrastructure capabilities.

Grant Development and Implementation Coordinator – Bree Robinson

City Commission Meeting – Thursday, February 10, 2022

1. *National Fish and Wildlife Foundation – Emergency Coastal Resilience Fund 2021 – City of Apalachicola Regional Park and Stormwater Facility Phase 1*

COA submitted a grant application for \$253,925.83 on 2/3/22 for a feasibility study and engineering design for city owned property in order to see if we could utilize it to create a regional stormwater facility. This stormwater park would provide flood protection and treatment of urban runoff pollutants along with providing a lit walking trail and park for the community.

2. *Florida Department of State African-American Cultural and Historical Grant – Apalachicola Museum of African-American Culture and History*

Submitted on 11/30, will hear awards in 2022. **Still in review.**

3. *HMGP – Backup Generator for Vacuum Station (108 Avenue F)*

Grant application was submitted for \$170,000 for a new backup generator. (Current in use is too small for need.) Had to apply for a portable generator instead of stationary, as they will not fund for a stationary one in a flood zone. **Still in review.**

4. *Leslie Street*

WAITING FOR UPDATE ON APPEAL

Reached out to FEMA 2/1/22 – Project still in review; no timeline. Seeking out other grant opportunities from FDOT.

5. National Park Service Grants for Repair and Restoration of the Montgomery Cotton Warehouse (Old City Hall) and the Harrison-Raney Cotton Warehouse (HCA)

The City has signed a contract with the historic architect (4M Design – Mark Tarmey) and he has begun measuring, photographing and assessing the two buildings in terms of documenting existing condition and recommended required repair that will be completed in accordance with historic standards. The City has successfully met the first progress report deadline and procurement deadlines set out in the grant agreement. **RFP's for electrical, construction, roof, and flood mit RFP's still in progress – coordinating with 4M Design.**

6. Fire Hydrants

The hydrants for the Phase I of the 2021-2022 Capital Investment Plan outlined in the 2021-2022 Budget were ordered in January with installation in Calendar Q1, 2022.

7. Grants Update -

- a. FDOT City Landscaping Bids Received – **bid negotiated and project awarded to Gaskin Landscaping. Work began 2/3/22 and will be complete by March. Spoke with contractor to seek out alternatives to Round Up products –a small amount is being used to only affect top 2 layers of soil and will not contaminate water runoff.**
- b. CDBG-DR Infrastructure – Avenues Stormwater Repair Project **is moving forward. City has 30 days to submit documents (policies and procedures, etc.) to DEO. (end of Feb.) We are working on this now. Engineer Procurement and design will need to be secured and created along with environmental review and clearance, then we are scheduled to bid out and begin construction in October/November.**
- c. CDBG-DR Hometown Revitalization – Submitted Scope of Works for both the Riverfront and Hill Projects. **2/3/2022 DEO let us know that both agreements are currently going through their internal routing process and they will update us when they have an update.**
- d. HMGP Emergency Generators – Documents received and executed. *Awaiting CDBG-DR Award for Matching Funds.*

- e. HMGP Market Street Vacuum Station Documents received and executed. *Awaiting CDBG-DR Award for Matching Funds. Fully executed agreement received in January.*
- f. Michael FEMA Projects Updates
 - i. Dewberry working on documentation for Scopes on Bodiford Park and the Mill Pond Mooring Basin. *Permits filed for within deadline to US Corps of Engineers – waiting for approval.*
 - ii. Scipio – *Designs from engineers coming soon.*
 - iii. Alleyway Repairs – Alleyway: 3, 7, 9, 8, 10, 11, 6, 2, 5, 12, 4 Crushed Shells to be replaced ASAP. Will speak to public works on timeline.
 - iv. Old City Hall and HCA Contents loss from Michael – Ordering replacement items week of 2/7. (Funding already received – just needs to be ordered and receipts turned in.)
 - v. Lafayette Park – *Potential scope change if lights donation accepted. Pending.*
- g. DEP – WWTP Tank Cleaning – US Submergent mobilized and began work 12/1/21. *First round completed on 12/9! Had leftover grant funds after service, so they are coming back in September to complete another round of sand and grit removal and grant will close out in October 2022.*

8. *DEP Grant Applications – WWTP & Vulnerability Study*

Grant #2 is an application for the WWTP totaling \$14 million - the City of Apalachicola was approved for the full \$14 million for new equipment and relocation. *DEP contacted us and let us know we had 2 duplicated grant efforts both submitted to them. Both are for the WWTP – and combined could cover the entire WWTP Project costs, headworks and all. We are waiting to hear from DEP about combining efforts before we de-obligate the DEO funding of \$4million for the Headworks.*

RFP for Engineering Services for the WWTP will be submitted to the paper the week of 2/7 and will be published the week of 2/14.

Grant #1 Vulnerability Study

We were pushed through to the next application round for funding! 2nd round application is due 2/14 and will be completed and submitted by then. Great news!

9. *Battery Park* – 10 Foot Hole Seawall –

Documents to go out for bid are ready, but estimates for this project came in around \$280k. As an out of pocket expense, this is higher than anticipated and higher than budgeted for. Will consult with interim finance director in February.

10. *USDA Water Street Permeable Parking Sidewalk and Lighting* –

The one bid received was highly over budget - cost of materials has risen above our awarded amount for this project. USDA recommended a change of scope to include the sidewalk, but to omit the permeable pavers in the parking area. Dewberry is updating plans for USDA approval to reject all bids and re-bid out the project or to negotiate with the bid we received. We previously bid this project out 2 separate times and received only one bid.

All information included in this report is accurate as of February 4, 2022 at 12:00pm. After that time, information is subject to change.

ATTORNEY REPORT

TO: City Commission, City of Apalachicola
FROM: Daniel W. Hartman, Esq.
DATE: February 2022
SUBJ: City Attorney Report for Commission Meeting

1. Code Enforcement Matters

a. *Smith/Hall SW Floodplain matter*

Efforts to settle both cases are ongoing. Kimley Horn has completed a report which includes possible solutions that involve creating treatment/retention structures at least in part on City property. The parties are discussing the role each will play in the solution.

b. *Moore/Jackson Case No.s 2021 MO 01 and 02*

Mrs. Moore and Mr. Jackson have voluntarily cured the alleged code violation. The cases have been resolved.

2. CRA

The City Commission should discuss and decide whether to extend the term of the CRA. The term of the CRA can be extended by Resolution for that purpose by demonstrating compliance with Sections 163.361 and 163.3755, F.S.

MINUTES OF THE REGULAR MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, DECEMBER 7, 2021, 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 and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Despina George made a motion to adopt the Agenda. Commissioner Adriane Elliott seconded and the motion carried 5-0.

PUBLIC COMMENT

1) Beth Embert, Jimmy Gander, Steve Watkins – Leslie Street – Beth Embert and Jimmy Gander expressed their concerns of the Leslie Street road closure, including parking and garage access, and would like the status of the repair, stating this has cost the businesses on that Street to lose money. Ms. Embert also stated she felt that the stop sign on Commerce and Leslie Street is a safety issue. City Manager Travis Wade stated that the City is currently working on this issue so the project can move forward. Josh Stephens with Dewberry reviewed the process that the City is taking to repair Leslie Street, stating that the Department of Transportation is also involved with this issue, and it is definitely being addressed.

Citizen's concerns also consisted of the following: 1) Battery Park Marina Ordinance -live-aboards and annual commercial fisherman fees. Commissioner Elliott briefly reviewed the following: live-aboards (houseboats), airboats, and charging all commercial fisherman an annual fee. 2) garbage/trash pick-up moving to the street side; 3) abandoned utility poles in the City; and 3) (Al Ingle) structure on City right-of-way ongoing issue – requests that the City please resolve.

UNFINISHED BUSINESS

1) BATTERY PARK MARINA ORDINANCE-FIRST READING

Attorney Dan Hartman ready Ordinance 2021-03 by title.

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, REPLACING IN WHOLE ORDINANCE NO.(S) 91-9 AND 2003-01; ESTABLISHING RULES, REGULATIONS AND FEES TO BE CHARGED FOR THE USE OF BATTERY PARK MARINA; PROVIDING FOR TEMPORARY PARKING OF CAMPERS AT BATTERY PARK POINT; PROVIDING FOR TIMELY REPORTING OF FEES COLLECTED; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Elliott made a motion to approve and proceed with the adoption process of Ordinance 2021-03 for a second reading. Commissioner George seconded and the motion carried 5-0.

Commissioner Anita Grove has concerns with all categories of commercial fisherman having to pay a yearly launch fee, and live-aboard deadline to move out of marina.

UNFINISHED BUSINESS

2) GARBAGE PICKUP-ALLEYS TO STREETS

Mr. Wade stated that the alleys are being torn up with the heavy garbage trucks going down them every day, and recommends that the street side be used for pick-up. Mr. Wade requests that the Commission make a decision tonight, so that the City can move forward with the bidding process.

Commissioner Elliott made a motion to relocate the City's garbage pickup from alleys to streets. Commissioner Donna Duncan seconded with discussion. Commissioner concerns consisted of: disabled/handicap pick-up service; continue maintaining alleys if relocated; keep accounting of repairs for (replaced meters, pipes, and areas affected), and how often this happens; written language in the ordinance to not allow big trucks or commercial trucks to drive in the alleys; and repairing alleys when damaged and continue alley pickup. Motion carried 3-2. Opposed: Commissioners George and Grove

NEW BUSINESS

1) OFFICE 365 PROPOSAL – KEVIN WARD

Kevin Ward requests moving the City email services from Google to Microsoft Office 365. Mr. Ward reviewed all the different services it would offer to better enhance the City.

Commissioner Grove made a motion to approve the Office 365 Proposal. Commissioner Elliott seconded and the motion carried 5-0.

NEW BUSINESS

2) PLANNING AND ZONING (P&Z) – COMMITTEE MEMBER AND ALTERNATE MEMBER APPOINTMENT

Mr. Wade recommended Chase Galloway for the P&Z board member, and for the alternate board member Justin McMillan.

Commissioner Grove made a motion to appoint Dennis Winterringer for the member and Chase Galloway as the alternate to P&Z. Commissioner George seconded. Discussion held on the procedural response to Mr. Wade's recommendation and also the legality of dual committee membership.

After discussion, Commissioner George rescinded her second in the above motion.

Commissioner Grove made a motion to appoint Dennis Winterringer to the vacant member appointment to P&Z, upon immediate resignation from the Board of Adjustment if appointed. Commissioner George seconded and the motion failed 2-3. Opposed: Commissioners Elliott, Duncan and Mayor Ash

Commissioner Duncan made a motion to accept the recommendation of Mr. Wade and appoint Chase Galloway as the member and Justin McMillan as the alternate member of Planning and Zoning. Commissioner Elliott seconded and the motion carried 3-2. Opposed: Commissioner Grove and George

MAYOR AND COMMISSIONER COMMENTS

Mayor/Commissioners' Report – See Attachment "A"

Mayor and Commissioner's comments consisted of the following: 1) Al Ingle's right-of-way issue with the fish house – Attorney Dan Hartman gave a brief update stating the Morgan's have been contacted by letter, and have got an attorney. Attorney Hartman stated we are trying to get a survey at this time, and trying to move forward to settle this encroachment issue; 2) the Housing Authority issue - this is their responsibility, the city is only responsible for appointing the Housing Authority Board; 3) height ordinance workshop – February and March – to be announced; 4) remove abandoned poles; 5) Ordinance Workshop January 26th at 4pm; 6) skate park is not being demolished; 7) Commissioner George requested a special meeting two weeks ago to discuss the termination of former Finance Director Leo Bebeau, and asked that Attorney Hartman poll

the Commission to see if anyone would join with her to follow procedure for the special meeting, and as of this date, no-one has responded to this request.

CITY MANAGER COMMUNICATIONS

City Manager Travis Wade Report – See Attachment “B”

1) Approval from the Commission to make payment outside City Manager spending authority – Bodiford Park Pier Professional Services Fee Proposal - \$15,985. Josh Stephens reported this is for the repair and replacement of the existing pier, bench and tables.

2) Approval from the Commission to make payment outside City Manager spending authority – Scipio Creek Marina Pier and Dock Drainage Repair Professional Services Fee Proposal - \$17,775. Mr. Stephens reported this is for replacement of the existing wheelchair lift, finger pier and a section of the existing dock. Mr. Stephens stated that he talked with Traci Buzbee and she informed him that these projects are in danger of de-obligation of the money, if FEMA doesn’t receive certain permits for the by January 14th, 2022. Mr. Stephens stated FEMA has allocated monies for both of these projects, per the former Finance Director.

Commissioner George made a motion to table the above project approvals until the December 13th special meeting for further research. Commissioner Grove seconded for discussion. Carried 2-3. Opposed: Commissioner Elliott, Duncan and Mayor Ash

Commissioner Elliott made a motion to authorize the City Manager to make the expenditure for professional services fee proposal for Bodiford Park Pier in the amount \$15,985. Commissioner Duncan seconded and the motion carried 4-1.

Opposed: Commissioner George

Commissioner Elliott made a motion to authorize the City Manager to make the expenditure for professional services fee proposal for Scipio Creek Marina Pier in the amount of \$17,775. Commissioner Duncan seconded and the motion carried 4-1.

Opposed: Commissioner George

ATTORNEY COMMUNICATIONS

Attorney Dan Hartman Report – See attachment “C”

GRANT DEVELOPMENT AND IMPLEMENTATION COORDINATOR

Briana Robinson – See attachment “D”

CONSENT AGENDA

A. Meeting Minutes Adoption – November 2, 2021 Regular Meeting; November 16, 2021 Workshop 3pm; November 16, 2021 Budget Hearing/Special Meeting 5:01pm; and November 29, 2021 Budget Hearing/Special Meeting 5:01pm meeting minutes.

Commissioner George made a motion to approve the Consent Agenda. Commissioner Elliott seconded and the motion carried 5-0.

DEPARTMENT REPORTS

ADJOURNMENT

Commissioner George made a motion to adjourn the meeting. Commissioner Elliott seconded and the motion carried 5-0.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

Mayor's Report

We are officially in the holiday season! As we celebrate this special season, I would like to wish you all a very Merry Christmas. As the celebrations commence, don't forget to express gratitude and appreciation, love and kindness, along with faith and forgiveness. In all things we should not forget the real REASON for the season.

We have a special community in Apalachicola. You are wonderful friends and neighbors that continue to give of yourselves time and time again in words and deeds. I'm proud to call Apalachicola home.

I would like to take this opportunity to thank staff and volunteers for their dedication to Apalachicola. Our city depends heavily on the many talents and time shared by these extraordinary individuals and groups. Thank you.

Please continue to support local businesses. These businesses are a critical part of the community, as they provide employment and services that are essential to our economy, including giving back to many notable causes. Let's continue to support each other.

I encourage you to continue practicing the COVID-19 safety measures.

On behalf of the Commissioners and Staff, I extend my sincerest holiday wishes to everyone in our community.

Be safe. Be kind. Be blessed.

- **Reminder:** The COA Visioning Session will be held Tuesday, December 21, 2021 @ 9:00 a.m. The session will be facilitated by Keith Bowers, FAMU SBDC

- **Work Orders/Complaints:** There is a system in place for residents to make complaints and work order requests:
 - **Requests/Work orders:** Submit all work orders to City Staff-Administration office only. Janelle Paul at janellepaul@cityofapalachicola.com or Melissa Hand at melissahand@cityofapalachicola.com
 - **Complaints/Concerns:** Submit all complaint and concerns to the City Staff-Administration office in writing at complaints@cityofapalachicola.com.
 - **Response Time:** Allow 24-48 hours for non-emergency requests.

"Don't be afraid of change because it is leading you to a new beginning." –Joyce Meyer.

City Manager Updates – November 2021

Derelict Vessel Removal: I met with the Operations Director from the derelict vessel recovery company who stated that he had discussions with officials from FWC and that they will be sending documents for me to complete to fund the removal of the Lady Louise shrimp boat and the sunken boat in the slip next to it. He said he felt confident that the funding will be approved and that his company can remove them while they are still in town.

Website: 2KWeb Group is working to remove content from the old website that is out of date, or no longer relevant to be included on the new website. They will be scheduling headshots of each Commissioner and selected staff members for the website at some time in mid-January.

Stormwater Maintenance: Legislative Appropriations requests were filed on time with the Florida Senate and the Florida House of Representatives. Additionally, a stormwater maintenance plan has been established which includes quarterly and bi-annual inspections of stormwater catch basins and baffle boxes. The first inspections were completed last month and no major repairs were required. The previous Legislative Session's appropriations that were awarded to the City for \$100,000 for stormwater pipe re-lining is due to be completed by June 2022. Bree and I met with Urban Catalyst Engineering on December 2. They will be preparing our bid documents

Leslie Street: The Florida Division of Emergency Management has requested that FEMA grant the City's appeal for the repairs of Leslie Street that FEMA had previously denied. As of the date of this report there has been no additional information. Additionally, Dewberry has been in contact with the Florida Department of Transportation and their contractor to discuss getting their assistance with the repairs. As of December 1, Dewberry has forwarded a video of the stormwater pipe to the contractor and the issue is still under review.

ATTORNEY REPORT

TO: City Commission, City of Apalachicola
FROM: Daniel W. Hartman, Esq.
DATE: December 2021
SUBJ: City Attorney Report for Commission Meeting

1. Solid Waste Collection Services

We anticipate completing an Invitation to Bid (ITB) document for release on or before January 31, 2022. We will be assisted by Kessler Consulting in the preparation of the basic ITB document. They will remain available on a time and materials basis to assist with the ITB process, provide guidance on negotiations and selection.

Grant Development and Implementation Coordinator – Bree Robinson

City Commission Meeting – December 7, 2021 – 4:00

1. *Florida Department of State African-American Cultural and Historical Grant – Apalachicola Museum of African-American Culture and History*

Commission approved the submission of a grant application for an Apalachicola Museum of African-American Culture next to the Holy Family Senior Center. This included a request for \$1million with a \$250,000 match from the city, for a combined \$1.25million project. The application was submitted 11/30/2021 by Bree Robinson.

2. *Leslie Street*

On Friday, October 29, 2021, the city received copy of letter from the Florida Division of Emergency Management (FDEM) to the Federal Emergency Management Agency (FEMA) concerning the appeal filed by Leo Bebeau concerning FEMA's decision to declare the City's claim for repair of damages to Leslie Street as a result of Hurricane Sally in 2020.

The **Relief Requested and Conclusion** is as follows:

For the reasons stated in the Applicant's appeal and accompanying documentation, as well as in this letter, the Recipient (FDEM) respectfully recommends that FEMA grant the Applicant's appeal as it relates to the above referenced project and fully fund the claimed costs.

WAITING FOR UPDATE ON APPEAL

3. *National Park Service Grants for Repair and Restoration of the Montgomery Cotton Warehouse (Old City Hall) and the Harrison-Raney Cotton Warehouse (HCA)*

Contracts are being drafted and will be overlooked by City Attorney before sending contract to chosen bid, 4M Design Group PA.

4. Fire Hydrants

The hydrants for the Phase I of the 2021-2022 Capital Investment Plan outlined in the 2021-2022 Budget will be ordered in December with installation in Calendar Q1, 2022.

5. Grants Update - *updates needed*

- a. FDOT City Landscaping Bid Posted to Website and Advertised in Paper
- b. CDBG-DR Infrastructure – Awaiting Scope of Work Request from DEO
- c. CDBG-DR Hometown Revitalization – Submitted Scope of Works for both the Riverfront and Hill Projects.
- d. HMGP Emergency Generators – Documents received and executed. Awaiting CDBG-DR Award for Matching Funds.
- e. HMGP Market Street Vacuum Station Documents received and executed. Awaiting CDBG-DR Award for Matching Funds.
- f. Michael FEMA Projects – Finance Director must file a quarterly report that indicated little or no progress on many funded claims.
 - i. Lafayette Park Pier Pavilion, Work Begins 12/4/2021
 - ii. New documents are filed with the US Corps of Engineers. FEMA requested documentation on communication and certain approvals or permits from the Corps of Engineers. Finding documents old documents would help.
 - iii. Dewberry working on documentation for Scopes on Bodiford Park and the Mill Pond Mooring Basin.
 - iv. Battery Park V Pier has sparked interest at FEMA even though there has been no determination from NFWS concerning the habitat of the endangered sawfish. Three pages of questions have been answered.
 - v. Lafayette Park Pier Pavillon, Work Begins 12/4/2021

6. Community Center

Roof Waterproofing and Replacement – Work began Monday 11/8/2021

7. Holy Family

Roof and Building Envelope repairs – Work began Monday 11/8/2021. Completion within 30 days of start.

8. *DEP Grant Applications*

Grant #2 is an application for the WWTP totaling \$14 million. The full grant application was submitted on Monday, October 25th. Bree Robinson completed the application and the City of Apalachicola was approved for the full \$14 million for new equipment and relocation. Documents containing a grant work plan were submitted to DEP and we are awaiting the official award letter and agreement.

Grant #1 on the vulnerability study is still awaiting action DEP confirmed that it was still in process and that they had only sent out documentation and requests on infrastructure projects.

9. *New DEP Grant Application*

WWTP Tank cleaning. US Submergent mobilized on November 30, 2021 and began work December 1, 2021.

10. ***Battery Park*** – 10 Foot Hole Seawall – Now mired in the Endangered Miniature Sawfish Dilemma.

11. ***USDA Water Street Permeable Parking Sidewalk and Lighting*** – Ad ran again without mandatory meeting. USDA requested the City do this the third time as we had only one interested contractor. New submission date 12/16/2021. (Another extension until January 17th was approved in case we need more time again.)

All information included in this report is accurate as of November 1, 2021 4:00pm. After that time, information is subject to change.

MINUTES OF THE BUDGET HEARING AND SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD MONDAY, DECEMBER 13, 2021, 4:30 PM AT THE APALACHICOLA COMMUNITY CENTER.

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

Travis Wade, City Manager
Deborah Guillotte, City Clerk
Josh Pasqual, Attorney

CALL TO ORDER

Mayor Brenda Ash called the Public Hearing/Special Meeting to order and gave the Invocation, followed by the Pledge of Allegiance.

AGENDA ADOPTION

Commissioner Anita Grove made a motion to adopt the Agenda. Commissioner Adriane Elliott seconded and the motion carried 5-0.

Mayor Ash opened the budget hearing.

BUDGET HEARING

Adrian Welle informed the Commission that the Department of Revenue and the Tax Collector's office put the City on notice that during the Budget process an error was made: the millage rate in the Budget Ordinance Ad that was published in the September Apalachicola Times was incorrect. Mr. Welle stated that the Tax Collector's office stated that the full disbursements would not be distributed to the City until the matter has been corrected. Mr. Welle followed the process for correcting these budget errors so that the City could move forward with their FY 2021-2022 budget.

1) RESOLUTION 2021-19 – ADOPT FINAL MILLAGE RATE FISCAL YEAR 2021-2022

Adrian Welle read Resolution 2021-19 in its entirety.

A RESOLUTION OF THE CITY OF APALACHICOLA, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2021-2022 ON ALL TAXABLE PROPERTY LOCATED WITHIN THE CITY OF APALACHICOLA; PROVIDING FOR AN EFFECTIVE DATE.

2) RESOLUTION 2021-20 – ADOPT FINAL BUDGET FISCAL YEAR 2021-2022

Adrian Welle read Resolution 2021-20 in its entirety.

A RESOLUTION OF THE CITY OF APALACHICOLA, OF FRANKLIN COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2021-2022; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Ash closed the budget hearing and opened the special meeting.

SPECIAL MEETING

1) RESOLUTION 2021-19 – ADOPT FINAL MILLAGE RATE FISCAL YEAR 2021-2022

Adrian Welle read Resolution 2021-19 in its entirety.

A RESOLUTION OF THE CITY OF APALACHICOLA, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2021-2022 ON ALL TAXABLE PROPERTY LOCATED WITHIN THE CITY OF APALACHICOLA, PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Elliott made a motion to adopt Resolution 2021-19, adopting Final Millage Rate Fiscal Year 2021-2022. Commissioner Grove seconded and the motion carried 4-0.

2) RESOLUTION 2021-20 – ADOPT FINAL BUDGET FISCAL YEAR 2021-2022

Adrian Welle read Resolution 2021-20 in its entirety.

A RESOLUTION OF THE CITY OF APALACHICOLA, OF FRANKLIN COUNTY, FLORIDA,
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2021-2022; PROVIDING FOR AN
EFFECTIVE DATE.

Commissioner Elliott made a motion to adopt Resolution 2021-20, adopting Final Budget
Fiscal Year 2021-2022. Commissioner Grove seconded and the motion carried 4-0.

ADJOURNMENT

Commissioner Elliott made a motion to adjourn the meeting. Commissioner Grove
seconded and the motion carried 4-0.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk



CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, December 13th, 2021
Community Center/ City Hall -1 Bay Avenue
Agenda

Regular Meeting: 6:00 pm

Attendance: Al Ingle, Jim Bachrach, Elizabeth Milliken, Joe Taylor, Bobby Miller, Chase Galloway; Attorney-Josh Pasqualone.

1. Approval of Nov. 8th, 2021 regular meeting & workshop minutes.

Motion to approve by Jim Bachrach; 2nd by Joe Taylor. All in favor-Motion carries.

2. Review, Discussion and Decision for Shed. **(Historic District) (C-1) @ 41 Ave F**, Block 4, Lots 1-3. For H. Arnold-Owner; Contractor: Self

Motion to approve by Bobby Miller; 2nd by Jim Bachrach. All in favor-Motion carries.

3. Review, Discussion and Decision for Porch. **(R-2) @ 170 21st St.**, Block 245, Lot 1,2,3. For B. Hoffman-Owner; Contractor: Tbd

Motion to approve by Bobby Miller; 2nd by Joe Taylor . All in favor-Motion carries.

4. Review, Discussion and Decision for Pool Enclosure. **(R-2) @ 99 Butler St.**, Block 1, Lot 15. For G. Phillips–Owner; Contractor: Self

Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken. All in favor-Motion carries.

5. Review, Discussion and Decision for Mobile Home. **(R-3) @ 225 Timothy Simmons St.** Block 228, Lots 11-14. For M. Ray-Owner; Contractor: W. Edenfield

Motion to approve by Bobby Miller; 2nd by Jim Bachrach. All in favor-Motion carries.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, December 13th, 2021
Community Center/ City Hall -1 Bay Avenue
Agenda

6. Review, Discussion and Decision for Townhouse Development. **(R-2) @ 270 Prado St.**
Block 265, Fract 2.4ac., For 800 Mexico Beach LLC.–Owner; Contractor: tbd

**Discussion regarding stormwater containment and runoff provisions:
Sean Marston with the project's civil engineering is on record self-certifying
stormwater management/containment..**

**Motion to approve by Jim Bachrach-contingent on survey depicting existing East side
ditch; 2nd by Elizabeth Milliken. All in favor-Motion carries.**

Other/New Business: **Welcome new Board Member, Chase Galloway.**

Outstanding/Unresolved Issues:

Al Ingle proposes 24sf maximum size or 2% of building size; whichever is larger.

Sign Workshop scheduled for January 10, 2022.

Motion to Adjourn: Jim Bachrach; 2nd by Elizabeth Milliken

Chairman, Al Ingle

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, January 10th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

Workshop-Signs: 5:00 pm Attendance: Al Ingle, Elizabeth Milliken, Bobby Miller, Joe Taylor

Proposal of 24sf maximum size or 2% of building size; whichever is larger unanimously accepted.

-2% of building wall facing street(s) at Landlord's discretion for division of tenant signage area(s).

Continuation of Sign Workshop with emphasis on Lighting: March 14, 2022

Regular Meeting: 6:00 pm

Attendance: Al Ingle, Jim Bachrach, Elizabeth Milliken, Bobby Miller, Chase Galloway.

1. Approval of Dec.13th, 2021 regular meeting minutes.

Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor-Motion carries.

2. Review, Discussion and Decision for Fish House Shed. **(R-1) @ 27 Myrtle Ave**, Block 8, Lot 16. For A. Ingle-Owner; Contractor: Self.

Al Ingle recuses self; Joe Taylor-gavel.

Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor-Motion carries.

3. Review, Discussion and Decision for Deck. **(Historic District) (C-1) @ 45 Commerce St.**, Block C-1, Lot 13/14. For D. Hoover-Owner; Contractor: Self

Motion to approve by Bobby Miller; 2nd by Chase Galloway. All in favor-Motion carries.

4. Review, Discussion and Decision for Exterior Stairs. **(Historic District) (C-1) @ 268 Water St.**, Block G-1, Lot 6. For M. Moore-Owner; Contractor: Tbd

Motion to approve contingent legally combining rear lot to achieve sufficient permeable area by Jim Bachrach; 2nd by Bobby Miller. All in favor-Motion carries.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, January 10^h, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

5. Review, Discussion and Decision for Lean-to Cover. **(R-2) @ 109 Bay Colony Way**, Bay Colony Subdivision. For J. Dempster-Owner; Contractor: Self

Motion to approve by Bobby Miller; 2nd by Chase Galloway. All in favor-Motion carries.

6. Review, Discussion and Decision for two Mobile Homes. **(R-3) @ 194 25th Ave.** Block 240, Lots 4-7. For C. Juan-Owner; Contractor: tbd

Motion to Table (No representation) by Jim Bachrach-; 2nd by Elizabeth Milliken. All in favor-Motion carries.

7. Review, Discussion and Decision for two Mobile Homes. **(R-3) @ 25th Ave. & Bobby Cato**, Block 240, Lots 1-3 For T. Juan-Owner; Contractor: tbd

Motion to Table (No representation) by Jim Bachrach-; 2nd by Elizabeth Milliken. All in favor-Motion carries.

8. Review, Discussion and Decision for New Home, Carport, Pool, Storage. **(R-2) @ 249 Prado.** Block 1, Lot 11&12. For M. Dorward-Owner; Contractor: Clays Constr. & Dev.

Motion to approve by Jim Bachrach-; 2nd by Chase Galloway. All in favor-Motion carries.

9. Review, Discussion and Decision for Privacy Fence. **(Historic District) (O/R) @ 114&116 10th St.** Block 75, Lot 4. For White Sands Investments–Owner; Contractor: tbd

Motion to approve by Bobby Miller-; 2nd by Jim Bachrach. All in favor-Motion carries.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
MONDAY, January 10th, 2022
Community Center/ City Hall -1 Bay Avenue
Agenda

10. Review, Discussion and Decision for Gibson Inn Extension. **(Historic District) (C-1) @ 51 Ave C.** Block 1, Lots 1-8. For S. Etchen.–Owner; Contractor: Coastal ICF Construction

Discussion:

- **Impermeable area calculation for entire Block/parcel computed by Thurman Roddenberry & Associates; same as calculation presented at the May 10, 2021 P&Z meeting; site plan has not changed.**
- **Two owners/two parcels need to be brought into one owner/one parcel.**
- **Two additional lots across street will be provided for parking**
- **New Parking Rules will apply**
- **Parking Plan will be completed and submitted prior to issuance of Building Permit**
- **Stormwater/Retention Plan will be completed by Civil Engineer and submitted prior to issuance of Building Permit**
- **Ground level/Lower Story will be entirely Commercial Space with no renting of rooms for transient/sleeping areas**
- **Cupola removed to adhere to city height limitation**

Decision:

Motion to approve by Jim Bachrach based on adherence to comments above presented in discussion; 2nd by Bobby Miller. All in favor- Motion carries.

Other/New Business: Sign Workshop continuation scheduled for March 14, 2022

Outstanding/Unresolved Issues: Non-Compliant Signage-New Code Enforcement Officer will address.

Motion to Adjourn: Jim Bachrach; 2nd by Bobby Miller

Chairman, Al Ingle



CITY OF APALACHICOLA
ADMINISTRATION DEPARTMENT
February 2021

- Updated meeting calendar on website
- Payroll
- 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, City Clerk and Finance Director 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/Commission
- Public Records Request
- Annual golf cart sticker renewals
- Business License Renewal Notices and processing by City staff

54 work orders issued and 44 work orders completed

2397 payments processed

2039 bills mailed

130 cut-off list

Approximately 400 checks processed by accounts payable

City of Apalachicola public works monthly report

January 2022

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.

- collected 84 bags of trash from city garbage cans down town and public parks.
 - have cut our routine main roads parks and cemeteries.
 - Filled holes on side of on earl king st. road way.
 - completed 15 work orders.
-
- meet with contractors to replace lights from fluorescent to led in all city buildings.
 - replaced drain pipe under sink at public restroom.
 - built plat form and wall at old library.
 - built wall at van johnson complex in hall to secure city hall.
 - loaded and haled several piles of yard debri to county land fill.
 - removed old desk from old library.
 - took christmas lights and cristmas tree down.
 - addressed drainage problem on 6th st. and ave f.
 - replaced railing on battery park pier.
 - remove desk from from city hall conference room.

Signed. Robert osburn

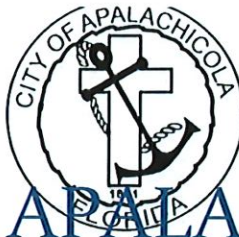
WWTP MONTHLY REPORT FOR JANUARY 2022

For the month of January 2022, we have:

- Collected all required monthly samples at the WWTP
- Reported lab analysis results to the proper regulatory agencies
- Had all 6 blower soft starts replaced in MCC /combination of December and January
- Arranged for and removed bio-solids from the drying beds by Bay Environmental
- Contacted Hull Environmental about removal of screenings from the plant head works (this is to be completed in the month of February)
- Picked up motor and pump from AAG to be installed at the re-use booster station on Pal Rivers Road
- Replaced a breaker on the effluent pump station that was continuously tripping out
- Replaced the lighting on the head works and SBR for safety purposes during dark conditions
- Replaced the PH probe in the final effluent monitoring site. Completed calibration as well.
- Arranged for liquid sludge hauling to begin during the month of February to get started on getting ahead of the backup of solids inventory in the plant and the digesters.
- Met with Aqua Products to discuss and get pricing to repair improperly operation of Cl2 pumps.
- Met with Pump and Process to get quotes for repairs on influent valves on SBR to be repaired to operate properly and other operational concerns at the plant.
- Contacted Huber to discuss pricing and repairs of the influent rotating screen on head works.
- Accepted delivery of new mower for use at the WWTP
- Set up repair of lift station yard pump at the WWTP
- Ordered sand to be able to remove the existing blocked off sand and properly manage the sludge drying beds.
- Had field crew to cut the access roads in the East spray field.

JANUARY MONTHLY W&S FIELD REPORT

- Pressure washed water plant & wells
- Repaired 2 inch water valve on Ave L
- Repacked well shafts at wells 5,6& 7
- Cut grass & cleaned up around 5th Street Tank
- Repaired 2 inch water main on Ave. C & 17th Street
- Repaired 2 inch Water main on 9th Street & Ave. M
- Repaired 2 inch water main at 100 8th Street
- Installed water tap at 1601 Peachtree Road
- Removed old 2 inch water line at the end of Ave. C
- Installed water & sewer tap at 148 13th Street
- Completed all of the daily rounds for the month
- Completed all of the locates for the month
- Replace 15 meter boxes
- Working on PMs for air vac
- Completed all meter readings for the month
- Working with contractors for Denton Cove on Water tap



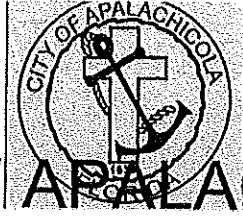
CITY OF APALACHICOLA

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CODE ENFORCEMENT OFFICER

January 2022

- 3 Sidewalk Permits Issued
- 2 Food Truck Permits Issued
- 1 Fence Permit Issued
- 3 Tree Permits Issued
- 10 On Site Tree Problems (photos, site plans)
- 4 On Site Complaints no Sidewalk Permits
- Daily Phone Inquiries & Emails Answered
- Several On-Site Meetings problems with Garbage in Alley, trees that need to be removed or limbs cut from power lines
- Meeting with Dennis Winterring (Trees)
- Daily Office Meetings
- Records Requests
- Property Appraisers Office for Maps



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BUILDING DEPARTMENT

January 2022

- 10 Building Permits In Process
- 35 Building Permits Issued
- 36 Building Inspections
- 1 Fire Safety Inspection
- 8 Certificates of Completion Issued
- 0 Certificate of Occupancy Issued
- 1 Stop Work Order
- Daily Phone Inquiries & Emails Answered
- Several On-Site Meetings
- Daily Office Meetings
- Records Requests
- 9 Planning & Zoning Applications Processed
- January Planning & Zoning Meeting Agenda & Minutes
- Code Enforcement Officer Interviews and Filled Position

Monthly Report for the Apalachicola Margaret Key Public Library

January 2022

(December 2021 Library Report follows)

Statistics:

- 1,164 patrons visited our library
- 267 patrons used our computers
- 22 new accounts opened
- 508 books/movies/audiobooks circulated
- \$656.50 collected as library revenue
- 360 items donated to the library
- 73 hours donated by our wonderful volunteers (!!!)
- 4,365 people reached with 22 Facebook posts
- 189 accounts reached with 9 Instagram posts

Exciting news this month! Thanks to a generous donation from the Billings Family of Apalachicola, we now offer free digital books, e-magazines, virtual classes, and audiobooks for patrons of our Library. By downloading the Libby app, adding our Library, and entering your account number and password (the last four digits on your card), you can borrow from our digital library. This is an extra 20,000 items now available to our patrons.

We kicked off January with a visit from City Manager Travis Wade, as our 'Celebrity Reader' for the month. Apalachicola's Project Impact attended, with 12 kids checking out books, snacking on cookies, and enjoying the afternoon at the library! This month we also had another author event, with the Patrons of the Apalachicola Library Society (PALS) highlighting the latest novel from area author Judge Terry Lewis, who previously served in Franklin County. The library also held a quilting class this month with volunteer Marcie Fuerschbach, who will return for another lesson in March. A highly successful blood drive was held in partnership with One Blood. As there is a high need in the area, they will also be returning for another Drive in February. We continue to enjoy our partnership with Bring Me A Book Franklin, which hosts Books for Babies at 10:30am and Sunset Stories at 5:30pm, led by Karen Kessel. Lego Fun also continues every Thursday at 3:00pm. During the final weekend in January, Legal Services of North Florida is scheduled to host a free legal help clinic from 9:30-1pm, answering legal questions for anyone in the community. The library is offering special Saturday hours from 9-1 to accommodate.

Our volunteers continue to be our greatest asset. PALS members took down our holiday decorations. Richard Lenhart continues to handle our shelf organization and now troubleshoots our tech and electronics. Celia Winterringer catalogs new materials, while Sondra Taylor-Furbee, Karen Kessel, Leslie Render, Mary Whitesell, and Connie Finneran all help at the desk. Clara York generously donates our paper; and numerous patrons donate books. In January, we were blessed to receive the personal library of our late Mayor, Kevin Begos. Many of those items are being processed into the collection.

Library hours are 10am to 6pm Monday - Friday and Sundays from 12pm to 4pm. We help patrons with reading, writing, and learning; as well as a suite of print/copy/scan/fax/and notary services. We loan books, movies, puzzles, and items from our Library of Things.

Lucy Carter, Library Director & Isel Sánchez-Whiteley, Library Assistant

Monthly Report for the Apalachicola Margaret Key Public Library December 2021

Statistics:

- 1,281 patrons visited our library - 268 patrons used our computers
- 100 new accounts were opened (A record number!)
- 416 books/movies/audiobooks circulated - \$865.86 collected as library revenue
- 40 items donated to the library - 112 hours donated by our amazing volunteers (!!!)
- 4,616 Facebook users reached w/32 posts - 146 Instagram accounts reached w/20 posts

December saw activities at the library every single day! Mayor Brenda Ash kicked-off our holiday Read-Alouds by stopping in to read The Snowy Day, by Ezra Jack Keats. We had a booth with Patrons of the Apalachicola Library Society (PALS) volunteers at the Fresh Market in Apalachicola, and PALS held an Open House for Lucy the next day. This year, Santa Claus paid a visit to the library (Thank you, Panhandle Players!) and Apalachicola Times Editor, David Adlerstein gave the library its first menorah to celebrate Hanukkah. In another first, our first Teen event was led by volunteer Trinity Hardy, with an origami star craft and pizza served. The same week, we had carols, painting, and a snack with volunteer, Audie Pieper. Snacks were also out for adults to try, during Isel's first workshop on Healthy Holiday Snacking. Bring Me A Book Franklin (BMABF) continues to be a wonderful library partner, as we had both PALS and BMABF volunteers led by Karen Kessel, host a "Snow Blitz" with games, snacks, crafts and free books.

During Winter Break, we continued the fun, offering daily Read-Alouds for kids. After one Read-Aloud, the Forgotten Coast Dancing Witches gave a jolly note by dancing outside in their Christmas attire. We heard lots of honks from cars passing by! After another, volunteer Maria Carter donated strings to help tune the library's ukuleles available for checkout. Our most popular Read-Alouds were with volunteer, Carol Barfield who generously donated gift bags and fresh fruit for kids. Along with these Read-Alouds, kids wrote letters to Santa, decorated cookies, sang songs, enjoyed coloring, snacks, and games.

Book Club continues to be a great hit, with adults meeting on the 1st and 3rd Wednesdays at 6:30. December's book was Having Our Say: The Delany Sisters' First 100 Years, by the Delany sisters, and Amy Hill Hearth. Approximately 10 participants visit each meeting and discussions are always lively.

Our volunteers in December were simply outstanding. PALS decorated the Library for the holidays. Volunteers Peg Brown and Celia Winterringer prepared crafts and helped at the 'Snow Blitz', and volunteer Richard Lenhart generously donated brand new electronics and hardware, purchased cookies, dusted our shelves, repaired our chairs and is still fixing kids toys. Our daily volunteers continue to shelve books, prepare materials, and generally act as a 3rd and 4th hand. We could not host these events, or run smoothly, without our incredible volunteers.

The library helps patrons with reading, writing, and learning; as well as a suite of print/copy/scan/fax/and notary services. We loan books, movies, puzzles, and items from our Library of Things. We're open 10-6 Monday to Friday, and Sundays from 12pm to 4pm.

Lucy Carter, Library Director & Isel Sánchez-Whiteley, Library Assistant