

REGULAR MEETING  
APALACHICOLA CITY COMMISSION  
TUESDAY, OCTOBER 7, 2025 – 6:00PM  
74 6<sup>th</sup> STREET APALACHICOLA, FLORIDA 32320

**Amended 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 minutes 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. Swearing in of Commissioner Donna Knutson, Seat 3;  
Swearing in of Commissioner Donna Duncan, Seat 4**
- III. Mayor Pro Tem Appointment**
- IV. Agenda Adoption**
- V. Public Comment**
- VI. New Business**
  - 1. Approval of Architectural Services- Old City Hall (Middlebrook Bldg.)
  - 2. Florida SSF Parade Road Closure
  - 3. Board Appointment Request to The Partnership for a Resilient Florida Org.
  - 4. 1<sup>st</sup> Reading FY 24/25 Budget Amendment (Ordinance 2025-04)
  - 5. Board Appointment(s)- Tree Committee
- VII. Unfinished Business**
  - 1. Amended Lease Agreement- Sylvester Williams Park
- VIII. Mayor and Commissioner Comments**
- IX. City Manager & Attorney Communications**

**X. Consent Agenda**

- 1. Ratify Historic Floodplain Exemption-Old City Hall (Middlebrook Bldg.)**
- 2. Ratification of HS Solutions, LLC Manager Agreement**
- 3. 9.9.25 CC PH & SM Minutes**
- 4. 9.23.25 CC PH & SM Minutes**
- 5. 6.24.25 SM Minutes**
- 6. P&Z 9.8.25 RM Minutes**

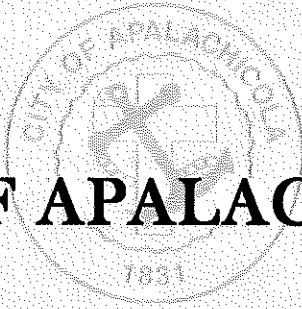
**XI. Department Reports**

**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.

**Mayor**  
Brenda Ash

**Commissioners**  
Adriane Elliott  
Despina George  
Donna Duncan  
Donna Knutson



# CITY OF APALACHICOLA

192 Coach Wagoner Boulevard • Apalachicola, Florida 32320 •  
850-653-9319 • Fax 850-653-2205 • [www.cityofapalachicola.com](http://www.cityofapalachicola.com)

**Interim City Manager**  
Charles Anderson

**Finance Director**  
Lee Mathes

**City Clerk**  
Sheneidra Cummings

**City Attorney**  
Dan Hartman

## OATH OF OFFICE

I, DONNA KNUTSON, do solemnly swear that I will support, protect and defend the Constitution and Government of the United States and the State of Florida; that I am duly qualified to hold office under the Constitution of the State of Florida and the Charter of the City of Apalachicola, and that I will well and faithfully perform the duties of COMMISSIONER, of said City on which I am about to enter, so help me God.

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**DONNA KNUTSON, COMMISSIONER**

**STATE OF FLORIDA**  
**COUNTY OF FRANKLIN**

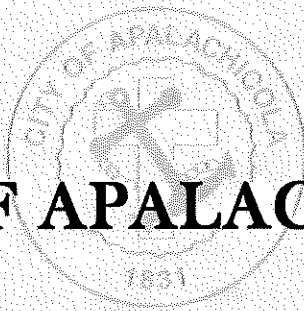
Sworn and subscribed before me this 7<sup>th</sup> day of October, 2025. Donna Knutson produced  
\_\_\_\_\_ identification.

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**SHENEIDRA CUMMINGS, NOTARY PUBLIC**

**Mayor**  
Brenda Ash

**Commissioners**  
Adriane Elliott  
Despina George  
Donna Duncan  
Donna Knutson



# CITY OF APALACHICOLA

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Dan Hartman

## OATH OF OFFICE

I, DONNA DUNCAN, do solemnly swear that I will support, protect and defend the Constitution and Government of the United States and the State of Florida; that I am duly qualified to hold office under the Constitution of the State of Florida and the Charter of the City of Apalachicola, and that I will well and faithfully perform the duties of COMMISSIONER, of said City on which I am about to enter, so help me God.

---

**DONNA DUNCAN, COMMISSIONER**

**STATE OF FLORIDA**  
**COUNTY OF FRANKLIN**

Sworn and subscribed before me this 7<sup>th</sup> day of October, 2025. Donna Knutson produced  
\_\_\_\_\_ identification.

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**SHENEIDRA CUMMINGS, NOTARY PUBLIC**

**APALACHICOLA CITY COMMISSION**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: 10/7/2025**

**SUBJECT:** Approval of architectural services contract for City Hall repair architect

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 1  
**Department:** Grants  
**Presenter:** Cindy Clark

**BRIEF SUMMARY:** This is a request for the City Commission to approve the selection of 4M Design Architects (Mark Tarmey) to continue work on the Middlebrook warehouse (old City Hall) with phase III funds received from the Department of State Division of Historical Resources.

The RFQ 2025-01 was duly advertised in accordance with procurement requirements. Two firms responded (4M Design and Hammond Design). Staff reviewed and ranked the respondents and 4M was ranked highest.

4M was originally procured to work on City Hall following Hurricane Michael and was approved to continue work on phase II in November 2023 under a continuing contract. His experience and professional services have been instrumental to the continued progress.

The architect's phase III contract is fully funded by the Department of State Division of Historic Resources (\$34,000). Since 2022, 4M has pledged a total of \$8750 in-kind services for the Middlebrook project.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Motion to approve 4M on a continuing services contract for the Middlebrook Warehouse repair project.

**FUNDING SOURCE:** Department of State, Division of Historic Resources grant

**ATTACHMENTS:** None. Score sheets of respondents are available for review upon request.

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Motion to approve

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: Oct 7, 2025**

**SUBJECT:**     **Florida Seafood Festival Parade 2025**

**AGENDA INFORMATION:**

**Agenda Location:**    **New Business**  
**Item Number:**       **2**  
**Department:**        **Public Works (Road Dept)/ Police Dept.**  
**Presenter:**          **Florida Seafood Festival- Carlton Whaley**

**BRIEF SUMMARY:** Approval of road closure of Hwy 98/Ave E from 17<sup>th</sup> Street to Water for the Florida Seafood Festival Parade to be held on November 1, 2025. Closure would be from 9am to 12noon.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** City Resolution 2022-05; Route and Detour Map; APD Support Letter

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve.

**CITY OF APALACHICOLA  
RESOLUTION NO. 2022-05**

**A RESOLUTION BY THE CITY OF APALACHICOLA REQUESTING U.S. HIGHWAY 98 BE CLOSED DURING THE PERIOD OF THE FLORIDA SEAFOOD FESTIVAL PARADE ON THE 1st SATURDAY OF NOVEMBER AND AGREE TO ASSIST IN TRAFFIC CONTROL DURING SUCH PERIOD OF RE-ROUTING.**

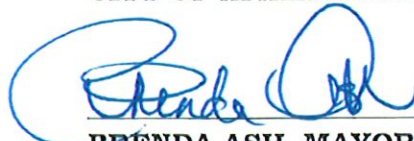
**WHEREAS**, the parade scheduled for the Florida Seafood Festival on the first Saturday of November, must traverse on U.S. Highway 98 in the downtown Apalachicola, and

**WHEREAS**, it is essential that traffic be re-routed off of U.S. Highway 98 during the period of such parade and the City has other streets capable of accommodating such re-routed traffic and law enforcement personnel to assist in control of traffic during such period of re-routing.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Apalachicola requests U.S. Highway 98 be closed during the Florida Seafood Festival Parade, and that traffic be re-routed during such period of closure. Furthermore, the City of Apalachicola agrees to assist in control of traffic being re-routed. This Resolution shall stand in perpetuity or until revoked by the City of Apalachicola.

**ADOPTED** this 6<sup>th</sup> day of September 2022, by the City Commission of the City of Apalachicola, Florida, by unanimous vote.

**FOR THE CITY COMMISSION OF THE  
CITY OF APALACHICOLA, FLORIDA**

  
\_\_\_\_\_  
**BRENDA ASH, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**DEBORAH GUILLOTTE, CITY CLERK**



[illegible]

SR 30 @  
APPROXIMATE  
RIVER  
BRIDGE

GREEN = PARALLEL ROUTE/SETUP  
of TERMINUS







**Apalachicola Police Department**  
Chief Robert "Bobby" Varnes

www.apalachicolapolice.com  
850 653-3886

1 Bay Ave, Apalachicola,  
FL 32320  
850-653-9755

September 16, 2025

To Whom It May Concern:

In regards to the Florida Seafood Festival Parade, held the first Saturday in November, herein referred to as SSFP:

The SSFP has the complete support of the Apalachicola Police Department. We are committed to not only Participating in the SSFP as in years past, but to ensuring the safety of the public and our community.

The Apalachicola Police Department will ensure the safety of the public watching the SSFP and those participating in the SSFP as well as directing traffic detours prior to the start of the SSFP and during the parade. We will be directing the safe flow of traffic after the parade and until normal traffic patterns are restored.

Thank you,

A handwritten signature in black ink that reads "Bobby Varnes". The signature is written in a cursive, flowing style.

Chief Bobby Varnes

Apalachicola Police Department

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: October 7, 2025**

**SUBJECT:** Appointment of Anita Grove to The Partnership

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 3  
**Department:** Admin  
**Contact:** Ottice Amison, Betty Webb  
**Presenter:** Brenda Ash

**BRIEF SUMMARY:** The Partnership for a Resilient Apalachicola Bay requests that the City of Apalachicola appoint Anita Grove to continue to serve on as the city's representative to the Partnership. She has been instrumental to the success of the organization by providing her knowledge of the bay and surrounding communities, providing valuable insight with the expertise she has gained from her ANERR position, and serving as the chair of our Education and Outreach Committee. She has truly been one of the group's biggest supporters and key spokespersons. Commissioner Grove has served the city well and has been a perfect resource as we strive to pursue our mission.

By consensus agreement of The Partnership board members at their July 23, 2025, meeting, we respectfully request that Anita Grove be appointed as the continuing representative for the City of Apalachicola so that she may continue her unending service, commitment, and good work to The Partnership.

The Partnership for a Resilient Apalachicola Bay (The Partnership), a not-for-profit 501 (c)3 organization, was formed in March 2024 to provide a forum for stakeholders and agencies to work collaboratively to develop consensus recommendations for the continuing restoration and management of the Apalachicola Bay oyster resource and the overall health of its ecosystem for all fishery species.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve Anita Grove to serve as the city's representative for the Partnership.

**FUNDING SOURCE:** n/a

**ATTACHMENTS:** Letter of request from the Partnership board

**STAFF'S COMMENTS AND RECOMMENDATIONS:**

THE PARTNERSHIP



108 Island Drive, Eastpoint, Florida 32328  
[info@partnershipforapalachbay.org](mailto:info@partnershipforapalachbay.org) / 850-323-0567

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August 28, 2025

Brenda Ash, Mayor  
City of Apalachicola  
1 Bay Avenue  
Apalachicola, Florida 32320

Dear Mayor Ash,

The Partnership for a Resilient Apalachicola Bay (The Partnership), a not-for-profit 501(c)3 organization, was formed in March 2024 to provide a forum for stakeholders and agencies to work collaboratively to develop consensus recommendations for the continuing restoration and management of the Apalachicola Bay oyster resource and the overall health of its ecosystem for all fishery species. The group consists of fifteen board members made up of local seafood harvesters, seafood dealers, aquaculture harvesters, and other interested stakeholders, and supported by the Florida Fish and Wildlife, Florida Department of Agriculture and Consumer Services, Apalachicola National Estuary Research Reserve, University of Florida, UF/ Florida Sea Grant, and Florida State University Coastal and Marine Laboratory.

Thank you for appointing Commissioner Anita Grove as the City of Apalachicola's representative on the Partnership since its beginning. Commissioner Grove has been instrumental to the success of the organization by providing her knowledge of the bay and surrounding communities, providing valuable insight with the expertise she has gained from her ANERR position, and serving as the chair of our Education and Outreach Committee. She has truly been one of the group's biggest supporters and key spokespersons. Commissioner Grove has served the City well and has been a perfect resource as we strive to pursue our mission.

By consensus agreement of The Partnership board members at their July 23, 2025 meeting, we respectfully request that Anita Grove be appointed as the continuing representative for the City of Apalachicola so that she may continue her unending service, commitment, and good work to The Partnership.

Respectfully submitted

Office Amison, Chair  
Partnership for a Resilient Apalachicola Bay

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: October 7, 2025**

**SUBJECT:** 1<sup>st</sup> Reading Ordinance No. 2025-04 – FY 24/25 Budget Amendment

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 4  
**Department:** Finance  
**Contact:** Lee Mathes  
**Presenter:** Lee Mathes

**BRIEF SUMMARY:** Florida Statutes 166.241 (4) requires municipalities complete budget amendments within sixty days after the ending of the fiscal year. Budget amendments must be adopted in the same way the original budget was adopted.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve 1<sup>st</sup> Reading of Ordinance No. 2025-04 for the FY 24/25 budget amendment and proceed with adoption process.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** FY 24/25 budget expense report through August 2025. End of year financials will be completed before final adoption in November 2025.

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve

**CITY OF APALACHICOLA  
ORDINANCE NO. 2025-04**

**AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA  
AMENDING THE FISCAL YEAR 2024-2025 BUDGET**

**WHEREAS**, the City Commission of the City of Apalachicola adopted Ordinance Number 2024-06 adopting the Fiscal Year 2024-2025 budget; and

**WHEREAS**, Florida Statutes 166.241 (4) required municipalities complete budget amendments within sixty days after the ending of the fiscal year.

**BE IT ENACTED BY THE PEOPLE OF THE CITY OF APALACHICOLA, FLORIDA:**

1. City of Apalachicola Fiscal Year 2024-2025 budget is hereby amended by Ordinance Number 2025-04.
2. This Ordinance shall become effective immediately upon final adoption.

**ADOPTED** in open regular session this \_\_\_\_\_ day of November, 2025.

Voting Aye:

Voting Nay:

**FOR THE CITY COMMISSION OF THE  
CITY OF APALACHICOLA**

\_\_\_\_\_  
**Brenda Ash, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Sheneidra Cummings, City Clerk**

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: October 7, 2025**

**SUBJECT:** Appointment of two members to the Apalachicola Tree Committee

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 5  
**Department:** Volunteer Board  
**Contact:** Scott Davis, Anita Grove  
**Presenter:** Mayor Ash

**BRIEF SUMMARY:** The Apalachicola Tree Committee has two applicants it would like to put forward for the commission's consideration to serve on the city's Tree Committee. Attached is an application from Alexandria Aitkin and an application for Patsy Seay-Dollar. The Tree Committee has vacancies and will be losing at least one member this fall.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve applications for Alexandria Aitkin as a Full-time Board Member; and Patricia Seay-Dollar as an Alternate Board Member.

**FUNDING SOURCE:** n/a

**ATTACHMENTS:** Applications for Alexandria Aitkin and Past Seay-Dollar

**STAFF'S COMMENTS AND RECOMMENDATIONS:**



**BOARD/COMMITTEE  
CANDIDATE QUESTIONNAIRE**

**REQUESTED BOARD/COMMITTEE APPOINTMENT:** Tree Committee- FT Member

**APPLICATION DATE:** 08/18/2025

**DATE APPOINTED:**

**NAME:** Alexandria De La Cruz

**MAILING ADDRESS:** 76 Avenue G Apalachicola, Florida 32320 **PHYSICAL ADDRESS:** 76 Avenue G, Apalachicola, Florida 32320 **CELL#:** 786 571 1060

**HOME#:**

**EMAIL:** alexandriaitken@gmail.com

**PLACE OF EMPLOYMENT:** N/A

**WORK#:** N/A

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

I have been a resident of Apalachicola for 2 months. However, I've owned land in Franklin County for 1 year.

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

In 2019, I made a documentary short about a small batch sawyer in Iron Gate, Georgia who was processing fallen lumber from hurricane Michael to rebuild infrastructure. This experience opened my eyes to the power of trees and conservation. I'm interested in serving on this committee because I love stewardship and I'm hopeful about the future of Apalachicola tree conservation and management.

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

I've experience working for True Tree Service in Miami, Fl so I've made it a passion project to educate myself on native and non-native trees common to Florida verdure. I care deeply about Apalachicola and preserving our unique trees and habitat. I'm a hard worker and have plenty of free time to dedicate myself to the needs of this committee.

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

No.

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

Yes, commission meetings and tree committee meetings. Particularly, every single tree committee meeting for the past month or so since I've moved here.

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

Yes, I'm a stay at home wife. I currently do not have any engagements other than those of my personal life and my nonprofit Native Flora Society which is still in its infancy— it's only project at the moment is trying to start a special needs program for local children with disabilities to get involved in gardening and nature.

**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?**

I have experience running my own landscape company from 2018-2020.

**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

**Alexandria De La Cruz**

PRINTED NAME

BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Tree Committee

APPLICATION DATE 08/27/2025

DATE APPOINTED \_\_\_\_\_

NAME: Patricia Seay Dollar

MAILING ADDRESS: 204 17th Street, Apalachicola, FL 32320

PHYSICAL ADDRESS: Same as above

CELL#: 931.237.6542 HOME#: NA

EMAIL: patriciasdollar@hotmail.com

PLACE OF EMPLOYMENT: Retired/ State of Tennessee

WORK#: \_\_\_\_\_

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

5 years, 6 months

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

I am interested in serving on the Tree Committee to assist with keeping Apalachicola's community as green as possible. Green Spaces are enviromentally inportant both from a scientific and mental health view, and I would like to do my part to ensure that the community is informed about our native and protected trees.

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

Because I am retired, I have time to contribute in different areas of the committee's duties to the community.

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

I do not have experience serving on a board, but I do have work experience from serving in the military and working as a Program Manager for the State of Tennessee.

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

I have attended City Council meetings and I have attended one Tree Committee meeting.

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 10/07/2025**

**SUBJECT:**                    **Amended Lease Agreement Sylvester Williams Park**

**AGENDA INFORMATION:**

**Agenda Location:**    **UNFINISHED BUSINESS**  
**Item Number:**        **1**  
**Department:**         **Legal**  
**Presenter:**            **Daniel Hartman, City Attorney**

**BRIEF SUMMARY:**

Attached for consideration is a draft Amended Lease Agreement for Sylvester Williams Park. The City entered into a 50 year lease of the Park to the County last year. I was contacted by the County Planner who requested amendments to the Lease so that the County can apply for and receive State grant funding for Park improvements. The proposed amendment language is underlined in the attached draft.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

1. Motion to approve.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:**

Draft Amended Lease Agreement

**STAFF'S COMMENTS AND RECOMMENDATIONS:**

## AMENDED LEASE AGREEMENT

This AMENDED LEASE AGREEMENT was entered into on \_\_\_\_\_, 2025, ("Effective Date") between the CITY OF APALACHICOLA, a Florida Municipality, having its principal place of business at 1 Bay Avenue, Apalachicola, Florida 32320, ("Lessor"), and **Franklin County, a political subdivision of the State of Florida**, having its principal place of business at 33 Market Street, Suite 203, Apalachicola, FL 32320 ("Lessee").

That Lessor, for and in consideration of Franklin County's management, maintenance, improvement and expansion of Sylvester Williams Park, as determined solely by Franklin County, does hereby lease and demise to Lessee, and Lessee does hereby lease from Lessor, the areas herein described situated in Apalachicola, Florida, upon the following terms and conditions:

### 1. DESCRIPTION OF LEASED AREAS

Sylvester Williams Park – parcel identification number 01-09S-08W-8330-0200-0010 and 01-09S-08W-8371-0000-0020 as more particularly described in the survey attached as **Exhibit A** hereto.

### 2. USE BY LESSEE OF THE PREMISES

The Premises shall be used by Lessee for all lawful public park and recreational purposes. Nothing in this Lease is intended to prohibit or restrict use of the Premises consistent with funded grant applications.

### 3. OCCUPANCY

This provision left intentionally blank.

### 4. RENT and TERM

Franklin County's management, maintenance, improvement and expansion of Sylvester Williams Park, as determined solely by Franklin County, in lieu of rent.

This lease shall expire on December 31, 2075 or at least twenty-five (25) years after completion of any grant funded project whichever comes later. The Lessee will not apply for grant funding which would extend the term of the lease past December 31, 2075 without first obtaining written consent from the Lessor.

The Lessee shall have the right to execute a Site Dedication in connection with any grant funding obtained by the Lessor directly benefiting the Premises. In the event any sch Dedication extends beyond the term of the Lease the Lessee shall obtain written approval from the Lessor before executing the Dedication.

### 5. SECURITY DEPOSIT

No security deposit shall be required.

**6. QUIET ENJOYMENT**

Provided that Lessee complies with all of its obligations under this Lease, Lessor shall not interfere with the peaceful and quiet occupation and enjoyment of the Premises by Lessee during the term.

**7. CONDITION OF PREMISES**

The Premises are leased to Lessee in their present physical condition and state of title (including, without limitation, matters of survey and zoning, building and other laws, regulations and restrictions now and hereafter in effect), and Lessor makes no representation or warranty with respect thereto.

**8. ADDITIONAL OBLIGATIONS OF LESSEE**

This provision intentionally left blank.

**9. RIGHTS OF INGRESS AND EGRESS AND MOVEMENT OF MATERIALS**

Lessor agrees to make available to Lessee rights of ingress to and egress from the Premises by driveway and parking lot on the property.

**10. EASEMENTS**

N/A

**11. REAL ESTATE TAX ASSESSMENT APPEALS**

N/A

**12. WAIVER OF SUBROGATION RIGHTS**

N/A

**13. MAINTENANCE; UTILITIES**

During the term of this Lease, Lessee shall keep and maintain the Premises in as good order and repair as they are on the date of occupancy, reasonable wear and tear excepted.

**14. LESSOR'S RIGHT OF INSPECTION**

Lessor shall have the right, at any time during reasonable business hours.

**15. ENVIRONMENTAL REQUIREMENTS**

N/A



**16. INDEMNIFICATION BY LESSEE OF LESSOR**

This provision intentionally left blank.

**17. LIABILITY INSURANCE FOR LESSOR**

N/A

**18. ALTERATIONS AND ADDITIONS**

Lessee may make alterations or additions to the Premises.

**19. SURRENDER AND REMOVAL AT END OF TERM**

Upon expiration or earlier termination of this Lease for any reason whatever, Lessee shall surrender the Premises, including all improvements thereto, and all plumbing, electrical, heating, air conditioning and other equipment and all fixtures affixed to the premises, in good repair and condition, reasonable wear and tear excepted, broom clean and free of Lessee's removable property. If Lessee shall fail to remove its property, or any part thereof, within sixty (60) days after such termination, Lessor shall have the right to remove and dispose of the same, and make any repairs caused by such removal, at the expense of Lessee

As stated above, all improvements made to the Premises by the Lessee shall remain upon expiration of the lease and shall become the property of the City.

**20. DAMAGE OR DESTRUCTION BY FIRE OR OTHER CASUALTY**

In the event the Premises is destroyed by fire or other casualty or damaged by such cause to the extent that the Premises are not rebuilt or restored, then this Lease shall terminate as of thirty (30) days after the date of destruction.

**21. CONDEMNATION**

N/A

**22. TERMINATION; ATTORNEYS' FEES**

This Lease is not revocable or otherwise terminable by either party without cause. Each party shall pay their own attorney fees and costs.

**23. LESSOR'S STATUTORY RIGHTS**

Nothing herein contained shall restrict or limit any rights or remedies which Lessor has or shall have under the laws of the State of Florida now or hereafter in effect.

**24. NOTICES**

Any notice which may be required or permitted to be given under any provisions of this Lease shall be deemed to have been effectively given and received upon deposit in the United States registered or certified mail, postage prepaid, and e-mail addressed as follows:

If to Lessee

**Franklin County**  
**33 Market Street, Suite 203**  
**Apalachicola, FL 32320**

With Copy to:  
Thomas M. Shuler, Esquire  
34 4<sup>th</sup> Street  
Apalachicola, Florida 32320  
[mshuler@shulerlawfl.com](mailto:mshuler@shulerlawfl.com)

If to Lessor:

City of Apalachicola  
1 Bay Avenue  
Apalachicola, Florida 32320  
E-MAIL – [scummings@cityofapalachicola.com](mailto:scummings@cityofapalachicola.com)

With Copy to:

Daniel W. Hartman, Esquire  
PO Box 10910  
Tallahassee, FL 32301  
[dan@FLLegalteam.com](mailto:dan@FLLegalteam.com)

Either party may change its address for purposes of this provision by giving written notice of such change in the manner above provided.

**25. LIENS**

N/A

**26. ASSIGNABILITY; SUBLEASING**

This lease shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, but Lessee shall have no right to assign this Lease or to sublet the Premises, or any part thereof, either voluntarily or by operation of law, without the prior written consent of Lessor.

**27. FORCE MAJEURE**

Neither Lessor nor Lessee shall be responsible for delay or failure of performance of any of its obligations under this Lease caused in whole or in part by: Acts of God, wars, riots, fires,

explosions, breakdowns or accidents; strikes, lockouts or other labor difficulties; lack or shortages of labor, materials, utilities, energy sources, compliance with governmental rules, regulations or other governmental requirements; any other like causes; or any other unlike causes beyond the control of the party whose performance is affected thereby. The foregoing shall be in addition to and not in limitation of any excuses for nonperformance available to the party whose performance is affected under any applicable law. The party whose performance is so affected shall make all reasonable efforts to remove such disability as soon as possible, except for labor disputes which shall be solely within such party's discretion.

## **28. INTEGRATION**

This Lease sets forth the entire agreement and understanding between the parties as to the subject matter of this Lease and any and all prior or contemporaneous proposals, negotiations, agreements, commitments and representations, oral or written, are merged herein. This Lease may not be modified or amended except by means of a writing duly executed by the parties subsequent to the date hereof which states that it is intended to amend this Lease.

## **29. MISCELLANEOUS**

Each provision hereof shall be separate and independent and if any provision hereof or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remaining provisions hereof, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, as the case may be, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the extent permitted by law. All provisions contained in this Lease shall be binding upon, inure to the benefit of and be enforceable by, the respective successors and assigns of Lessor and Lessee to the same extent as if each such successor and assign were named as a party hereto. No waiver of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach of the same or any other provision.

## **30. CAPTIONS**

The captions set forth at the beginning of each of the numbered paragraphs of this Lease are intended for purposes of reference only and are of no legal force and effect.

## **31. FLORIDA LAW.**

This lease will be governed by the laws of the state of Florida, as to both interpretations and performance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

### **LESSOR:**

City of Apalachicola, a Florida Municipality

\_\_\_\_\_  
By: Charles V. Anderson  
Its City Manager  
Dated: October \_\_\_\_, 2025

LESSEE:

Franklin County, a political subdivision  
of the State of Florida

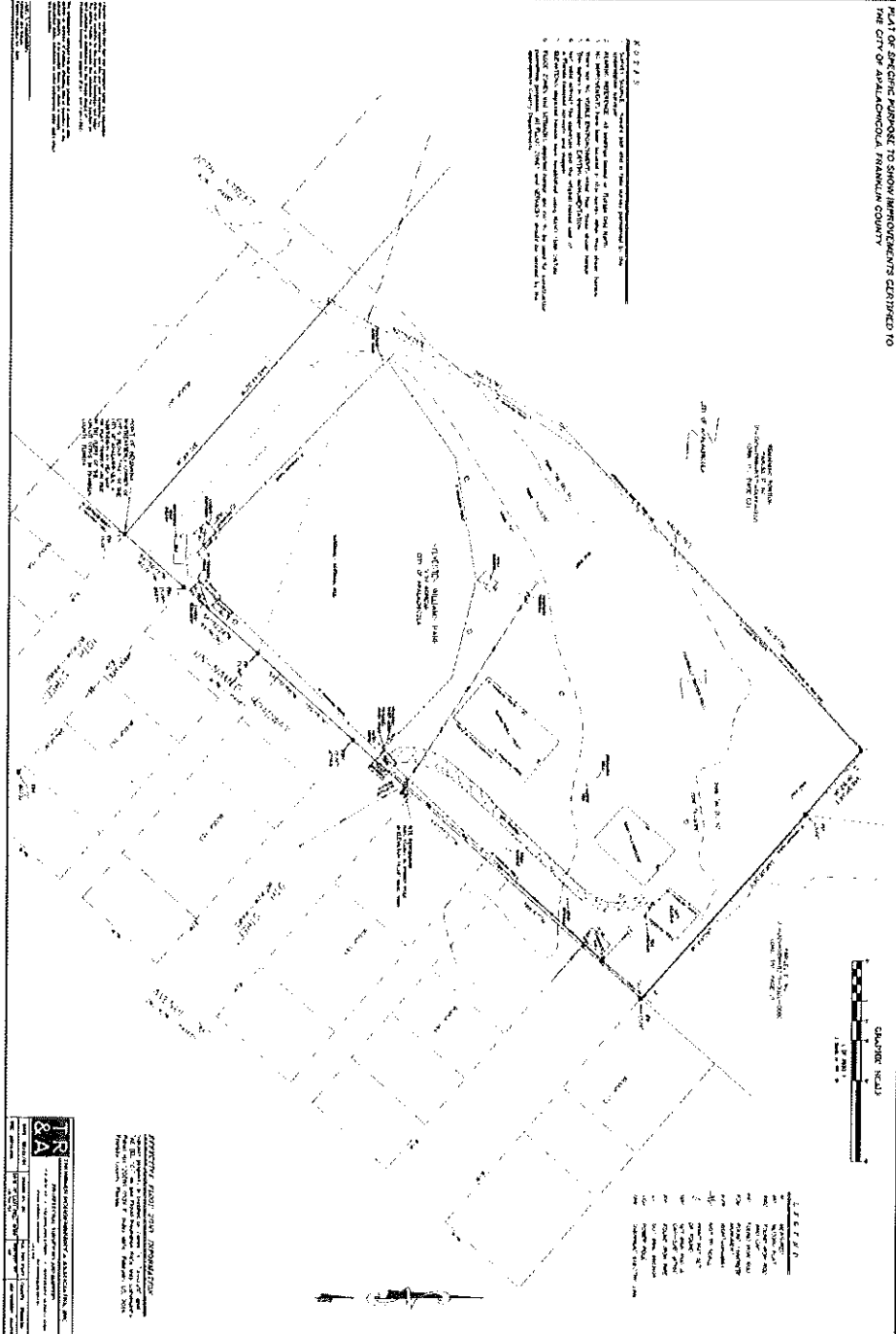
\_\_\_\_\_  
By: Ricky D. Jones  
Its Chairman  
Dated: October \_\_\_\_, 2025

Attest:

\_\_\_\_\_  
By: Michele Maxwell, Clerk of Courts

**EXHIBIT A**

PLAT OF SPECIFIC PURPOSE TO SHOW IMPROVEMENTS CERTIFIED TO  
THE CITY OF ATLANTA, GEORGIA, IN HANCOCK COUNTY



**NOTES:**

1. The City of Atlanta, Georgia, has caused this plat to be recorded for the purpose of showing improvements to be made in the City of Atlanta, Georgia, in Hancock County.
2. The City of Atlanta, Georgia, has caused this plat to be recorded for the purpose of showing improvements to be made in the City of Atlanta, Georgia, in Hancock County.
3. The City of Atlanta, Georgia, has caused this plat to be recorded for the purpose of showing improvements to be made in the City of Atlanta, Georgia, in Hancock County.
4. The City of Atlanta, Georgia, has caused this plat to be recorded for the purpose of showing improvements to be made in the City of Atlanta, Georgia, in Hancock County.
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10. The City of Atlanta, Georgia, has caused this plat to be recorded for the purpose of showing improvements to be made in the City of Atlanta, Georgia, in Hancock County.

**ATLANTA RECORDING & EXAMINATION**

RECORDED IN THE CITY OF ATLANTA, GEORGIA, IN HANCOCK COUNTY

DATE OF RECORDING: 10/10/1910

BOOK: 10

PAGE: 10

RECORDED BY: [Signature]

EXAMINED BY: [Signature]

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 10/7/25**

**SUBJECT:** Ratify historic floodplain exemption for old City Hall

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:** 1  
**Department:** Grants  
**Presenter:** Cindy Clark

**BRIEF SUMMARY:** is a request to ratify (actually re-ratify) a floodplain exemption for old City Hall. As per floodplain requirements, construction in all rated A&V zones require either floodproofing or meeting FIRM elevation requirements. Historic structures can be exempted from this requirement with an administrative variance. The City's floodplain administrator has issued an exemption for old city hall (Middlebrook) building based on its historic significance. According to code, the commission must ratify this decision.

Staff believes an exemption was issued for this building after 2018 Hurricane Michael but documentation has not been located so new documentation is required.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Motion to approve ratifying floodplain exemption based on historic designation of structure.

**ATTACHMENTS:** None

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Motion to approve



**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: 10/07/2025**

**SUBJECT:**                **Ratification of the H2 Solutions, LLC Amendment to Manager Agreement**

**AGENDA INFORMATION:**

**Agenda Location:**    **CONSENT AGENDA**  
**Item Number:**        **2**  
**Department:**         **Legal**  
**Presenter:**            **Daniel Hartman, City Attorney**

**BRIEF SUMMARY:**

Attached for consideration on the consent agenda is the amendment to the H2 Solutions, LLC Manager Agreement. The purpose of the amendment is to amend the agreement such that H2 Solutions (Chris Holley) will remain engaged during the month of October 2025 to assist with the transition of Charles Anderson into his role as the new City Manager. The fee (\$4,000.00) and services are consistent with those approved at the meeting on September 23, 2025. The Amendment is attached for ratification by the Commission.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

1. Motion to approve Consent Agenda (Ratification of the Amendment to H2 Solutions, LLC Manager Agreement.

**FUNDING SOURCE:**    **N/A**

**ATTACHMENTS:**

Signed Amendment to the H2 Solutions, LLC Manager Agreement

**STAFF'S COMMENTS AND RECOMMENDATIONS:**

## **FIRST AMENDMENT TO H2 SOLUTIONS, LLC MANAGER CONTRACT**

STATE OF FLORIDA  
COUNTY OF FRANKLIN

THIS FIRST AMENDMENT TO H2 Solutions, LLC ("Amendment") is effective this 29th day of September, 2025, by and between the City of Apalachicola ("City"), and H2 Solutions, LLC ("Consultant") and provides for the following amendment to the existing Contract.

WHEREAS, the parties entered into a Contract for Services with Consultant for Christopher Holley to serve as interim City Manager through September 29, 2025. The City has contracted with Charles V. Anderson ("Anderson") to take over as a permanent City Manager on September 29, 2025.

WHEREAS, the City recognizes the need for a transition period during which the Consultant will assist Anderson in assuming his role as the new City Manager. The existing Contract does not provide for the provision of these transition services by Consultant. The parties desire to amend the Contract to provide for such transition period services.

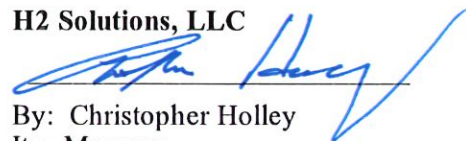
1. The interim City manager services required under the Contract and performed by Consultant will terminate on September 29, 2025.
2. Thereafter the Consultant shall provide services to assist Anderson with the transition to City Manager on an needed basis starting on September 29, 2025 and continuing during the month of October 2025. The fee for these services will be \$4,000.00.

It is mutually understood and agreed that the Contract will remain in full force and effect through September 29, 2025 as originally executed, and after September 29, 2025 the services under the contract and payment for the same will be amended as specifically set forth above. All covenants, terms, obligations and conditions of the Contract, which are not modified or amended, are hereby ratified and confirmed.

**City of Apalachicola**

  
By: Charles V. Anderson  
Its: City Manager

**H2 Solutions, LLC**

  
By: Christopher Holley  
Its: Manager

A Special Meeting of the City of Apalachicola City Commission was held on Tuesday, June 24, 2025 at 6:00 PM at the Commission Meeting Room located at 74 6<sup>th</sup> Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Adriane Elliott, Commissioner Anita Grove, Commissioner Donna Duncan, Interim City Manager Michael Brillhart, Finance Director Lee Mathes, City Attorney Dan Hartman, Sergeant Ashley Webb

Special Meeting opened by Mayor Ash followed by prayer and Pledge of Allegiance.

#### **AGENDA ADOPTION**

Motion to adopt agenda made by Commissioner Grove, seconded by Commissioner Elliott. Motion carried 5 to 0.

#### **PUBLIC COMMENT**

1. Joe Taylor – Franklin’s Promise Coalition – thanked Commission for trying to find a space to relocate the Food Pantry.
2. Greg Perkins – commented on water crisis and what can citizens do to help with the situation.

#### **RATIFICATION OF EXPENSES ASSOCIATED WITH THE LOCAL STATE OF EMERGENCY**

Manager Brillhart updated Commission on water crisis.

Discussion held concerning precautionary boil notice, well maintenance, water sampling, and continuance of local of emergency.

Motion to extend Local State of Emergency for an additional week made by Commissioner Grove, seconded by Commissioner Duncan. Motion carried 5 to 0.

Manager Brillhart outlined water crisis expenditures.

Motion to allocate revolving loan funds to pay for expenses associated with water crisis made by Commissioner Grove, seconded by Commissioner Elliott.

Discussion continued.

Motion amended to allocate ARPA funds to pay for expenses associated with water crisis made by Commissioner Grove. Commissioner Elliott amended second. Motion carried 5 to 0.

**INTERIM CITY MANAGER EMPLOYMENT AGREEMENT**

Attorney Hartman outlined Interim City Manager, Chris Holley, employment agreement.

Motion to approve Interim City Manager, Chris Holley, employment agreement as outlined by Attorney Hartman made by Commissioner Grove, seconded by Commissioner Elliott.

Commissioner George stated the employment agreement was not included within the agenda packet.

Attorney Hartman stated the employment agreement will be included in the July regular meeting agenda packet and included within the Consent Agenda.

Motion carried 5 to 0.

**FAMU REQUEST FOR OFFICE SPACE IN MATCH BOX OR FIELD HOUSE**

Kimberly Davis stated that FAMU is seeking to relocate to the Match Box.

Discussion held concerning Match Box and Field House current lease with Helen Escobar and relocation options for FAMU and Food Pantry.

Attorney Hartman will come back to Commission with additional information at next meeting.

**FORGOTTEN COAST FITNESS & WELLNESS CENTER PROPOSAL**

Forgotten Coast Fitness Representatives outlined the mold report findings, safety measures that have been put in place at the Fitness Center, and segregation from the rest of the Johnson Complex.

Discussion held concerning air quality, mold reports, and continuing lease negotiations.

Commission agreed to further discuss at July 8<sup>th</sup> regular meeting.

**MAYOR & COMMISSIONER COMMENTS**

Commission thanked all who have helped and continue to help the City during this water crisis situation.

Mayor Ash stated this meeting is Manager Brillhart's last meeting and the Commission wishes him well in his endeavors.

Motion to adjourn made by Commissioner Elliott, seconded by Commissioner George. Motion carried 5 to 0.

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Brenda Ash, Mayor

**ATTEST:**

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**Lee Mathes, Finance Director/ MMC**  
**Sheneidra Cummings, City Clerk (absent)**

A Public Hearing and Special Meeting of the City of Apalachicola City Commission was held on Tuesday, September 9, 2025 at 6:00 PM at the Commission Meeting Room located at 74 6<sup>th</sup> Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Anita Grove, Commissioner Donna Duncan, Commissioner Adriane Elliott, Interim City Manager Chris Holley, Finance Director Lee Mathes, Grants Coordinator Leslie Glaze

Meeting called to order by Mayor Ash.

### **AGENDA ADOPTION**

Motion to adopt agenda made by Commissioner Grove, seconded by Commissioner Elliott. Motion carried 5 to 0.

### **PUBLIC HEARING – ORDINANCE 2025-03 – FY 25/26 BUDGET**

Mayor Ash opened Public Hearing.

Mayor Ash read the following statement:

The City of Apalachicola total budget for FY 25/26 is \$9,023,768.

Millage Rate to be levied is 8.3457.

The percentage by which this millage rate to be levied is a 6.93% increase of the rolled back rate of 7.8048.

The final public hearing to adopt FY 25/26 millage rate and budget will be held on Tuesday, September 23, 2025 at 6:00 PM at the Commission Meeting Room located at 74 6<sup>th</sup> Street, Apalachicola, Florida.

Mayor Ash read Ordinance 2025-03 in its entirety.

No public comment.

Public Hearing closed. Mayor Ash opened Special Meeting.

### **PUBLIC COMMENT**

1. Karen Kissel expressed concern about having some City Offices upstairs in the HCA building, as the HCA building does not meet ADA requirements.

2. Toni McIntosh commented on upcoming City Manager interviews and budget requirements for funding Capital Improvement Plan.

**TENTATIVELY ADOPT FY 25/26 MILLAGE RATE – RESOLUTION 2025-06**

Mayor Ash read Resolution 2025-06 in its entirety.

Motion to tentatively adopt FY 25/26 millage rate at 8.3457 mills which is a 6.93% increase of the rolled back rate of 7.8048 made by Commissioner George, seconded by Commissioner Grove.  
Motion carried 5 to 0.

**TENTATIVELY ADOPT FY 25/26 BUDGET – ORDINANCE 2025-03**

Mayor Ash read Ordinance 2025-03 in its entirety.

Motion to tentatively adopt FY 25/26 budget made by Commissioner Grove, seconded by Commissioner Elliott.

Discussion held concerning accuracy of carryforward numbers, funding of Capital Improvement Plan, and transient overnight rental rates.

Motion to adjourn made by Commissioner Elliott, seconded by Commissioner Grove. Motion carried 5 to 0.

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Brenda Ash, Mayor

ATTEST:

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Lee Mathes, Finance Director/ MMC  
Sheneidra Cummings, City Clerk (absent)

A Public Hearing and Special Meeting of the City Commission of the City of Apalachicola was held on Tuesday, September 23, 2025 at 6:00 PM at the Commission Meeting Room located at 74 6<sup>th</sup> Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Anita Grove, Commissioner Despina George, Commissioner Donna Duncan, Commissioner Adriane Elliott, Interim City Manager Chris Holley, Finance Director Lee Mathes, Chief of Police Bobby Varnes, Officer Chase Richards, Attorney Dan Hartman

Mayor Ash called meeting to order.

#### **AGENDA ADOPTION**

Mayor Ash requests to amend agenda to add Home Depot HCA ADA Restroom Project under Unfinished Business Item 4.

Motion to adopt amended agenda made by Commissioner Grove, seconded by Commissioner Elliott. Motion carried 3 to 1. Commissioner George opposed. Commissioner Duncan not present at this time.

#### **PUBLIC HEARING: FY 2025-2026 BUDGET FINAL PUBLIC HEARING**

Mayor Ash opened public hearing.

Mayor Ash announced the following statement:

The City of Apalachicola total budget for FY 25/26 is \$9,023,768. The millage rate to be levied is 8.3457. The percentage by which this millage rate to be levied is a 6.93% increase of the rolled back rate of 7.8048. This is the final public hearing to adopt FTY 25/26 millage rate and budget.

Mayor Ash read Resolution 2025-06 in its entirety.

Mayor Ash read Ordinance 2025-03 in its entirety.

No public comment.

No City Commission or Staff comment.

Public hearing closed.



**PUBLIC COMMENT**

1. Commissioner Elect Donna Knutson – Commissioner Elect Knutson discussed the process in which the City Manager takes direction from the City Commission, City Manager 90 Day Evaluation, and recommendation to appoint either Clayton Mathis or Tami Ray-Hutchinson to the Franklin County Economic Development Board.

Commissioner Duncan joined meeting at this time.

**FINAL ADOPTION FY 25/26 MILLAGE RATE – RESOLUTION 2025-06**

Mayor Ash read Resolution 2025-06 in its entirety.

Motion to approve Resolution 2025-06 adopting FY 25/26 millage rate made by Commissioner George, seconded by Commissioner Grove. Motion carried 5 to 0.

**FINAL ADOPTION FY 25/26 BUDGET – ORDINANCE 2025-03**

Mayor Ash read Ordinance 2025-03 in its entirety.

Motion to approve Ordinance 2025-03 adopting FY 25/26 budget made by Commissioner Grove, seconded by Commissioner Elliott. Motion carried 5 to 0.

**MANAGER EMPLOYMENT AGREEMENT**

Attorney Hartman outlined proposed manager employment agreement for Charles Anderson.

Discussion held regarding City Manager expectations, 90-day evaluation to be completed by each Commissioner, and process in which City Manager takes direction from the City Commission.

Motion to approve City Manager employment agreement for Charles Anderson made by Commissioner Grove, seconded by Commissioner George with discussion.

Commissioner George stated because the approved salary is now \$116,000, the retirement and social security expenses will also increase, but the insurance will decrease because manager has declined City coverage.

Motion carried 5 to 0.

**FRANKLIN COUNTY ECONOMIC DEVELOPMENT BOARD APPOINTMENT**

Mayor Ash stated the following individuals have been recommended for appointment: Cutler Edwards, Clayton Mathis, Tami Ray-Hutchinson, and Tom Morgan.

Motion to appoint Tami Ray-Hutchinson as first choice and Clayton Mathis as second choice to the Franklin County Economic Development Board made by Commissioner George, seconded by Commissioner Duncan. Motion carried 4 to 1. Commissioner Grove opposed.

**HOME DEPOT HCA BUILDING ADA RESTROOM**

Interim Manager Holley outlined the nationwide Home Depot/ Omnia Partners collaboration that works with cities and counties on completing various projects.

Attorney Hartman stated he has reviewed the proposal, and it is a good project for the City to pursue.

Motion to approve Home Depot/Omnia Partners proposal to construct ADA compliant restroom in the HCA building for \$17,819.20 made by Commissioner Grove, seconded by Commissioner Elliott. Motion carried 5 to 0.

**CITY MANAGER COMMUNICATIONS**

Interim Manager Holley gave Commission update on ongoing projects. Manager Holley expressed his appreciation to the Commission and stated he will help with the new Manager transition as much as is needed in October.

Discussion held concerning a transition agreement for Interim Manager Holley.

Motion to direct Attorney Hartman to draft transition agreement for Interim Manager Holley to be ratified on October 7<sup>th</sup> regular meeting made by Commissioner Elliott, seconded by Commissioner Duncan. Motion carried 5 to 0.

**MAYOR & COMMISSIONER COMMENTS**

Commissioner George questioned Interim Manager Holley's actions regarding Riverfront Park fountain.

Commissioner Elliott stated the fixed asset inventory needs to be completed by September 30<sup>th</sup>.

Commissioner Duncan discussed items at Johnson Complex that could be sold as surplus property, tree trimming locations for school buses, and invited everyone to her business relocation grand opening on October 3rd.

Commissioner Grove thanked everyone for their support over the past eight years and appreciated everyone for all the hard work over her tenure as City Commissioner.

Mayor Ash thanked Interim Manager Holley for stepping in when needed and it has been a pleasure working with him.

Mayor Ash thanked Commissioner Grove for her passion and dedication over the past eight years.

Franklin County Commission Chair Ricky Jones provided information for the purpose and goal of the Franklin County Economic Development Board. Commissioner Jones thanked the Commission for their appointment to the board.

Motion to adjourn made by Commission Grove, seconded by Commissioner George. Motion carried 5 to 0.

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Brenda Ash, Mayor

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Lee Mathes, Finance Director  
Sheneidra Cummings, City Clerk (absent)

**CITY OF APALACHICOLA**  
**PLANNING AND ZONING BOARD**  
**REGULAR MEETING**

Monday, September 8<sup>th</sup>, 2025

**City Meeting Room – 74 6<sup>th</sup> Street**

Minutes

**Attendance:** Joe Taylor, Bobby Miller, Myrtis Wynn, Jim Bachrach, Lee McLemore, Greg Gologowski

**Regular Meeting:** 6:00 PM

1. Approval of August 11<sup>th</sup>, 2025 meeting minutes.
  - a. Motion to approve by Bobby Miller; 2<sup>nd</sup> by Myrtis Wynn – all in favor, motion carried.
2. Review, Discussion and Decision for New Residential Construction. (R-3) @ 449 Morris Cannon Street. Block 212 Lots 17-20. Owner: Pauline Farmer; Contractor: Greg Lollie.
  - a. Greg Gologowski asked if the owned intended to remove or sell the cars on the lot. Representative replied that the Owner intended to do so, and had contacts in Apalachicola who would be interested in the cars.
  - b. Representative asked the City Planner if she needed to receive anything from the Planning and Zoning Board confirming the Board's decision. City Planner clarified that information about approvals is sent directly to the Building Department following the meeting.
  - c. Motion to approve by Bobby Miller; 2<sup>nd</sup> by Lee McLemore – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (C-2) (Historic District) @ 98 10<sup>th</sup> Street. Block 76 Lot 4. Owner: Margaret E. Weitz; Contractor: Raymond Glidewell.
  - a. Margaret Weitz, Owner – Informed the Board that the new fence will be similar to the old fence, except for a more artistic gate.

- b. Joe Taylor asked for confirmation that the fence must be lowered to 4 ft. between the front façade of the house and the street. City Planner confirmed this, and affirmed information provided by the Contractor that the fence in the front yard would be 4 ft., and the fence in the side/rear yard would be 6 ft.
  - c. Motion to approve by Greg Golgowski; 2<sup>nd</sup> by Bobby Miller – all in favor, motion carried.
4. Review, Discussion and Decision for Fence. (R-2) @ 202 17<sup>th</sup> Street. Block 121 Lot 1. Owner: Coastal Life Homes; Contractor: Ronnie E. Gooch.
- a. City Attorney introduced item and noted that the section of the fence between the front façade of the house and the street lot line would need to be lowered to 4 ft.
  - b. Dawson Gooch, present on behalf of Ronnie Gooch – Agreed to the change in the height of the fence. Presented the idea of adding a latched gate between the proposed fence and the neighbor's existing fence, to close off the gap between the two fences.
  - c. Greg Golgowski asked who would be responsible for maintaining the space between the two fences. Representative stated that the Owner would be happy to maintain that space.
  - d. Joe Taylor informed the Representative that the Board could not approve a request to put a gate partially or fully on another person's property. Representative replied that to his understanding, the gate would be on the Owner's property. Discussion followed between Representative, City Planner, and City Attorney over the measurements on the site plan, to determine if the gate would encroach on the neighbor's property.
  - e. Bobby Miller stated that the Board did not want to cause a fight between the Owner and the neighbor over the gate. Representative replied that he would like to request only approval for the fence and return to settle the question of the gate later.
  - f. Greg Golgowski asked if the neighbor's fence was in poor condition. Representative confirmed that it was, and that an offer had been made to

replace the neighbor's fence. The neighbor preferred to keep their own fence, so the Owned decided to request a new privacy fence at 202 17<sup>th</sup> Street.

- g. Dennis Winterringer, Attendee – Stated that he was familiar with the lot and reaffirmed to the Board that the section of the fence between the front façade of the house and the street lot line would need to be lowered to 4 ft. to conform with the requirements of the City's fence ordinance.
- h. Motion to approve on the condition that the applicant return with the support of the neighbor for the proposed gate, and that the section of the fence between the front façade of the house and the street lot line be lowered to 4 ft. by Bobby Miller; 2<sup>nd</sup> by Myrtis Wynn – all in favor, motion carried.

**Other/New Business:**

N/A

**Outstanding/Unresolved Issues:**

N/A

**Motion to adjourn the meeting by Jim Bachrach; 2<sup>nd</sup> by Bobby Miller.**

**All in favor – meeting adjourned at 6:20 P.M.**

**CITY OF APALACHICOLA**  
**City Clerk's Department Monthly Report**  
**September 2025**

**Utility Billing**

- Processed and mailed utility bills before month-end deadline
- Applied late payment penalties to applicable accounts
- Completed monthly utility Billing Clerk duties, including account audits and adjustments
- Processed ACH payments and adjustment requests
- Completed general monthly billing
- Working with FI Rual Water on ongoing Rate Study and providing various reports for their review

**Staff Training & Oversight**

- Ongoing process of training Alayna Smith for the Billing Clerk position
- Ongoing training Shelly Toluba in front office tasks as Front Desk Clerk
- Assisted City staff with project reporting and interdepartmental support

**Customer Service & Public Inquiries**

- Assisted walk-in and phone customers with:
- Cemetery plot inquiries and arrangements
- Utility bill questions and payments
- Garbage/yard trash complaints
- Public records requests
- Golf cart decals and Battery Park ramp stickers
- Business license processing
- Other miscellaneous services
- Fulfilled 4 formal and 7 informal Public Records Requests; 2 requests remain open.

**Administrative & Commission Support**

- Compiled Commission meeting agenda packets and distributed to the Commission and City Attorney
- Notified 2K Web Group to post meeting packets, dates, and times to the City website
- Responded to official correspondence and conducted research for information requests
- Completed tasks assigned by the City Manager and Mayor

**Office & Management**

- Performed administrative tasks related to the daily operations of the Clerk's Office and oversight of the Utility Billing Division

## City of Apalachicola Public Works Monthly Report September 2025

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

- Completed a lot of work order this month
- Collected trash from downtown and public parks.
- Cut our routine main roads parks and cemeteries. [OBJ]
- Cut grass at fire range
- Hauled a few loads of rocks for wastewater plant
- Cutting a few dead palm trees down around town
- Patched a few potholes on 7<sup>th</sup> street and ave M
- And around the post office
- Moving Famu office to the field house
- Moving 2 offices upstairs of the ACA building
- Cut grass at snow hill cemetery and chestnut cemetery
- Cutting grass and weeding magnolia cemetery
- Doing maintenance on Equipment
- Picked up debris off Market street and hauled to land fill
- Going to Started changing old stop signs and street signs around town this week

### **\*Building and Maintenance Crew**

- . Put a cart together for Holy Family and pressure washed side walks
- . Changed air condition filters
- . Changed valves on bathrooms toilets at police department again
- . Put paper spencer in city hall kitchen



Completed by Greg Harris



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## City of Apalachicola | Planning and Community Development *Monthly Report September 2025*

### September Planning and Zoning Board

- Attended September P&Z board regular meeting and quasi-judicial public hearing on September 8<sup>th</sup>, 2025.
- Collected special exception public notice yard signs from 97 Dr. Martin Luther King Jr. Avenue and 203 7<sup>th</sup> Street.
- Prepared September P&Z board regular meeting minutes and quasi-judicial public hearing minutes.
- Provided next steps for approved Bed and Breakfast applicant at 97 Dr. Martin Luther King Jr. Avenue.

### October Planning and Zoning Board

- Accepted and reviewed four applications (*as of September 23<sup>rd</sup>, deadline 5:30 P.M. September 26<sup>th</sup>*):
  - 343 25<sup>th</sup> Avenue.
  - 112 7<sup>th</sup> Street.
  - 146 12<sup>th</sup> Street.
  - 261 Brownsville Road.
- Prepared October P&Z board regular meeting draft agenda.

### Miscellaneous

- Answered questions from applicants, city staff, and the public:
  - Tree protection ordinance.
  - Certificates of Appropriateness in the Historic District.
  - Current zoning district and allowable uses for parcels.
  - Combination/separation of parcels, new parcel ID#, new 911 address.
  - Senate Bill 180.

# APALACHICOLA VOLUNTEER FIRE/RESCUE

Aug 2025  
22 calls

## Bi-Monthly Report

1. Accidents	<u>3</u>	7. Life Flights	_____
2. Lift Assist EMS	<u>16</u>	8. Training	_____
3. Bi-Monthly Meetings	<u>2</u>	9. Transformer Fires	_____
4. Brush Fires	_____	10. Vessels	_____
5. House Fires	<u>1</u>	11. _____	_____
6. Gas Leaks	_____	12. _____	_____

1st Responder Calls 20

## Firefighter Attendance

1. George Watkins	<u>3</u>	11. _____	_____
2. Fonda Davis	<u>3</u>	12. Avery Scott	<u>3</u>
3. Ginger Creamer	<u>18</u>	13. _____	_____
4. Albert Floyd	<u>3</u>	14. Colin Amison	_____
5. Rhett Butler	<u>2</u>	15. Anthony Croom	<u>2</u>
6. Bruce Hoffman	<u>13</u>	16. Amy Cabrera	<u>1</u>
7. Palmer Philyaw	_____	17. <u>Daijon</u>	<u>2</u>
8. _____	_____	18. Shannon Segree	<u>6</u>
9. Troy Segree	<u>15</u>	19. Adam Joseph	<u>5</u>
10. Rick Hernandez	_____	20. Craig Gibson	<u>3</u>

Additional Comments

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Recorded by: \_\_\_\_\_

Date: \_\_\_\_\_

# APALACHICOLA VOLUNTEER FIRE/RESCUE

July 2025

29 calls

## Bi-Monthly Report

1. Accidents	<u>1</u>	7. Gas Leaks	<u>      </u>
2. Lift Assist EMS	<u>24</u>	8. Life Flights	<u>      </u>
3. Bi-Monthly Meetings	<u>2</u>	9.	<u>      </u>
4. Brush Fires	<u>1</u>	10. Training	<u>1</u>
5. House Fires	<u>      </u>	11. Transformer Fires	<u>      </u>
6.	<u>      </u>	12. Vessels	<u>      </u>

1st Responder Calls 31

## Firefighter Attendance

1. George Watkins	<u>4</u>	11.	<u>      </u>
2. Fonda Davis	<u>3</u>	12. Avery Scott	<u>3</u>
3. Ginger Creamer	<u>25</u>	13.	<u>      </u>
4. Albert Floyd	<u>3</u>	14. Colin Amison	<u>      </u>
5. Rhett Butler	<u>2</u>	15. Anthony Croom	<u>3</u>
6. Bruce Hoffmann	<u>16</u>	16. Amy Croom	<u>      </u>
7. Palmer Philyaw	<u>      </u>	17. Deion	<u>2</u>
8.	<u>      </u>	18. Shannon Segree	<u>9</u>
9. Troy Segree	<u>24</u>	19. Adam Joseph	<u>3</u>
10. Rick Hernandez	<u>      </u>	20. Craig Gibson	<u>3</u>

Additional Notes:

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Recorded by: \_\_\_\_\_

Date: \_\_\_\_\_

## Apalachicola Margaret Key Public Library September 2025



Library hours are 10am to 6pm Monday – Friday, and Sundays from 12pm to 4pm.  
We are YOUR City of Apalachicola Library. Come sign up for your FREE Apalachicola library card. Any library offering is FREE to the public.

Our 'Friends of the Library group' is the Patrons of the Apalachicola Library Society (PALS).

They are a 501c3 nonprofit and membership forms to join are in the library.

Follow us on Facebook or Instagram @Apalachicolapubliclibrary for the latest!

### September 2025 Statistics:

- 2490 patrons visited our library - 14 new accounts opened!!!
- 233 patrons used our computers - 519 books/movies/items circulated
- 501 items donated to the library - \$442.77 collected as library revenue – 73 hours donated by our wonderful volunteers – 9,083 people reached on social media

It's been another fantastic month at the library! With the autumnal equinox ushering in cooler days, the library has been beautifully transformed for fall, thanks to the creative efforts of Willie and Nissie McNair. September is Library Card Sign Up Month, and 14 new cards were given out this month! We're thrilled to welcome back the Memoir Writing Group, now meeting twice a month. We also hosted a successful community blood drive—thank you to all who donated! One of this month's highlights was a hands-on STEAM event where curious young minds built molecules from atoms under the enthusiastic guidance of Richard Lenhart. PALS (Patrons of the Apalachicola Library Society) brought the popcorn, movie history lesson, and fun with Classic Movie Night, featuring the spring break favorite *Where the Boys Are*. The Apalachicola Library always has something for everyone!

Remember, this is YOUR library. We also welcome out-of-town visitors! We invite you to come in, grab a calendar, a free cup of coffee or tea, a few books, and enjoy fellowship with other library visitors. Your City of Apalachicola Library helps with reading, writing, and learning, and offers a suite of print/copy/scan/fax/and notary services. We loan FREE books, movies, puzzles, board games, and items from our Library of Things, and offer FREE audio books, e-books, and digital magazines through the Libby app. We also have a Book sale space on-site with FREE magazines. All donations go to our Friends of the Library group, PALS. Free Legal Help through volunteers from Legal Services of Northwest Florida is available each month; appointments are required. We also offer Yoga weekly (in a by-donation class) on Mondays @ 6:15pm, Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am, and Mahjong meets on Wednesday and Fridays mornings @ 10. Our once-a-month Book Club meets each 3<sup>rd</sup> Wednesday @ 6pm; and Homework Help (FREE tutoring!) is by appointment.

Let us know how we can serve you!

Call: 850-653-8436 or email: [apalachicolalibrary@gmail.com](mailto:apalachicolalibrary@gmail.com)

Isel Sánchez-Whiteley & Barbara 'Nissie' McNair, Library Assistants  
Lucy Carter, Library Director