

PUBLIC HEARING AND REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, JUNE 2, 2026 – 6:00PM
74 6th STREET 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 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. Agenda Adoption**
- III. PUBLIC HEARING- Ordinance 2026-02**
- IV. Public Comment**
- V. New Business**
 - 1. P&Z Terms and Appointments**
 - 2. Encroachment Amendment Request- 40 7th Street**
 - 3. Encroachment Request: Alleyway between 11th & 12th**
 - 4. Library Board Appointment**

- VI. Unfinished Business**
 - 1. Election Ordinance 2026-02**

- VII. Mayor and Commissioner Comments**
- VIII. City Manager & Attorney Communications**
- IX. Consent Agenda**
 - **CC 5.5.26 RM Meeting Minutes**
 - **P&Z May 11, 2026 Meeting Minutes**
 - **2026 Mayor's Election Proclamation**

- X. Department Reports**

Presentation & Retirement Social: Chief Bobby Varnes and Greg Harris

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.

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA PROVIDING FOR THE AMENDMENT OF APALACHICOLA CODE OF ORDINANCES, PART I, ARTICLE II, SECTION 17 THE DATE ON WHICH ELECTED OFFICIALS ASSUME THE DUTIES OF OFFICE TO CORRESPOND WITH NEW ELECTION DATES; PROVIDING FOR THE REPEAL OF ANY ORDINANCE OR PARTS THEREFROM IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Apalachicola adopted Ordinance 2023-01 which amended the Charter in order to conduct its elections in November on even numbered years in order to coincide with the County, State and National election dates; and

WHEREAS, moving the City election date has resulted in an amendment being necessary to account for a new date for assumption of duties by newly elected Commissioners and/or Mayor, as applicable;

WHEREAS, pursuant to Section 100.3605 and 166.021(4), Florida Statutes the governing body of a municipality may by ordinance change the dates for election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes.

NOTE: ~~Struck through language~~ is language proposed to be deleted, Underlined language is amended language, and *** represents sections that have been skipped and that remain unchanged.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE
CITY OF APALACHICOLA, FLORIDA:**

Section 1. Adoption of Representations:

The foregoing Whereas clauses are hereby ratified and confirmed as being true, and the same are hereby made part of this Ordinance.

Section 2. Amendment to Date of Assumption of Duties:

The City Commission hereby amends Part I Charter, Article II, Section 17 of the City Code of Ordinances as follows:

Section 17. Meetings; assumption of office.

On the first Tuesday after the first Monday in ~~October~~ December following each regular municipal election every other year, the City Commission shall meet at the usual place and hold the meetings of the legislative body of the City, at which time [the] newly elected Mayor, if same shall be elected at such election, and the newly elected Commissioners shall assume the duties of office. The City Commission shall meet at such times as may be presented by ordinance or resolution, except that it shall meet regularly not less than once each month.

Section 3. Conflict:

All ordinances or Code provisions in conflict herewith are hereby repealed.

Section 4. Severability. If any section, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption by the City of Apalachicola, Florida.

PASSED FIRST READING ON: 5/5/2020

PASSED SECOND READING ON: _____

CITY OF APALACHICOLA

BY: _____
Brenda Ash, Mayor

ATTEST:

Sheneidra Cummings
CITY CLERK

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: June 2, 2026

SUBJECT: Planning and Zoning (P&Z) Board Term Lengths and Composition

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Presenter: City Attorney Hartman/City Manager Anderson

BRIEF SUMMARY: The Planning and Zoning board is to consist of seven (7) regular members, none of whom will be elected officials or city employees. Six of the members will be appointed by the city commission and one member will be appointed by the school board. The school board appointee will be ex officio and non-voting. Sec. 2-38. The terms of the members shall be four years. Any vacancy in membership shall be filled for the unexpired term by the governing body that appointed the member whose position is vacant. Sec. 2-39. The city council shall have the authority to remove any member for cause, upon written charges, after a public hearing. Sec. 2-48. All members shall serve without compensation but may be reimbursed for actual expenses incurred in connection with their official duties. Sec. 2-39.

Term Lengths

Currently, 5 of 7 (primary, not alternate) P&Z Regular board members have exceeded their term lengths.

Board Composition

Issue – the current composition of the Board is inconsistent with Code. Specifically:

1. Number of Appointees - Currently there are eight (8) appointees to the PZ Board, with the recent appointment of Ashley Leonard as an alternate by the Commission. The Board is limited to seven (7) members, with only six (6) appointed by the Commission.
2. School Board – it would appear that the City has appointed the School Board Position. i.e. the School Board has not appointed the 7th ex officio member.
3. Alternate - There is no provision for appointment of an alternate in Code. I am advised this was done due to frequent difficulty with reaching a quorum. Nonetheless, this is not Code Compliant.

The length of term issue was brought to the attention of the PZ Board at their last meeting. The five (5) members who have exceeded their terms indicated they would like to continue to serve and be considered for re-nomination by the Commission.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

1. Direct Staff to advertise for nominees to be selected by the Commission at an upcoming Regular meeting;
2. Direct Staff to contact the School Board to provide their appointment.
3. Discuss an Ordinance revision and potential terms –
 - a. Eliminate School Board Appointment;
 - b. Eliminate ex officio non voting member position – so that we have 7 voting members – an odd number;
 - c. Provide for appointment of an alternate;
 - d. Consider providing for term limits – i.e. a maximum number of terms a person can serve consecutively or at all.
 - e. Any limits we want to place on selection and term of Chairman and Vice chair.

ATTACHMENTS: Excel spreadsheet of members, appointment dates and comments.

STAFF'S COMMENTS AND RECOMMENDATIONS: City Code provides for a PZ Board term of four (4) years, five (5) of the regular board members have exceeded that timeframe. Appointments or re-appointments need to be made by the Commission to bring the term and composition of the PZ Board into compliance with Code.

Options for discussion include (but are not limited to):

- A. An option discussed would be to transition new members to fill vacancies created by removal of members who have exceeded their terms the on a set schedule. i.e. not replace 4-5 spots all at once, cycle them 1-2 or two at a time annually over a 3 year period. This would allow time for potential Ordinance changes that could dictate number of appointments. Note: This would not bring the current PZ Board into Code compliance. However, would provide an orderly transition but would take 3 years to meet code requirements. NOTE: *the City Commission Rules of Procedure, effective June 2, 2024, Rule 28, Guidelines for Citizen Advisory Boards/Committees, (3) Transitions Between Members states that by-laws, ordinances, guiding documents, etc. will include language which provides for members (whose terms have expired) to continue serving until the appropriate appointments are made.*
- B. Nominate and Appoint four (4) individuals to serve from among the applicants. This will resolve the term length and partially resolve the composition problem.

Consideration – should be given under either Option to processing of an Ordinance which can address issues 3.a-e above. This appears to be necessary to maintain long term compliance and ease of operation.

Under either option:

We would need to contact the School Board and obtain their nominee. Ex Officio – appears to require that the appointee be a member of the School Board and not just a regular citizen.

Ashley Leonard the current alternate would be on hold pending an Ordinance change due to lack of Code authorization for an alternate position at this time.

FUNDING SOURCE: N/A

PLANNING ZONING BOARD

PLANNING & ZONING

(4)-year Terms

Member	Date of appointment	Address	Contact #	Email	Expiration of term
Joe Taylor, Chair	> 10 years	98 9th Street Apalachicola, FL 32320	C: 850-323-0176	franklinspromise@gmail.com	Date unknown for regular full-time member appointment
Jim Bachrach-Vice Chair	> 10 years	214 Avenue C Apalachicola, FL 32320	C: 850-899-8689	shadow1@fairpoint.net	
Elizabeth Milliken	9/5/19	P O Box 277 11 9th Street Apalachicola, FL 32320	C: 571-722-3047	temilliken56@gmail.com	Sept of 2023
Bobby Miller	12/20	34 16th Street Apalachicola, FL 32320	C: 850-653-7539	bobby.miller@yahoo.com	Dec of 2024
Lee McLeMore	3/3/21	P O Box 183 101 Bay Avenue Apalachicola, FL 32320	C: 850-653-7111	pw38133@gmail.com	Mar of 2025
Myrtis Wynn	Alt 8/8/23; FT	P O Box 92 255 9th Street Apalachicola, FL 32320	C: 850-774-8844	wynn45@gmail.com	
Greg Gologowski	ALT 5/7/24; FT Member 2/3/26	1 25th Ave Apalachicola, FL 32320	321-624-9328	gologowski@gmail.com	Feb of 2030
Ashley Leonard	Alt 4.7.26	112 11th St Apalachicola, FL 32320	712-490-1523	ashley@leonarddesignhouse.com	April of 2030

Willing to serve in a transition period

(4) upcoming vacancies

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: June 2, 2026

SUBJECT: Variance agreement request 40 7th Street

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department:
Presenter: Shelley Shepard, Realtor

BRIEF SUMMARY: Requesting variance agreement for picket fence on Avenue C side and back wooden fence and outdoor shower on alley side. Current owners did not construct any of these items. Appears they were constructed prior to 2007, when we have a photo of it being on the Historic Home tour.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

ATTACHMENTS:

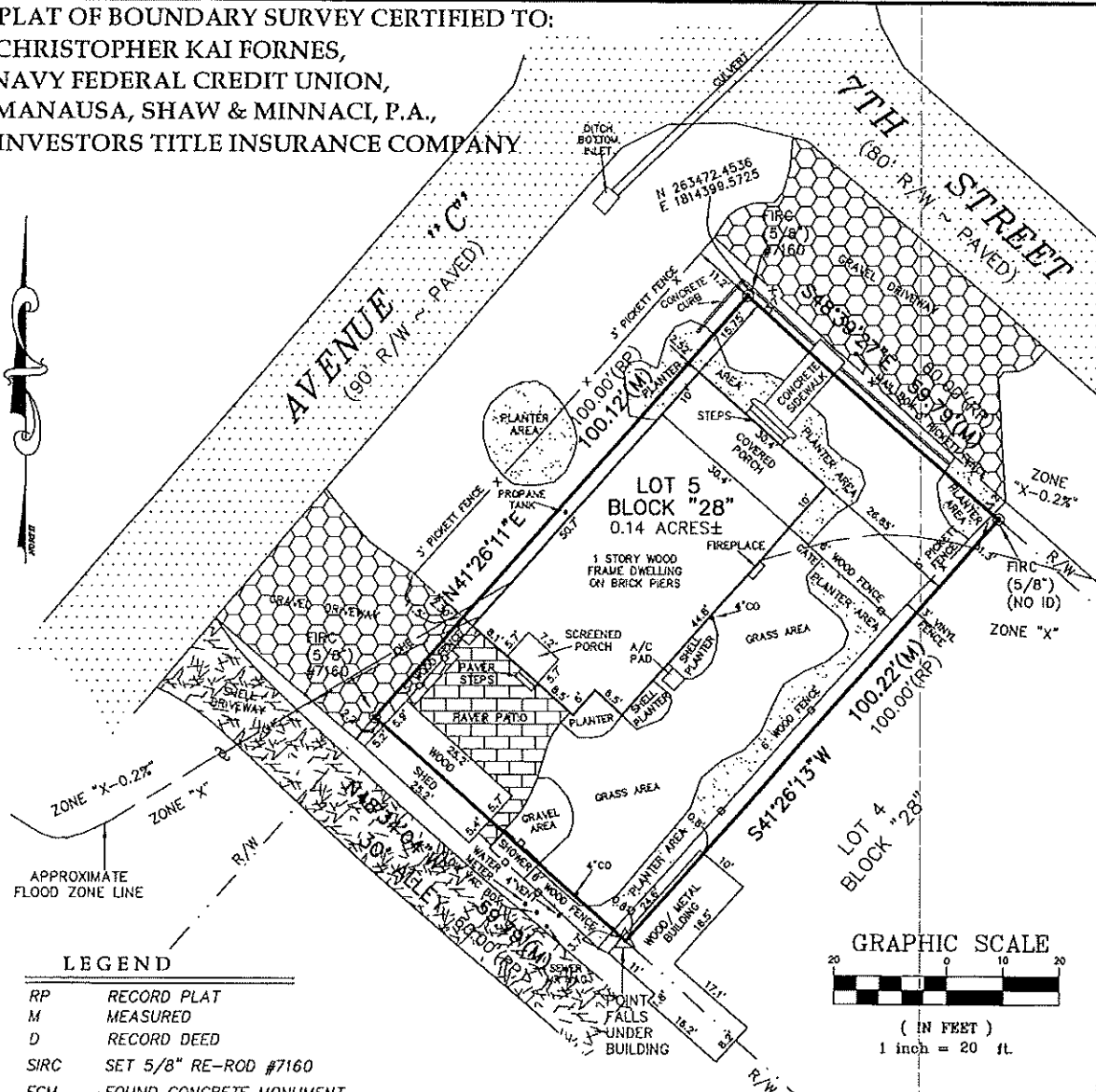
Current survey
Past variance agreement from 1996
Knight's Cottage Article

STAFF'S COMMENTS AND RECOMMENDATIONS:

Motion to decline entering into an amended or new encroachment agreement.

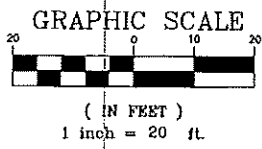
FUNDING SOURCE:

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
 CHRISTOPHER KAI FORNES,
 NAVY FEDERAL CREDIT UNION,
 MANAUSA, SHAW & MINNACI, P.A.,
 INVESTORS TITLE INSURANCE COMPANY



LEGEND

RP	RECORD PLAT
M	MEASURED
D	RECORD DEED
SIRC	SET 5/8" RE-ROD #7160
FCM	FOUND CONCRETE MONUMENT
FIRC	FOUND IRON ROD AND CAP
FIR	FOUND IRON ROD
FIP	FOUND IRON PIPE
FN&C	FOUND NAIL AND CAP
△	POINT NOT SET OR FOUND
R/W	RIGHT-OF-WAY
~	NOT TO SCALE



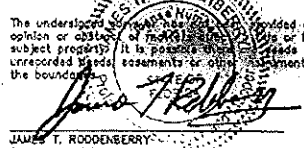
LEGAL DESCRIPTION:
 Lot 5, Block "28" of the CITY OF APALACHICOLA, as per map or plat thereof in common use on file at the Clerk of the Circuit Office in Franklin County, Florida.

- NOTES:**
1. SURVEY SOURCE: Record plat, record deed and a field survey performed by the undersigned surveyor.
 2. BEARING REFERENCE: ALL BEARINGS established using Florida Grid North datum.
 3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
 4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
 5. This survey is dependent upon EXISTING MONUMENTATION.
 6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
 7. FLOOD ZONES and SETBACKS depicted hereon are not to be used for construction permitting purposes. All FLOOD ZONES and SETBACKS should be verified by the appropriate County Departments.

EFFECTIVE FLOOD ZONE INFORMATION:
 Subject property is located in Zones "X" and "X-0.2%" as per Flood Insurance Rate Map Community Panel No: 120089 0526F, index date: February 05, 2014, Franklin County, Florida.

I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying as established by the Florida Board of Professional Surveyors (F.S. 471.01, F.A.C. 5J-17.051).

The undersigned has provided a current title opinion or abstract of title to the owner of the subject property. It is possible that there are unrecorded deeds, easements or other instruments which could affect the boundaries.



TR & A THURMAN RODDENBERRY & ASSOCIATES, INC
 PROFESSIONAL SURVEYORS AND MAPPERS
 P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358
 PHONE NUMBER: 850-942-2538 FAX NUMBER: 850-942-1103
 E.B. # 7160

DATE: 05/11/26	DRAWN BY: BB	N.B. PER PLAT	COUNTY: FRANKLIN
FILE: 08190.DWG	DATE OF LAST FIELD WORK: 05/11/26	CHECKED BY: TR	JOB NO: 08-190

FILED AND RECORDED
DATE 03/05/96 TIME 15:57

KENDALL WADE CLERK
CO:FRANKLIN ST:FL

CITY OF APALACHICOLA
ENCROACHMENT VARIANCE AGREEMENT

RECORD VERIFIED
BY *Lisa Ingalle* DC

WHEREAS, a request has been made to the City of Apalachicola by the owners of the structure set forth in the site plan attached as Exhibit "A", property being more specifically described as Block 28, Lot 5, in the City of Apalachicola, Florida, for the City to authorize a variance allowing and permitting the encroachment of a wood frame building into the alley adjacent to said property and the encroachment of two concrete driveway slabs into the right-of-way of Avenue C as shown in the attached Exhibit "A"; and

WHEREAS, said applicant(s) by their signature below hereby certify that they have provided all data and information regarding said property to the City and that the City has determined that it finds no objection or reason to deny the request; and

WHEREAS, said applicant(s) by their signature below hereby agree and bind the applicant(s) and all owners, successors and assigns of the subject property to the obligations, conditions and responsibilities set forth in this document and that such obligations and conditions shall constitute covenants that run with said land or property; and

WHEREAS, the applicant(s) hereby certify that their signature set forth below as applicant(s) constitutes the total owners of the property and all persons who are required to bind the property to these conditions; and

WHEREAS, the applicant(s) and their successors and assigns by their signature below hereby agree to indemnify, hold harmless and defend the City of Apalachicola from and against all personal injury and property damage, claims, demands, suits or judgments which may be made against it by reason of said encroachment or any characteristic thereof; and

WHEREAS, the applicant(s) by their signature below hereby bind said applicant and their successors and assigns to the agreement that the encroachment shall and may only be repaired and maintained, and that once the structure to which the encroachment is connected is destroyed by 50% or more as determined by the City Building Inspector this variance and agreement shall cease and the encroachment shall be removed; and

WHEREAS, the applicant(s) by their signature below agree and bind said applicant(s) and their successors and assigns that this allowance of encroachment is subject to the rights of the City with respect to the maintenance of any utilities that may underlie the said encroachment; and

FL 960950 B 537 P 278
CO:FRANKLIN ST:FL

WHEREAS, the City Commission of the City of Apalachicola, based on the above certifications and agreements, has agreed to allow the encroachment conditioned upon the requirements set herein on the part of the applicant(s).

NOW THEREFORE, conditioned and based on the agreements and requirements set forth herein, the City of Apalachicola has approved the variance allowing the existing set-backs and encroachments onto the City of Apalachicola property subject to said conditions.

FOR THE CITY OF APALACHICOLA

Jack E Frye
~~Robert L. Howell, Mayor~~
JACK E FRYE, MAYOR PRO-TEM

ATTEST:

Betty Taylor Webb
Betty Taylor Webb, City Clerk

By the signature(s) below, I/we hereby certify that I/we are the sole owners of the property on which the structure is principally located as set forth in the attached site plan that by we by the signatures below agree, warrant and certify to the matters set forth above in this agreement and hereby bind our successors and assigns of the subject property to these conditions as covenants running with the land.

DATED this 1st day of March, 1998.

Lee H Mathes
Witness: LEE H MATHES

Jane A Doerfer
Applicant

Deborah Guilloffe
Witness: DEBORAH GUILLOTTE

Applicant

STATE OF FLORIDA - COUNTY OF FRANKLIN

I HEREBY CERTIFY that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared Jane A. Doerfer, known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that she executed the same, that I relied upon the following form of identification of the above-named person: Personally known, and that an oath (~~was~~) (was not) taken.

WITNESSED by Betty Taylor Webb and official seal in the County and State as 1st day of March, 1998.



Betty Taylor Webb
NOTARY PUBLIC: 0

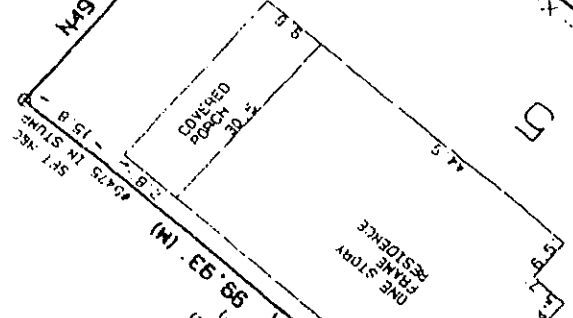
FL 960950 B 537 P 280
CO:FRANKLIN ST:FL

SEVENTH STREET

M49-09-59 (M)
100 00 (M)
59-97 (M)

540-14-027E 279 30
R/N

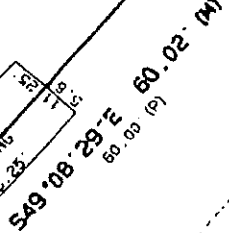
28



S41-05-20 (M)
100 00 (M)
59-93 (M)
(GEARING BASE)

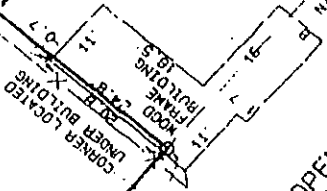
COLUMBUS STREET "AVE C"

5



M49-09-29 (M)
100 00 (M)
60-02 (M)
59-80-695

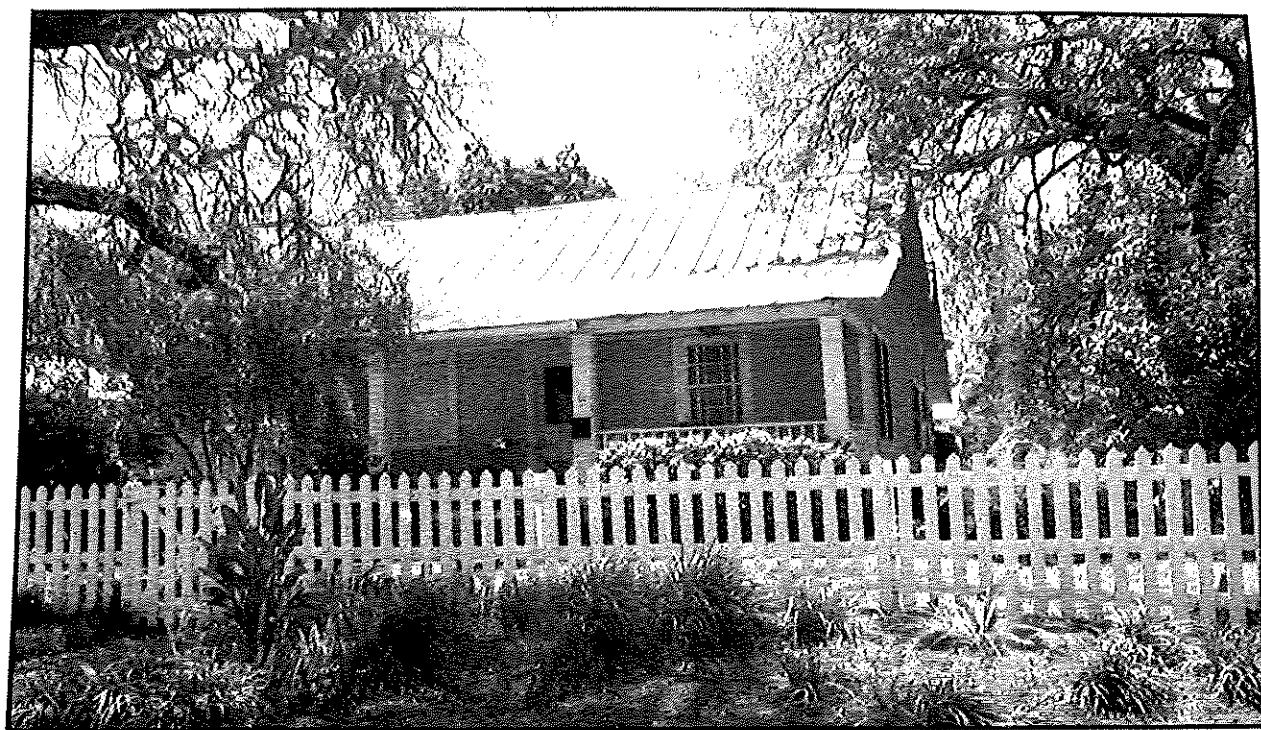
ALLEY (OPEN)



M41-03-38 (M)
100 00 (M)
59-96 (M)

M49-09-28 (M)
240 09

R/N



Knight Cottage
40 Seventh Street (Map #6)

The present structure is actually two old houses joined together. The front section was constructed between 1847 and 1852, reportedly built and occupied by slaves belonging to merchant Thomas Orman. The house was remodeled in the early 1900's when the fireplaces were added and another house was attached to the back. The remodelling was done with mill-end lots, thus the variety of wooden wall surfaces. In 1991 noted cookbook author Jane Doerfer gutted the back of the house to make a new kitchen, tore off the back steps and bathroom, replacing with a new bathroom that utilized some of the fixtures that were there to keep that "old" look. Current owners are Christine and John Knight.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 2, 2026**

SUBJECT: Encroachment Agreement (Grant of Easement for Encroachments)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: Commission
Contact: Charles Costin/Applicant
Presenter: Dan Hartman

BRIEF SUMMARY:

Attached is a request for encroachment agreement (Grant of Easement for Encroachments). The request is for an encroachment agreement to allow encroachment of a carport, propane tank enclosure and storage building into the alley between 11th and 12th Street at 145 Bay Avenue.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Decline to enter into an encroachment agreement.

FUNDING SOURCE: N/A

ATTACHMENTS:

Encroachment Agreement request, including easement document and Survey.

STAFF'S COMMENTS AND RECOMMENDATIONS:

Encroachment Agreements have typically been granted only for long standing pre-existing structures such as primary residences. To grant such an encroachment for a temporary or auxiliary structure would deviate from prior code enforcement actions and decisions by the Commission. Staff does not recommend entering into an encroachment agreement on this application.

Costin and Costin

ATTORNEYS AT LAW
413 WILLIAMS AVENUE
PORT ST. JOE, FLORIDA 32456
TELEPHONE (850) 227-1159
FAX: (850) 227-3373

Charles A. Costin
Lauren M. Costin
Cecil G. Costin, Jr.
(1923 - 1990)

Mailing Address:
Post Office Box 98
Port St. Joe, FL 32457-0098

May 18th , 2026

City of Apalachicola
Attn: Chuck Anderson
1 Bay Avenue
Apalachicola, FL 32320

Via email: canderson@cityofapalachicola.com

RE: Replat Letter of Request for Lot Split for parcel No: 04243-000-000

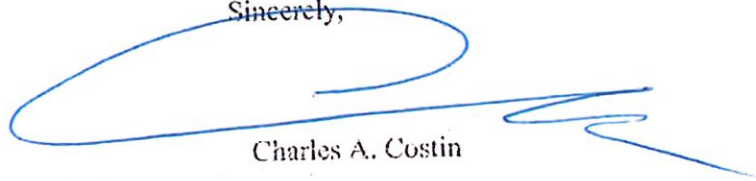
Mr. Anderson:

Please find enclosed a proposed easement for Encroachments that I am presenting on behalf of the Susan Clementson Trust. The easement has been approved as to form by the City Attorney, Donna Duncan.

The encroachments as shown on the survey are limited to an enclosed propane tank, storage building, and carport that encroach into the Alleyway between 11th and 12th Street.

Please place this proposed easement on the agenda for the next meeting.

Sincerely,



Charles A. Costin

ps: enclosures

THIS INSTRUMENT PREPARED BY:
Charles A. Costin, Esquire
413 Williams Avenue
Port St. Joe, Florida 32456

GRANT OF EASEMENT FOR ENCROACHMENTS

STATE OF FLORIDA
COUNTY OF GULF

This indenture made and entered into on this _____ day of May, 2026, by and between THE CITY OF APALACHICOLA FLORIDA, a Florida municipal corporation (Hereinafter referred to as GRANTOR) , and ELIZABETH C. CLEMENTSON, WILL HAMPTON CLEMENTSON, and CHARLES WILLIAM CLEMENTSON as Trustees of the SUSAN B. CLEMENTSON REVOCABLE TRUST dated July 25, 2006 , its successors and assigns (Hereinafter referred to as GRANTEE).

W I T N E S S E T H :

WHEREAS, GRANTEE is the owner of real property described as:

Lot 10, Block 46, and one-half of Lot 9 in Block 46, said one-half of Lot 9 being that parcel of land adjacent to and alongside of Lot 10 for a distance of 100 feet and extending from the boundary line of Lot 10 for a distance of 30 feet, all in the City of Apalachicola, County of Franklin, according to the map of that City now in general use.

WHEREAS, there exists certain encroachments by the GRANTEE of an enclosed propane tank, wood frame storage building, and carport that extend into the 30' alleyway of the GRANTOR. The nature and extent of the encroachments are as shown on the survey of Thurman Roddenberry & Associates, Inc., attached hereto as Exhibit "A".

WHEREAS, GRANTEE desires to obtain a non-exclusive easement over a portion of GRANTOR'S alleyway to maintain the existing encroachments identified above and as shown on Exhibit "A" ; and,

WHEREAS, GRANTOR has agreed to grant to GRANTEE an easement to maintain such existing encroachments over its property for the aforesaid purposes on the terms and conditions below:

NOW THEREFORE, that in pursuance of this agreement and for valuable consideration GRANTOR grants unto GRANTEE it's heirs, successors and assigns, a non exclusive easement to maintain the existing encroachments as shown on Exhibit "A", over the portion of the 30' Alley currently encroached upon.

This easement is granted by GRANTOR to GRANTEE on the following specific terms and conditions, to-wit:

1. GRANTEE agrees not to construct any further improvements on the 30' alley way of GRANTOR; and,
2. The term of this easement shall be for the useful life of said encroachment(s) and will terminate with respect to those encroachments if the same are removed or destroyed. If the encroachment, or the structure to which the encroachment is connected is destroyed by 50% or more as determined by the GRANTOR'S Building Inspector, then that encroachment shall be removed and this easement shall terminate with respect to that encroachment.
3. That GRANTEE, its successors and assigns agree to save, protect, indemnify and hold harmless, GRANTOR from and against claims, demands, suits, penalties, fines, judgments,

damages to persons or property made against GRANTOR by reason of such encroachments or any characteristic thereof and the GRANTEES' by its signature below affirm and agree that its successors and assigned are bound by the terms contained herein.

TO HAVE AND TO HOLD the easement hereby granted to GRANTEE, it's heirs and assigns.

IN WITNESS WHEREOF, the Grantor has hereunto set it's hand and seal the day and year first above written.

CITY OF APALACHICOLA

Witness
Printed Name: _____
Address: _____

By: Brenda Ash , mayor

ATTEST:

Witness
Printed Name: _____
Address: _____

CITY CLERK

State of Florida
County of _____

The foregoing instrument was acknowledged before me by (____) physical presence or (____) online notarization on this _____ day of May, 2026, by Brenda Ash, a Mayor of the City of Apalachicola, Florida, a Florida municipal corporation, who physically appeared before me and who is personally known to me or who has produced _____ as identification.

NOTARY SEAL
Print Name:
Notary Public
My Commission Expires:

SUSAN B. CLEMENTSON REVOCABLE TRUST

Witness
Printed Name: _____
Address of witness: _____

By: Elizabeth C. Clementson, Trustee

Witness
Printed Name: _____
Address of witness: _____

State of _____
County of _____

The foregoing instrument was acknowledged before me by (____) physical presence or (____) online notarization on this _____ day of May, 2026, by Elizabeth C. Clementson, as

Trustee, who physically appeared before me and who is personally known to me or who has produced _____ as identification.

NOTARY SEAL
Print Name:
Notary Public
My Commission Expires:

State of _____
County of _____

SUSAN B. CLEMENTSON REVOCABLE TRUST

Witness
Printed Name: _____
Address of witness: _____

By: Will Hampton Clementson, Trustee

Witness
Printed Name: _____
Address of witness: _____

State of _____
County of _____

The foregoing instrument was acknowledged before me by (____) physical presence or (____) online notarization on this _____ day of May, 2026, by Will Hampton Clementson, as Trustee, who physically appeared before me and who is personally known to me or who has produced _____ as identification.

NOTARY SEAL
Print Name:
Notary Public
My Commission Expires:

SUSAN B. CLEMENTSON REVOCABLE TRUST

Witness
Printed Name: _____
Address of witness: _____

By: Charles William Clementson, Trustee

Witness
Printed Name: _____
Address of witness: _____

State of _____
County of _____

The foregoing instrument was acknowledged before me by (____) physical presence or (____) online notarization on this _____ day of May, 2026, by **Charles William Clementson**, as **Trustee**, who physically appeared before me and who is personally known to me or who has produced _____ as identification.

NOTARY SEAL

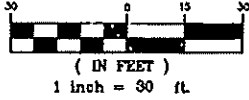
Print Name:

Notary Public

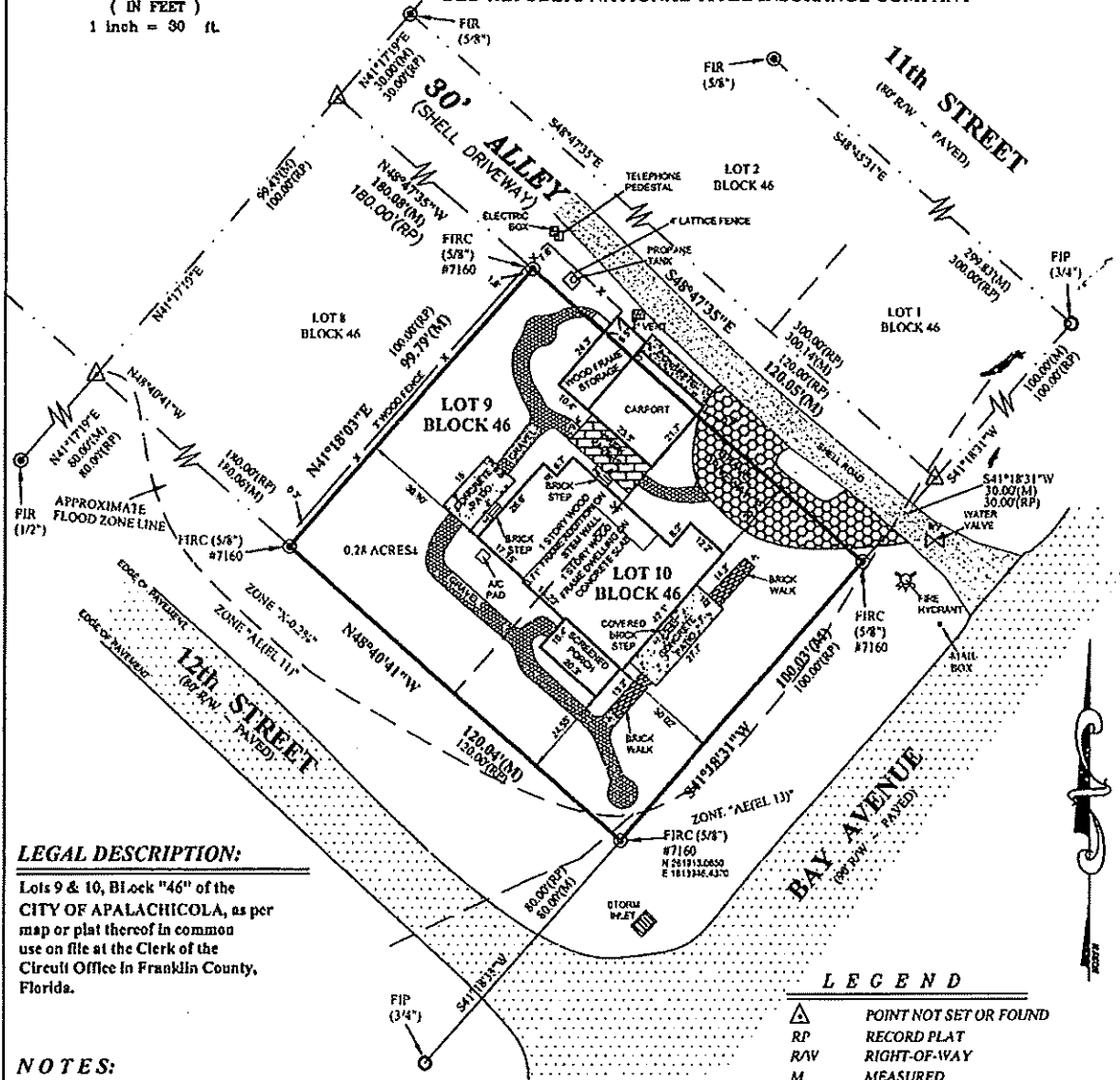
My Commission Expires:

Exhibit A

GRAPHIC SCALE



PLAT OF BOUNDARY SURVEY CERTIFIED TO:
 WILLIAM L. GLASS and TINA M. MARRELLI JOINT AS TRUSTEES OF THE
 WILLIAM L. GLASS and TINA M. MARRELLI JOINT REVOCABLE TRUST,
 DONNA DUNCAN, P.A.,
 OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY



LEGAL DESCRIPTION:

Lots 9 & 10, Block "46" of the
 CITY OF APALACHICOLA, as per
 map or plat thereof in common
 use on file at the Clerk of the
 Circuit Office in Franklin County,
 Florida.

NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: All bearings established using Florida Grid North datum.
3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
7. FLOOD ZONES and SETBACKS depicted hereon are not to be used for construction permitting purposes. All FLOOD ZONES and SETBACKS should be verified by the appropriate County Departments.

I hereby certify that this is a true and correct representation of the property shown hereon and that this survey meets the minimum technical standards for land surveying (Chapter 53-11, 0511, 052 Florida Administrative Code).

The undersigned surveyor has not been provided a correct title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

James T. Roddenberry
 JAMES T. RODDENBERRY
 Surveyor and Mapper
 Florida Certificate No: 4261



LEGEND

- △ POINT NOT SET OR FOUND
- RP RECORD PLAT
- RAV RIGHT-OF-WAY
- M MEASURED
- NOT TO SCALE
- SIRC SET 5/8" RE-ROD #7160
- FCM FOUND CONCRETE MONUMENT
- FIRC FOUND IRON ROD AND CAP
- FIR FOUND IRON ROD
- PIP FOUND IRON PIPE
- 4"CO 4" PVC CLEANOUT

EFFECTIVE FLOOD ZONE INFORMATION:

Subject property is located in Zone "X-0.2%" and "AE (EL 11 & 13)" as per Flood Insurance Rate Map Community Panel No: 120089 0526 F. Index date: October 10, 2024, Franklin County, Florida.

TR & A THURMAN RODDENBERRY & ASSOCIATES, INC			
PROFESSIONAL SURVEYORS AND MAPPERS			
P.O. BOX 100 • 125 SHILDON STREET • SOPCHOPPY, FLORIDA 32358			
PHONE NUMBER: 910-912-3332		FAX NUMBER: 910-912-1102	
LB # 7160			
DATE: 05/06/26	DRAWN BY: MD	N.B. PER PLAT	COUNTY: FRANKLIN
FILE: 25801.DWG	DATE OF LAST FIELD WORK: 05/05/26	CHECKED BY: TR	JOB NO: 25-801

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: 6/2/2026

SUBJECT: **Library Board Appointment**

AGENDA INFORMATION:

Agenda Location: **New Business**
Item Number: **4**
Department: **Citizen Board**
Presenter: **Charles Anderson**

BRIEF SUMMARY: There is (1) Vacancy on Library Board and (1) application received.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Appoint Ms. Molly Wilson to the Library Board as a Full Member.

ATTACHMENTS: Volunteer Board Application

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

FUNDING SOURCE: N/A

BOARD/COMMITTEE CANDIDATE QUESTIONNAIRE

REQUESTED BOARD/COMMITTEE APPOINTMENT Library

APPLICATION DATE 1/15/2026

DATE APPOINTED _____

NAME: Molly Wilson

MAILING ADDRESS: 108 Avenue I

PHYSICAL ADDRESS: Apalachicola, FL 32320

CELL#: 850-321-4055 HOME#: _____

EMAIL: greendoormolly@gmail.com

PLACE OF EMPLOYMENT: N/A

WORK#: _____

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

6 years

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

I love the library and this wonderful community!

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

Any way I can.

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

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

Yes. City Commission mtgs. Several over the last 4 years - watch others online.

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?

no.

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

somewhat

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?

no.

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

Mary B Wilson
PRINTED NAME

"Molly"

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: June 2, 2026

SUBJECT . Election Ordinance

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Department:
Presenter: Attorney Hartman

Brief Summary: At the May 5th Regular Meeting Ordinance 2026-02 was presented for 1st Reading to update the basic election ordinance passed in 2023, specifically changing the date when newly elected officials assume office from October to December to correspond with new election dates.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Adopt Ordinance 2026-02

ATTACHMENTS: Election Ordinance 2026-02

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

FUNDING SOURCE: N/A

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA PROVIDING FOR THE AMENDMENT OF APALACHICOLA CODE OF ORDINANCES, PART I, ARTICLE II, SECTION 17 THE DATE ON WHICH ELECTED OFFICIALS ASSUME THE DUTIES OF OFFICE TO CORRESPOND WITH NEW ELECTION DATES; PROVIDING FOR THE REPEAL OF ANY ORDINANCE OR PARTS THEREFROM IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Apalachicola adopted Ordinance 2023-01 which amended the Charter in order to conduct its elections in November on even numbered years in order to coincide with the County, State and National election dates; and

WHEREAS, moving the City election date has resulted in an amendment being necessary to account for a new date for assumption of duties by newly elected Commissioners and/or Mayor, as applicable;

WHEREAS, pursuant to Section 100.3605 and 166.021(4), Florida Statutes the governing body of a municipality may by ordinance change the dates for election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes.

NOTE: ~~Struck through language~~ is language proposed to be deleted, Underlined language is amended language, and *** represents sections that have been skipped and that remain unchanged.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE
CITY OF APALACHICOLA, FLORIDA:**

Section 1. Adoption of Representations:

The foregoing Whereas clauses are hereby ratified and confirmed as being true, and the same are hereby made part of this Ordinance.

Section 2. Amendment to Date of Assumption of Duties:

The City Commission hereby amends Part I Charter, Article II, Section 17 of the City Code of Ordinances as follows:

Section 17. Meetings; assumption of office.

On the first Tuesday after the first Monday in ~~October~~ December following each regular municipal election every other year, the City Commission shall meet at the usual place and hold the meetings of the legislative body of the City, at which time [the] newly elected Mayor, if same shall be elected at such election, and the newly elected Commissioners shall assume the duties of office. The City Commission shall meet at such times as may be presented by ordinance or resolution, except that it shall meet regularly not less than once each month.

Section 3. Conflict:

All ordinances or Code provisions in conflict herewith are hereby repealed.

Section 4. Severability. If any section, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption by the City of Apalachicola, Florida.

PASSED FIRST READING ON: 5/5/2020

PASSED SECOND READING ON: _____

CITY OF APALACHICOLA

BY: _____
Brenda Ash, Mayor

ATTEST:

Sheneidra Cummings
CITY CLERK

5.5.26 CC Regular Meeting

A Regular Meeting of the Apalachicola City Commission was held on Tuesday, May 5, 2026, at 6:00 PM, at the Commission Meeting Room located at 74 6th Street, Apalachicola, FL.

Present: Mayor Brenda Ash, Commissioner(s) Donna Knutson, Donna Duncan, Adrienne Elliott, Despina George, City Manager Chuck Anderson, City Attorney Dan Hartman, Chief Bobby Varnes, Lt. Chase Richards, and City Clerk Sheneidra Cummings

The meeting was called to order by Mayor Ash, followed by an invocation and the Pledge of Allegiance.

Agenda Adoption

Prior to adoption, Mayor Ash requested one amendment: that New Business Item 4 (Strategic Visioning) be moved to New Business Item 1.

Motion to adopt the agenda as amended was made by Commissioner Elliott and seconded by Commissioner Knutson. No Discussion, none opposed. Motion carried, 5-0.

Public Comment

Joe Taylor, Executive Director of Franklin's Promise Coalition and resident addressed the Commission regarding the SUNS project, a conservation corps initiative supported by The Nature Conservancy to explore community-envisioned, nature-based solutions to local flooding challenges. Mr. Taylor announced that a workshop would be held on May 12th beginning at 9:00 AM at ANERR. He noted that The Nature Conservancy has set aside limited funding to support implementation, and that individual community meetings would follow. Commissioner Knutson indicated her willingness to attend the May 12th workshop on behalf of the Commission.

Torben Matson, representing the Parks and Recreation Committee, addressed the Commission regarding the availability of Farmers Market funds and requested that the Commission consider allocating those monies to the Parks and Recreation Committee at a future meeting. He described the Committee's interest in promoting recreational programming and community engagement with the city's parks and outlined a process by which the Committee would convene park adopters to develop a proposed budget for Commission consideration. Commissioner Duncan inquired whether Parks and Recreation would consider taking over the Farmers Market operations at the old mill pond at Scipio Creek, and Mr. Matson indicated the Committee would be willing to explore that possibility.

5.5.26 CC Regular Meeting

Pete Weitzel, 112 Avenue D, addressed the Commission regarding the city's tree-trimming policies, urging elected officials to reject a blanket approach of cutting all trees to 14 feet above the roadway. He cited FDOT practices in Tallahassee, where canopy roads are protected and clearances are evaluated on a case-by-case basis, and encouraged the Commission to adopt a vision for Apalachicola that balances aesthetic preservation with safety rather than prioritizing accommodation of oversized vehicles.

Anita Grove provided an update on the Apalachicola National Estuarine Research Reserve partnership, noting that the final commercial harvest numbers for January and February were still pending due to unreturned tickets. She reported that a letter had been submitted to the ACF Stakeholder and Tri Rivers Association meeting in Albany describing the deteriorating condition of the Bay Area due to the ongoing exceptional drought and lack of fresh water. Ms. Grove also requested that the Commission, through the City Manager or individually, add their names to a sign-on letter in support of federal funding for the Research Reserve, which employs 26 people, generates over \$2,000,000 annually in the area, and is matched by state funds. She indicated the process could be handled digitally through the association.

Amy Hersey, 451 25th Avenue, spoke on behalf of constituent Josh Porter of 112 Dr. Frederick S. Humphries Street, who had been waiting for a water and sewer tap since paying his fee on February 4th. She noted that Mr. Porter's property cannot receive a Certificate of Occupancy—and therefore cannot be sold—until the tap is completed and requested that the city expedite the process.

New Business #1: Strategic Visioning

City Manager Anderson introduced Charles Chapman, owner and principal consultant of C4 Strategies, who was retained by the city following a Commission request for a strategic visioning process. Given the upcoming fall elections and the city's transitional phase, the Commission agreed to pursue a two-year strategic action plan rather than a longer-term vision.

Mr. Chapman provided an overview of his professional background, including 18 years of service to cities and counties across Florida, including nine years with Gadsden County and service as County Manager of Hendry County and City Manager of Naples. He described the three-phase process underway:

Phase 1 – Fact Finding: Mr. Chapman reported that he had reviewed three years of the city's budgets and audits and had conducted individual interviews with each

5.5.26 CC Regular Meeting

Commissioner to understand their priorities noting that these were separate phone calls, not a joint meeting.

Phase 2 – Stakeholder Focus Group Workshop: A two-day, invitation-only workshop is planned for the first part of June, to be held at the Commission Chambers. Up to 20–25 participants will be invited from the community, including business leaders, educators, volunteers, county and school board representatives, and Chamber of Commerce members. Day one will focus on a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) as it pertains to city government. Day two will focus on developing broad strategic goals from the group's findings. Following the workshop, Mr. Chapman indicated he would return to the Commission in mid-June to present the strategic goals for review and refinement.

Phase 3 – Objectives and Final Adoption: Working with the City Manager and key staff, Mr. Chapman will develop measurable objectives under each strategic goal. He emphasized the critical importance of tying the plan to the city's budget, stating that a strategic plan not followed by financial commitments amounts to a plan that sits on the shelf. Final adoption is anticipated by mid-July, in time to integrate into the Fiscal Year 2027 budget development cycle.

Commissioner George confirmed that Commissioners should submit their stakeholder recommendations through the City Manager. Commissioner Elliott thanked Mr. Chapman for the clear outline of phases and deliverables. Commissioner Knutson asked about the final selection process for the 20–25 invitees, which City Manager Anderson confirmed would be coordinated through his office. Commissioner Knutson requested examples of previous strategic plans produced by C4 Strategies, which City Manager Anderson agreed to forward to the Commission. Commissioner Knutson further emphasized the need for a public communications plan to manage community expectations and feedback from those not directly included in the focus group. City Manager Anderson noted that a community workshop open to the public is being planned, tentatively for June 2nd, which also corresponds to a Commission meeting date. Commissioner Duncan asked whether public comment workshops had identified dates, and City Manager Anderson confirmed the tentative June 2nd date.

New Business #2: Election Ordinance 2026-02

City Attorney Hartman presented the first reading of Ordinance 2026-02, an ordinance amending Apalachicola Code of Ordinances Part I, Article 2, Section 17, to adjust the date on which elected officials assume the duties of office so as to correspond with the city's

5.5.26 CC Regular Meeting

new November election schedule. Under the amendment, commissioners will be seated in December rather than October. Attorney Hartman described the measure as housekeeping to align the seating date with the recently updated election ordinance.

Commissioner Duncan asked whether the qualification date had been addressed. Attorney Hartman explained that the qualifying period remains in June, consistent with county practice, and that while some concern has been raised about the extended campaign period this creates, the qualifying date is not currently codified in ordinance. He indicated that coordination with the Supervisor of Elections would be the appropriate mechanism to adjust qualifying dates for future elections, beginning in 2028 if the Commission desires.

Motion to approve the first reading of Ordinance 2026-O2 and to advertise for a second reading at public hearing was made by Commissioner George and seconded by Commissioner Elliott. No further discussion was held. None opposed. Motion carried, 5-0.

New Business #3: Housing Authority Board Appointment(s)

City Manager Anderson presented the recommendation of the Housing Authority Board of Commissioners to appoint Ms. Valentina Webb and Mr. David Walker as Commissioners on the Housing Authority Board. The nominations had been voted on by the Housing Authority Board at their March 25th meeting.

Motion to approve the appointment of Valentina Webb and David Walker to the Housing Authority Board was made by Commissioner Elliott and seconded by Commissioner George. None opposed. Motion carried, 5-0.

New Business #4: DHR Grant Application re-submission-Phase IV (City Hall, Ave E)

City Manager Anderson requested Commission authorization to resubmit a grant application to the Florida Department of State, Division of Historical Resources, under the Special Category funding program, for **Phase 4 structural repair of the Middlebrook Building (City Hall, Avenue E)**. The application seeks \$300,000 to complete ADA access improvements and needed structural repairs. Due to the Governor's removal of historical funding from the state budget, the city must reapply for the same grant it had been awarded in the prior fiscal year. The required match totals \$75,000, of which only \$18,750 must be in cash; the remainder may be in-kind. City Manager Anderson confirmed that the match funds were set aside when the Commission approved the same application on May 6, 2025, and have not been otherwise obligated.

5.5.26 CC Regular Meeting

City Attorney Hartman read **Resolution 2026-06** in its entirety noting that it was a Resolution of Match Support certifying that the required cash match is available and execute the grant application.

Motion to adopt Resolution 2026-06 was made by Commissioner George and seconded by Commissioner Elliott. No discussion. None opposed. Motion carried, 5-0.

Unfinished Business #5: DEP WWTP Consent Order

City Attorney Hartman reported that this item had been tabled at the previous meeting due to concerns about the interaction between the consent order and a pending local act that would transfer ownership and operational responsibility of the city's wastewater treatment facilities to the Apalachicola Water and Sewer District. Following that meeting, City Manager Anderson arranged a meeting with the Florida Department of Environmental Protection (DEP), which agreed to incorporate protective language into the consent order at Sections 4 and 6. That language acknowledges the pending local act, envisions the potential transfer of facility ownership, and expressly provides that entering into the consent order constitutes a contractual obligation incurred in the ordinary course of business and does not violate the terms of the act. **Attorney Hartman stated that the city now has certainty that executing the consent order will not result in any repercussions under the act.**

Motion to adopt the proposed DEP Consent Order and authorize the Mayor to execute the same was made by Commissioner Duncan and seconded by Commissioner George. No Discussion. Motion carried, 5-0.

Mayor and Commissioner Comments

Commissioner Knutson announced her availability to attend the May 12th SUNS workshop on behalf of the Commission. She also urged the Commission and City Manager to pursue signing the sign-on letter in support of the Apalachicola National Estuarine Research Reserve via email prior to the next meeting. Commissioner Knutson reported attending the second installment of the Institute for Elected Municipal Officials, which covered topics including council effectiveness, planning and land use, home rule, and municipal finance. She highlighted growing concern among Florida municipalities about proposed state-level property tax changes, noting that the Florida League of Cities communicated that some form of change is likely. She requested that City Manager Anderson begin compiling data to assess the potential impact of various property tax

5.5.26 CC Regular Meeting

reform scenarios on the city's budget and emphasized the need for a proactive communications strategy to inform property taxpayers of the potential consequences.

Commissioner Duncan extended thanks to the city administration for organizing a well-attended community cookout, commending City Manager Anderson, City staff, and all who assisted with setup and cleanup.

Commissioner George raised the issue of Planning and Zoning Board member term compliance. She noted that the Land Development Code establishes a four-year term for board members but that this provision has not been consistently enforced. Of the seven current members, four have expired terms and at least two have served for a decade or more. Commissioner George requested that this matter be placed on the next meeting's agenda to develop a transition strategy—such as a phased first-in, first-out rotation—that brings the board into compliance without disrupting continuity. She also highlighted the Parks and Recreation Committee's participation in the county's Earth Day celebration at Riverfront Park, where committee members successfully recruited new park adopters on the spot, and expressed enthusiasm for relaunching the park adoption program.

Commissioner George also acknowledged the tragic drowning of Mr. Jerome Collins at Scipio Creek, noting that volunteer Chip Sanders located Mr. Collins' remains, providing closure to the family. Both Mr. Sanders and a member of Mr. Collins' family expressed a desire for the city to install security cameras at the Scipio Creek boat ramp. Commissioner George confirmed that City Manager Anderson was already in discussion with the Police Chief regarding grant funding for cameras and the possibility of borrowing cameras from the county in the interim.

Joe Taylor, currently serving as Chair of the Planning and Zoning Board, briefly addressed the Commission to note that he had been unaware of the term limitation provisions and stated that he serves at the pleasure of the Commission and would support whatever transition plan is deemed appropriate.

Commissioner Elliott echoed Commissioner George's support for installing cameras at the mill pond, noting she had already discussed the matter with City Manager Anderson the prior week. She stated her belief that installing cameras is the most responsible course of action for the city as the owner of the mill pond property, particularly as electrical upgrades are being completed there. Commissioner Elliott also expressed interest in convening a marina workshop in the summer or early fall to revisit rules, regulations, and a formalized management plan for Battery Park Marina, especially in light of the anticipated retirement of the current harbor master. She further noted that the first floor of the Middlebrook Building is expected to be ready for occupancy in August and suggested the Commission

5.5.26 CC Regular Meeting

begin discussing the future use of that space. Finally, Commissioner Elliott inquired whether Local Bill 4103 had been transmitted to the Governor's office.

Mayor Ash concurred with comments regarding camera installation at the mill pond and expressed appreciation for the efforts of Chief Barnes and Lt. Chase Richards in connection with the recent tragedy at Scipio Creek. She noted that she had received the Weems Hospital survey and forwarded it to City Attorney Hartman and City Manager Anderson, requesting an update at the next meeting. Mayor Ash also expressed support for the SUNS project and the Aynor workshop.

City Manager & Attorney Communications

City Manager Anderson provided the following updates:

- Finance Director Lee Mathes and Grants Manager Leslie Glaze will undergo a CDBG-DR (Community Development Block Grant – Disaster Recovery) audit from May 11–13, conducted by the Department of Commerce, focusing on grants awarded following Hurricane Michael.
- The incoming harbor master has implemented new boat slip management and billing software called **DOCKWA**, which will automate contract finalization, billing, and slip reservations, and allow users to check availability and book slips online.
- The Police Department is obtaining quotes to install security cameras at Mill Pond, 6th Street Park, and Battery Park Marina. The city is simultaneously pursuing grant funding for a more robust camera system but will not delay action at Mill Pond pending grant approval.
- Code Enforcement Officer Brandon Henderson completed all required training and passed the state certification exam in the fundamentals of code enforcement.
- The city has issued two RFPs for disaster debris removal and disposal and for disaster debris monitoring services, with bids opening May 22nd.
- The city is in the process of creating a new official Facebook page due to access and permissions issues with the previous page. The new page will be linked to the old page to facilitate a smooth transition, and ongoing communication to the community will be provided. Commissioner Knutson asked whether the city would also mirror content to Instagram, which City Manager Anderson confirmed.

5.5.26 CC Regular Meeting

- Local Bill 4103 has not yet been transmitted to the Governor's office. A special legislative session is scheduled for the following week for budget matters, with a second special session anticipated in June for property taxes.
- With the retirement of Greg Harris, Tracy Boone, who had been filling in on a temporary basis as Public Works Supervisor, has accepted the position on a full-time basis.
- Candace Burke will join the city as the new Utility Front Office Clerk beginning May 11th.
- Colin Wefing has been hired as Special Projects Coordinator and will begin on May 20th.
- Regarding Mr. Porter's water and sewer tap at 112 Dr. Frederick Humphrey Street, City Manager Anderson reported that city crews began work that morning. An underground air vac pit was discovered to be disconnected from the main line, requiring additional repair before the tap can be completed. Mr. Porter's project has been prioritized as the first applicant on the list indicated they are not in a rush.

Commissioner George mentioned the resolution 2026-060 that was approved at the last regular meeting in regard to applying for grant funds for a carbon filtration water treatment system. Commissioner George requested that a representative from Dewberry come before the Commission to discuss their findings and provide clarification on their recommendation in an effort to inform and update the Commission. Commissioner George went on to state that the Commission has not previously been made aware of Dewberry's recommendation via a technical memorandum that was submitted to the former city manager in January 2025.

City Attorney Hartman reported that a \$70,000 payment from the Denton Cove matter is expected imminently—he was informed approximately ten days prior that a check was being processed—but had not yet been received. He indicated he would pursue court enforcement promptly if payment is not received.

Consent Agenda

Motion to approve the Consent Agenda, including the 4.7.26 City Commission Regular Meeting Minutes, the P&Z April 13, 2026 Meeting Minutes, and the P&Z March 9, 2026 Meeting Minutes, was made by Commissioner Elliott and seconded by Commissioner George. No discussion. None opposed. Motion carried, 5-0.

5.5.26 CC Regular Meeting

Department Reports

Department reports were made available for Commission review. No discussion was held.

Adjournment

Motion to adjourn was made by Commissioner Elliott and seconded by Commissioner George. No further discussion. None opposed. Motion carried, 5-0.

Brenda Ash, MAYOR

ATTEST:

Sheneidra Cummings, CITY CLERK

CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, May 11th, 2026

City Meeting Room – 74 6th Street

Minutes

Attendance: Joe Taylor, Jim Bachrach, Lee McLemore, Elizabeth Milliken, Myrtis Wynn, Bobby Miller, Greg Golgowski, Ashley Leonard, Alternate (*non-voting*)

Regular Meeting: 6:00 PM

1. Approval of April 13th, 2026 regular meeting minutes.
 - a. Dennis Winterringer, Resident. Requested that P&Z meetings be recorded and posted to the City's website more consistently.
 - b. Apalachee Regional Planning Council to coordinate with the City Clerk to record all future meetings.
 - c. Motion to approve by Jim Bachrach; 2nd by Lee McLemore - all in favor, motion carried.
2. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 112 7th Street. Block 60 Lot 3. Owner: Josh Porter; Contractor: NRG Industries.
 - a. Josh Porter, Owner – Present. Stated that the floodplain administrator has approved the site plan.
 - b. Dennis Winterringer, Resident. Provided written and verbal comment on concerns about stormwater management between private residential properties.
 - c. Dan Hartman, City Attorney. Advised the Board to refrain from commenting and to allow private residents to resolve stormwater management disputes amongst themselves. He also noted that the City Manager has issued a request for proposals for continued engineering services, with additional details forthcoming.
 - d. Motion to approve by Jim Bachrach; 2nd by Lee McLemore - Elizabeth Milliken opposed, motion carried 6-1.

3. Review, Discussion and Decision for New Residential Construction. **(R-2) @ 18 Adams Street**. Neels Addition Block 5 East 24' Lot 3 and Lot 4. Owner: Leslie Rindler; Contractor: Galloway Construction.
 - a. Galloway Construction, Contractor – Present. Described the intended use of the property. The contractor stated that their design is consistent with the neighborhood and noted that the trees at the front of the property will be preserved, while those at the rear will be removed.
 - b. Greg Golgowski expressed concerns regarding the size of the storage and garage portions of the property.
 - c. Dan Hartmam, City Attorney. Stated that because there is no separate accessory structure and all uses are contained under one roof, with all portions being heated and cooled, the home's interior design falls within the discretions of the private property owner.
 - d. Greg Golgowski also expressed concerns about the industrial design of the building and requested that an additional vegetative buffer be included as a condition of approval.
 - e. Bobby Miller stated that the submitted site plan provides a sufficient vegetative buffer and that requiring additional screening beyond what is shown would not be necessary.
 - f. Motion to approve by Lee McLemore; 2nd by Bobby Miller - Greg Golgowski opposed, motion carried 6-1.
4. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. **(R-1) @ 196 7th Street**. Block 170 Lot 4. Owners: Bill and Sherryl Eckles; Contractor: Bestway Portable Buildings.
 - a. Kayla Bronough, Contractor – Present.
 - b. Stella Kearns, Apalachee Regional Planning Council. Site plan meets all requirements of the Code of Ordinance including impervious lot coverage.
 - c. Motion to approve by Greg Golgowski; 2nd by Jim Bachrach - all in favor, motion carried.
5. Review, Discussion and Decision for Fence. **(R-2) @ 170 20th Avenue**. Block 246 Lots 1-3. Owner: Brooke Evans; Contractor: Mr. Fence of Florida.

- a. Brooke Evans, Owner – Present. Requested approval to install a six-foot vinyl fence in the same location as the previous galvanized fence. She stated that the galvanized fence had already been removed and provided photos of its previous condition.
 - b. Joe Taylor stated that the removal of the fence requires that any new fence comply with the Code of Ordinances, and the fence location would need to be adjusted accordingly.
 - c. Brooke Evans stated that existing trees and a well are located near the area where the Board has suggested the fence be placed.
 - d. Bobby Miller stated that either the trees would need to be removed and the well relocated, or that the property owner should consider installing a four-foot fence in the previous fence location.
 - e. Motion by Lee McLemore to approve two options for the owner's consideration: **Option 1:** Install a four-foot fence along the street side at the existing property line. **Option 2:** Install a six-foot fence along the street side (front lot line), attached to and aligned with the rear of the principal structure; 2nd by Jim Bachrach - all in favor, motion carried.
6. Review, Discussion and Decision for Accessory Structure & Fence. (R-2) @ 197 14th Street. Block 140 Lots 6-7. Owners: Michael and Constance Sams; Contractor: GeoFlora Group LLC.
- a. GeoFlora Group LLC, Contractor – Present. Stated that the pool's location and size is still undetermined by the property owners. The contractor indicated that the intent was to obtain approval for all items to avoid having to return to the Board. The contractor further states that the property can accommodate a pool exceeding 1,300 square feet while remaining within allowable impervious surface limits; however, the anticipated pool size is between 500 and 600 square feet.
 - b. Stella Kearns, Apalachee Regional Planning Council. Recommended that the Board to not approve the pool due to insufficient information provided by the applicant.

- c. Ashley Leonard, Alternate (non-voting at this meeting). Requested verbal confirmation that the parcels had been joined, as this is not reflected on the Property Appraiser's website, and inquired whether any protected trees are located on the property, noting that a tree survey was not included with the application.
- d. GeoFlora Group LLC, confirmed that the parcels have been properly joined and stated that no protected trees are located on the property. The contractor noted that this can be verified by "Tree HELP! LLC."
- e. Greg Golgowski inquired about requiring an additional 15-foot vegetative buffer as a condition of approval due to the industrial design of the property.
- f. Dan Hartman, City Attorney. Stated that conditional approvals are typical for commercial developments; however, because this is a residential property, a conditional approval would not serve as a basis for denial.
- g. Motion by Bobby Miller to approve fence and pole barn but require applicant to return to the Board with a separate application for the pool once they have the exact pool size and location determined; 2nd by Jim Bachrach - all in favor, motion carried.

7. Review, Discussion and Decision for Certificate of Appropriateness. (R-1) @ 67 Avenue C. Block 15 Lots 1-2. Owner: Randy Fike; Contractor: GeoFlora Group LLC.

- a. GeoFlora Group LLC, Contractor – Present. Has returned before the Board following approval of the 8" x 8" columns at the March P& Z meeting. The contractor stated that the property owner had since determined the 8" columns were insufficient for the proportion of the home and noted that the proposed increase in size would have minimal visual impact from the roadway.
- b. Bobby Miller inquired about the overall design intent of the project and stated that the proposed revisions by the contractor were architecturally sound.

- c. Greg Golgowksi inquired whether the sample images provided by the applicant reflected dimensions similar to those being requested.
- d. The contractor explained that the dimensions in the images could be estimated using the average door width as the reference point. The contractor noted that the columns were not directly measured but were approximated using this method and further clarified that the posts would be framed to achieve the desired aesthetic.
- e. Motion to approve by Jim Bachrach; 2nd by Bobby Miller - all in favor, motion carried.

Other/New Business:

- 1. Housekeeping items presented by Dan Hartman, City Attorney.
 - a. Joe Taylor has exceeded his term as Chair. The City Attorney recommended that the Board open nominations for the position of Chair, allowing for renomination, a new nominee, or for the current Chair to step down.
 - i. Jim Bachrach, Vice Chair, nominated Joe Taylor to continue serving as Chair. Joe Taylor accepted the nomination. 2nd by Greg Golgowski – all in favor, motion carried.
 - b. The following Board members have served beyond four-year terms and indicated willingness to continue serving: Elizabeth Milliken, Jim Bachrach, Lee McLemore, and Bobby Miller.
 - i. Dan Hartman, City Attorney, will report the status of these Board members to the City Commission.

Outstanding/Unresolved Issues: N/A

**Motion to adjourn the meeting by Lee McLemore; 2nd by Joe Taylor. All
in favor – meeting adjourned at 7:52 P.M.**

**CITY OF APALACHICOLA
MAYOR'S ELECTION PROCLAMATION**

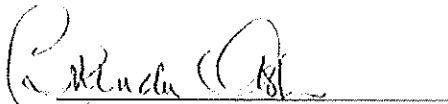
I, the undersigned, Brenda Ash, Mayor of the City of Apalachicola, by authority of law and pursuant to City Ordinance No. 91-4, and 2023-01 do hereby proclaim that on Tuesday, November 3, 2026 a General Election will be held to fill the offices as follows: City Commissioner Seat 1 for a term of four years, City Commissioner Seat 2 for a term of four years, and Mayor for a term of four years, and a Run-Off Election, if necessary, will be held on date determined by Franklin County Supervisor of Elections.

Candidates wishing to qualify may do so at the City Office from 12 Noon Monday, June 8, 2026 until 12 Noon Friday, June 12, 2026. City Office is located at 1 Bay Ave, Apalachicola Florida and regular office hours are from 8:00 AM to 5:00 PM, Monday- Friday. Each Candidate must pay to the City Clerk at the time of qualifying a qualifying fee of 4.5% of the first year's salary, must be a resident of the City of Apalachicola, and must also be a qualified voter of the State of Florida, County of Franklin, and the City of Apalachicola.

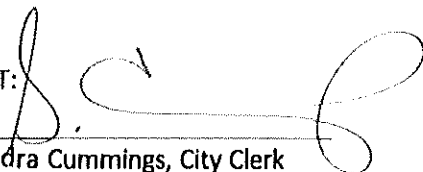
All persons not previously registered to vote may register to vote anytime from now until October 22, 2026. The General Election will be held on Tuesday, November 3, 2026, book closing will be announced for the Run-Off Election, if deemed necessary, at the Office of the Franklin County Supervisor of Elections located at 34 Forbes Street, Suite 1, Apalachicola, Florida, hours 8:30 AM to 4:30 PM, Monday - Friday.

The polling place will be at the Holy Family Center located 203 Dr. Frederick S. Humphries St. (7th Street) in the City of Apalachicola and will be open at 7:00 AM and close at 7:00 PM. Vote-by-mail ballots may be obtained by contacting the Office of the Franklin County Supervisor of Elections at place and time noted previously. Only qualified electors will be permitted to vote. Early voting will be conducted from October 24, 2026 to October 31, 2026 at the Supervisor of Elections Office 34 Forbes Street, Suite 1, Apalachicola, Florida from 8:30 AM to 5:30 PM.

All residents of the City of Apalachicola not currently registered to vote are urged to register and take part in this election.



**Brenda Ash, Mayor
City of Apalachicola, Florida**

ATTEST: 

**Sheneidra Cummings, City Clerk
City of Apalachicola, Florida**

CITY OF APALACHICOLA
City Clerk's Department Monthly Report
May 2026

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
- Progressively creating SOP manuals for both Utility Billing and Clerk's Office
- Performed monthly audit on past due accounts and adjustments

Staff Training & Oversight

- Training former receptionist Shelly Toluba for the Billing Clerk position and new-hire Candace Burke for the Fronk Office Billing Clerk position
- 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
- Received 3 Public Records Requests; (3) Completed requests. (1) previous request still waiting payment and/or fulfillment

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
- Compiled additional records for the on-going JLAC audit

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
Past Due Accounts
 Where due date is before 05/16/2026

<u>Account No</u>	<u>Location No</u>	<u>Name</u>	<u>Service Address</u>	<u>Service</u>	<u>Amount</u>
Totals				Count	
				179 WATER	-77783.12
				123 SEWER	101499.49
				134 GARBAGE	16009.05
				21 SCIPIO CREEK	14919.77
				84 SUF	5643.09
				152 STORMWATER	1807.51
				13 BP RATES2022	15862.00
				Grand Total	<u>77957.79</u>

Total past due accounts: 257

City of Apalachicola

Transaction List

Sorted by Location No
From 04/16/2026 through 05/16/2026

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason	Batch	Amount
44663	00028	BLUE MOON.	04/17/2026	Adjustment ADJ ADJ	ADJ		-1070.19
			04/17/2026	Adjustment BIE BILLED IN	BIE		-13.48
10647	00084	THE CONSULATE	05/06/2026	Adjustment TFB	TFB		-1173.27
			05/06/2026	Adjustment TFB	TFB		1134.24
10646	00086	SUITES. THE	05/06/2026	Adjustment PAJ BIE	PAJ		-25.00
			05/06/2026	Adjustment TFB	TFB		-1876.00
			05/07/2026	Adjustment TFB TRANS	TFB		1173.27
35048	00088	LLW BUILDING	05/06/2026	Adjustment PAJ BIE	PAJ		-25.00
			05/06/2026	Adjustment TFB	TFB		-827.76
			05/06/2026	Adjustment TFB	TFB		605.49
10648	00090	THE CONSULATE	05/06/2026	Adjustment BIE			-25.00
			05/06/2026	Adjustment TFB	TFB		-1134.24
			05/06/2026	Adjustment TFB	TFB		912.46
10090	00390	GRAY. THOMAS	04/20/2026	Adjustment ADJ ADJ READJ	ADJ		-57.29
517332	006002	HOLLENSBE. BECKY	04/22/2026	Adjustment BIE BILLED IN	BIE		-70.22
50073	10461	JP FERGUSON	04/21/2026	Adjustment BIE 10%	BIE		-23.14
50208	10916	CLEMONS. DANE OR	04/21/2026	Adjustment BIE 10%PEN	BIE		-9.59
			04/28/2026	Adjustment BIE	BIE		-28.53
56025	156025	LINDSEY.	05/07/2026	Adjustment			-179.96
500391	16482	SNYDER. MICHAEL	04/21/2026	Adjustment BIE 10% PEN	BIE		-10.87
34371	20381	ST VINCENT	04/27/2026	Adjustment BIE	BIE		-25.00
			05/14/2026	Adjustment ADJ	ADJ		-46.84
49995	23011	DANIELS. ROBERT E	04/29/2026	Adjustment BIE BILLED IN	BIE		126.32
54361	25503	JONES, JR.	04/23/2026	Adjustment BIE	BIE		-455.97
54564	25503	POINTER. CO'LELA	05/07/2026	Adjustment ADJ	ADJ		386.08
			05/15/2026	Adjustment			0.00
30080	30080	WILLIS. HELEN	05/06/2026	Adjustment TFB	TFB		1876.00
			05/08/2026	Adjustment TFB	TFB		-507.86
30081	30081	WILLIS. HELEN	05/06/2026	Adjustment PAJ BIE	PAJ		-25.00
			05/06/2026	Adjustment TFB	TFB		-912.46
			05/06/2026	Adjustment TFB	TFB		827.76
39673	30145	WILLIS. HELEN	05/06/2026	Adjustment PAJ BIE	PAJ		-25.00
			05/06/2026	Adjustment TFB	TFB		-605.49
			05/08/2026	Adjustment TFB	TFB		507.86
54525	30225	COOKE. JOHN N	05/06/2026	Adjustment BIE	BIE		-26.55
51007	30465	BRUCE. TAMMARA	04/21/2026	Adjustment BIE 10% PEN	BIE		-14.86
50256	30510	CURRY. KAREN OR	04/21/2026	Adjustment BIE 10% PEN	BIE		-20.31
50532	30620	SHEPARD. SHELLEY	05/07/2026	Adjustment BIE	BIE		-40.97
36338	31180	LETENDRE. DAVID	04/22/2026	Adjustment BIE 10%PEN	BIE		-13.52
31220	31220	BROWN. IAIN	04/22/2026	Adjustment BIE 10% PEN	BIE		-10.87
45107	31590	FLYNN AUTO PARTS	04/30/2026	Adjustment BIE CHRGE BIE	BIE		-317.45

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason	Batch	Amount
50257	32098	WEITZ. MARGARET	04/22/2026	Adjustment BIE 10% PEN	BIE		-10.87
54434	32194	COX-DENNIS. KAREN	04/22/2026	Adjustment BIE 10% PEN	BIE		-9.58
51717	32730	HOFF. SANDRA J	04/22/2026	Adjustment BIE 10% PEN	BIE		-10.87
30488	33225	SAPP. CLARA	05/11/2026	Adjustment WLK	WLK		-193.70
33250	33250	WASHINGTON.	05/05/2026	Adjustment BIE 10%&\$25LF	BIE		-37.17
54481	33276	JUAN. TOMAS D	04/30/2026	Adjustment BIE \$25 LATE	BIE		-25.00
50461	33354	ODONNEL.	04/22/2026	Adjustment BIE 10% PEN	BIE		-12.17
49408	33374	CABRERA.	04/27/2026	Adjustment BIE 10% PEN	BIE		-13.52
38292	33402	PETTY. KELLEY	05/11/2026	Adjustment TFB	TFB		-95.78
54608	33751	LLC. COASTAL LIFE	05/07/2026	Adjustment BIE CHARGE	BIE		-96.77
41605	33800	ELLIOTT. KERI	05/04/2026	Adjustment TFB	TFB		-151.43
50563	34230	PETTY. KELLEY A	05/11/2026	Adjustment TFB	TFB		95.78
49891	40030	MCDERMOTT. SEAN	04/22/2026	Adjustment BIE 10% PEN	BIE		-21.74
32386	40162	ELLIOTT. KERI B	05/04/2026	Adjustment TFB	TFB		261.13
39808	40165	ELLIOTT. KERI	05/04/2026	Adjustment TFB	TFB		-261.13
			05/04/2026	Adjustment TFB	TFB		151.43
46583	40326	HALLMAN. JOHN	04/20/2026	Adjustment ADJ METER ISS.	ADJ		-54.54
49841	40475	ALLUMS. ERICA	04/22/2026	Adjustment BIE \$25 LTFEE	BIE		-25.00
40510	40510	ROBERSON &	05/05/2026	Adjustment BIE 10%PEN	BIE		-21.84
40710	40710	WILSON. BRENDA	04/27/2026	Adjustment ADJ	ADJ		-20.00
44365	40980	ZAMBRANO.	05/08/2026	Adjustment			-514.28
41150	41150	KEMBRO. FRED	04/22/2026	Adjustment BIE CK	BIE		-122.63
49641	41750	WEILER. ELI D	04/22/2026	Adjustment BIE 10% PEN	BIE		-10.87
35689	42310	33. GOMESHIA	05/14/2026	Adjustment MIS READ ER	MIS		-332.11
43775	42570	SUDDETH.	04/20/2026	Adjustment PAJ	PAJ		-25.00
512301	42930	ADCOCK. ELAINA	05/12/2026	Adjustment BIE ADJ	BIE		-37.17
49350	43050	FLACK. JONATHAN	04/22/2026	Adjustment BIE 10% PEN	BIE		-12.17
31913	43680	MANNNS. SANTANA	04/20/2026	Adjustment BIE	BIE		-25.00
50265	48960	BRILL. YARON	04/22/2026	Adjustment BIE 10% PEN	BIE		-10.87
51179	48961	BOYD. MARY	04/22/2026	Adjustment BIE 10% PEN	BIE		-12.17
24434	50125	BENTLEY. PAUL	04/22/2026	Adjustment BIE 10% PEN	BIE		-9.58
54613	50740	PASCUAL. ROSA	04/27/2026	Adjustment BIE	BIE		-19.04
48567	50980	TRETT. JENIFER	04/16/2026	Adjustment PAJ \$25.00LF	PAJ		-25.00
54555	51015	MCCLAIN. JERRY J	05/06/2026	Adjustment BIE BILLED IN	BIE		-122.70
41380	51070	GOWENS. WALLACE	04/22/2026	Adjustment BIE 10% PEN	BIE		-6.58
51111	51111	KEMBRO. GREG	04/22/2026	Adjustment BIE	BIE		141.67
51112	51112	KEMBRO. FRED	04/22/2026	Adjustment BIE CK	BIE		-19.04
13713	51236	MEARS. KAYLE	04/22/2026	Adjustment BIE	BIE		-25.00
41224	52508	MOSES. EDDIE	04/22/2026	Adjustment BIE 10% PEN	BIE		-3.87
71313	713	SMEBY. STEVE	04/29/2026	Adjustment ADJ ACCT	ADJ		70.62

Grand Totals

Adjustment

WATER	-2697.83
SEWER	-294.45
GARBAGE	709.31
SCIPPIO CREEK	70.62
SUF	29.00

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason Batch	Amount
				STORMWATER		30.00
				WATER Interest		-59.01
				WATER Penalty		-606.68
				SEWER Penalty		0.00
				GARBAGE Penalty		0.00
				WATER Miscellaneous		-200.00
				SUF Redist		-702.73
						<u>-3721.77</u>

City of Apalachicola
Payment Reconciliation
04/16/2026 through 05/16/2026

Category	Type	Payment Method	Count	Amount
Payments	Manual	CASH	162	-21936.08
		CHECK	865	-181012.58
		CREDIT CARD	72	-13065.32
		DOXO CC	2	-765.86
	Total - Manual		1101	-216779.84
	Payment Redistribution		124	0.00
	Total - Payment Redistribution		124	0.00
	Payment Reversal	CREDIT CARD	6	1122.57
	Total - Payment Reversal		6	1122.57
	Recurring	Bank Draft	645	-94455.52
		Token-based Credit Card	41	-4952.61
	Total - Recurring		686	-99408.13
	Returned Check	CHECK	1	136.18
	Total - Returned Check		1	136.18
	Web	CREDIT CARD	312	-53457.71
E-CHECK		23	-4227.64	
Total - Web		335	-57685.35	
Total - Payments		2253	-372614.57	
GRAND TOTAL			2253	-372614.57



CITY OF APALACHICOLA CODE ENFORCEMENT

1 Bay Avenue * Apalachicola, Florida 32320 * 850-653-8222

CODE ENFORCEMENT

May 2026

Documenting Low hanging branches on roadways.

Documenting potential discrepancies in City Ordinance

Removing lawn signs from right-of-way

Making Digital files for previous CEO cases

Daily Phone Inquiries & Emails Answered

Route inspections daily

Transitioning into Harbormaster Duties

Implementing new Software for Harbormaster

Formal Notices of Violation

- **STR violation: 4 cases in progress; 2 Resolved**
- **Fence violations: 1 in progress; 2 cases resolved**
- **Nuisance violations involving trash, waste, inoperable vehicles, etc.: 11 cases in progress- 4 resolved**

Informal Notices of Violation

- **Nuisance violations involving trash, waste, inoperable vehicles, etc.: 2 in progress; 9 resolved.**

City of Apalachicola WWTP

Monthly Report for May 2026

Some of the items that we have been working on this month are listed below.

- Recorded all required daily parameters as outlined by the permit.
- Completed all required monthly testing as outlined by the permit.
- Completed all monthly reports and submitted them on time as outlined in the permit.
- The WWTP treated and discharged 8.349mg during the month of April 2026. May information is not complete at time of report.
- Lead WW operator has continued taking part in the construction meetings to discuss Phase A and Phase B of the WWTP construction process.
- North Florida Construction has been on site and completed installing the underground structures for the on-site new lift station and some of the manholes.
- The 45' deep geo piers have been installed at the WWTP for the new headworks.
- We did not have to use our reject pond during the month of May 2026 at the time of this report.
- Staff have continued to keep the grounds cut and presentable at the WWTP. Inmates with Public Works have been assisting in some of the weed eating around the property.
- Staff have cleaned up the state portion of the property in front of the treatment facility between the highway and the fence line on the east side of the facility entrance. Webber came out and took down the dead trees that were a hazard. Staff used City equipment to mulch the debris and continue the cleanup process of the area.
- Staff have continued to work in the spray fields using the mulcher and the bush hog as well.
- Staff have had to routinely take apart the Huber screen on the headworks to clean the rags and debris out of the auger head prior to the discharge point.
- The day tank for the emergency backup generator at the WWTP has been repaired by Ring Power and is now working properly again.
- Staff cleaned the equalization basin, disk filters and chlorine contact chamber in preparations of the bi-annual cryptosporidium and giardia testing.
- Staff assisted Public Works in ordering a top for a damaged storm water basin located on Avenue B and 6th street.
- Staff have been taking sludge to the Franklin County Landfill.

-
- Staff have been replacing the sand in the drying bed where one of the geo bag sits.
 - Staff will be reaching out to a welder to install bracing for the handrails on the catwalk on the SBR. This is a safety issue and will need to be dealt with in a timely manner. Lead operator will make the necessary calls to get this completed.
 - The City dump truck still needs to be put in the shop for some needed repairs. These include a leaking hydraulic cylinder that we cannot take off in-house. The truck needs to have a thorough check for leaking seals and an oil leak on the engine somewhere. This truck is 20 years old, however it only has about 117,000 miles on it.
 - One of the WWTP vehicles, a 2007 Chevrolet 2500hd 4x4, has had a transmission failure. The cost to replace this transmission is \$3,000.00 Staff and management are weighing out the options. Temporarily, a spare truck from PW is being utilized until a decision is made concerning the repair or taking the vehicle completely out of service. This vehicle carries a 33-gallon off-road fuel tank as well as a mounted portable air compressor that is utilized regularly to maintain and clean debris out of equipment and fill tires.
 - The 1,500-gallon bulk hypochlorite tank at the WWTP is a double walled containment vessel. This month it was noticed to have a leak between the two containers causing chemicals to enter the void between the two walls. This is being investigated by our chemical supplier for either a repair or a replacement depending on what the problem is and if it can be fixed or replaced. This tank is made from plastic and is now at least 9 years old and has been in direct sunlight for the entire time. Staff will keep the City Manager updated as information is made available. NOTE: Currently, there is no chemical leaking onto the ground. It is all contained inside of the outer tank like it is designed to do so.



City of Apalachicola | Planning and Community Development *Monthly Report May 2026*

May Planning and Zoning Board

- Answered phone calls and emails from Board members.
- Attended May P&Z Board regular meeting on May 11th, 2026.
- Prepared May P&Z Board regular meeting minutes.

June Planning and Zoning Board

- Accepted and reviewed three applications (*submission deadline May 22nd at 5:30 p.m.*):
 - 155 Commerce Street.
 - 280 24th Avenue.
 - 121 Ellis Van Fleet Street.
- Prepared June P&Z Board regular meeting draft agenda and agenda summary.
- Reviewed Land Development Code stormwater management requirements (Chapter 115) and prepared findings for P&Z Board.

Miscellaneous

- Answered questions from the public and City Staff:
 - Location of past planning and zoning information (i.e., meeting minutes).
 - Planning and Zoning Board and Board of Adjustment.
 - Current zoning information and development standards (e.g., for specific properties).
 - P&Z board membership.
 - Regulations for modular homes.
 - 911 address assignment.
 - Downzoning property from commercial to residential.
 - City-owned surplus property list.
 - Extensions/renewals of previously approved development orders.

APALACHICOLA POLICE DEPARTMENT

May 2026

For the month of May, our department had a taser recertification. Sgt. Webb worked a booth at the annual Career Day at the high school. Our department assisted other agencies on land and water in a search effort for a local missing person.

May 2026 Totals

Traffic Stops/ Warnings/ citations	30/10/5	
Arrests/ Warrant Requests	3 (1 DUI)	
Traffic Accidents	5	
Burglary/Theft calls	2	
Assist Citizens/ Complaints/investigations		500
Trespass Warnings/agreements	2	
Business alarm calls/building checks/welfare checks		500
assist county call/other agencies	20	
Assist Animal control	0	
Domestic cases involving violence/disturbance calls		0
Total calls from dispatch	1100	

APALACHICOLA VOLUNTEER FIRE/RESCUE

March 2026
27 calls

Bi-Monthly Report

1. Accidents	<u>1</u>	7. Gas Leaks	
2. Lift Assist EMS	<u>22</u>	8. Life Flights	<u>2</u>
3. Bi-Monthly Meetings	<u>2</u>	9. Search/Rescue	_____
4. Brush Fires	_____	10. Training	_____
5. House Fires	_____	11. Transformer Fires	_____
6. Fund Raisers	_____	12. Vessels	_____

1st Responder 25 calls

Firefighter Attendance

1. George Watkins	<u>4</u>	11. Holden Foley <i>Andree</i>	<u>7</u>
2. Fonda Davis	<u>2</u>	12. _____	_____
3. Ginger Creamer	<u>25</u>	13. Bruce Hoffman	_____
4. Albert Floyd	<u>5</u>	14. Ashley Peat Row	<u>3</u>
5. Rhett Butler	<u>2</u>	15. Anthony Croom	<u>2</u>
6. Mark Creamer <i>Bruce</i>	<u>5</u>	16. Michael Taylor	_____
7. Palmer Philyaw	_____	17. Brooke Newell <i>Ogison</i>	<u>2</u>
8. Mike Vroeger	_____	18. Shannon Segree	<u>4</u>
9. Troy Segree	<u>21</u>	19. Adam Joseph	<u>3</u>
10. Rick Hernandez	_____	20. Craig Gibson	<u>6</u>

Additional Notes:

Recorded by: _____

Date: _____

APALACHICOLA VOLUNTEER FIRE/RESCUE

April 2026
35 calls

Bi-Monthly Report

1. Accidents	<u>1</u>	7. Gas Leaks	<u>2</u>
2. Lift Assist EMS	<u>22</u>	8. Life Flights	<u>1</u>
3. Bi-Monthly Meetings	<u>2</u>	9. Search/Rescue	<u> </u>
4. Brush Fires	<u>4</u>	10. Training	<u>1</u>
5. House Fires	<u>1</u>	11. Transformer Fires	<u> </u>
6. Fund Raisers Tree in Road	<u>1</u>	12. Vessels	<u> </u>

1st Responses Calls 33

Firefighter Attendance

1. George Watkins	<u>8</u>	11. Holden Foley ^{Andrea}	<u>10</u>
2. Fonda Davis	<u>4</u>	12. Bruce Hoffman	<u> </u>
3. Ginger Creamer	<u>24</u>	13. Bruce Hoffman	<u>8</u>
4. Albert Floyd	<u>5</u>	14. Ashley Teat ^{Row}	<u>10</u>
5. Rhett Butler	<u>4</u>	15. Anthony Croom	<u>6</u>
6. Mark Creamer	<u> </u>	16. Michael Taylor	<u> </u>
7. Palmer Philpaw	<u> </u>	17. Brooke Newell ^{Darlan}	<u>3</u>
8. Mike Vroegop	<u> </u>	18. Shannon Segree	<u>8</u>
9. Troy Segree	<u>23</u>	19. Adam Joseph	<u>5</u>
10. Rick Hernandez	<u> </u>	20. Craig Gibson	<u>5</u>

Additional Notes:

Recorded by: _____

Date: _____