

A Regular Meeting of the City Commission of the City of Apalachicola was held on Tuesday, September 8, 2026 at 6:00 PM at the Commission Meeting Room located at 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Donna Knutson, Commissioner Donna Duncan, Commissioner Adriane Elliott, City Manager Charles Anderson, City Attorney Dan Hartman, Finance Director/Interim City Clerk Lee Mathes, Chief of Police Chase Richards

Regular meeting opened by Mayor Ash followed by invocation and pledge of allegiance.

AGENDA ADOPTION

Motion to adopt agenda made by Commissioner Knutson, seconded by Commissioner George.
Motion carried 5 to 0.

PUBLIC COMMENT

Catie Greene – Ms. Greene stated that the Apalachicola Historical Society would like to place a bench in Chestnut Cemetery honoring Delores Roux.

Matter will be discussed during Mayor and Commission comments.

ARPC CONTRACT

Susan Keith expressed concern regarding City records that ARPC holds, and if the City would be charged for those records should City staff requests any of the records.

City Manager Anderson explained the current contract for professional planning services with ARPC will end September 30, 2026 and a new planning services contract for FY 26/27 is under consideration. The cost-reimbursement compensation structure will not exceed \$60,000 annually.

Attorney Hartman stated ARPC is subject to Chapter 119. The City already has all the standard documents, but ARPC would have to produce emails should the need arise.

Motion to approve Apalachee Regional Planning Council services contract for FY 26/27 made by Commissioner Elliott, second by Commissioner Knutson with discussion.

Commissioner Duncan stated ARPC should not charge the City for providing the City with all the City related documents.

Attorney Hartman explained that if someone places a public records request and it is information that will have to come from ARPC, ARPC can submit an invoice for the fee required to fulfill the

request. The City in turn collects the fee from the requestor. That is standard practice for all public records request.

Commissioner Knutson asked City Manager Anderson where the City was at with bringing on a planner in house.

City Manager Anderson stated the advertisement has been placed and hopes to have someone hired soon.

Motion carried 5 to 0.

1ST READING ORDINANCE 2026-03 – PLANNING & ZONING BOARD COMPOSITION

Attorney Hartman read Ordinance 2026-03 by title as follows:

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR AMENDMENT OF THE APALACHICOLA CODE OF ORDINANCES PART II CHAPTER 2 – ADMINISTRATION, ARTICLE II – BOARDS AND COMMISSIONS, DIVISION 1 – SECTIONS 2.38 AND 2.39 AND PROVIDING FOR APPOINTMENT OF AN ALTERNATE ALL NECESSARY MATTERS DEALING WITH THE ORGANIZATION AND OPERATION OF THE PLANNING AND ZONING BOARD; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

Motion to approve 1st reading and proceed with public notice and adoption process made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

PARKS & RECREATION – PILOT PLAN APPROVAL & VOLUNTEER UPDATES

Donna Ingle updated the Commission on the Bayfront Park stating the park has been adopted by Jim Grater & Kathleen Binder, and the proposed work currently includes general clean up, removal of invasive camphor trees and addition of two wooden picnic tables and two trash cans. The first clean up is proposed for September 19th that coincides with the International Coastal Cleanup Day.

Motion to approve Bayfront Park work plan made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

Ms. Ingle outlined the volunteer pilot plan.

Motion to approve proposed volunteer pilot plan that partners with Franklin County Schools, Keep Franklin County Beautiful, and the City of Apalachicola made by Commissioner Elliott, seconded by Commissioner George. Motion carried 5 to 0.

PARKS & RECREATION BOARD APPOINTMENT

Motion to appoint Alexandria de la Cruz as full-time board member to the Parks & Recreation Committee made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

Motion to appoint Colleen Zester as alternate member to the Parks & Recreation Committee made by Commissioner Elliott, seconded by Commissioner George. Motion carried 5 to 0.

PLANNING & ZONING BOARD APPOINTMENT

City Manager Anderson stated there are currently two full-time board member vacancies under the current ordinance.

Applicants present each spoke on their behalf to the Commission.

Motion to appoint Al Ingle as a full-time board member to the Planning & Zoning Board made by Commissioner George, seconded by Commissioner Knutson. Motion carried 4 to 1. Commissioner Elliott opposed.

Motion to appoint Gregory Perkins as a full-time board member to the Planning & Zoning Board made by Commissioner Duncan, seconded by Commissioner Knutson. Motion carried 5 to 0.

Attorney Hartman stated that one full-time board member and one alternate member will be appointed at the October meeting.

APALACHICOLA SEAFOOD FESTIVAL BLOCK PARTY PROCLAMATION

Attorney Hartman read Apalachicola Seafood Festival Block Party Proclamation in its entirety.

Motion to approve Apalachicola Seafood Festival Block Party Proclamation to acknowledge Seafood Festival weekend as Apalachicola's Hillside Seafood Festival Block Party made by Commissioner Duncan, seconded by Commissioner Elliott. Motion carried 5 to 0.

RETHA MCCASKILL PROCLAMATION

Attorney Hartman read proclamation honoring Retha McCaskill in its entirety.

Motion to approve proclamation honoring Retha McCaskill made by Commissioner George, seconded by Commissioner Knutson. Motion carried 5 to 0.

OLD BUSINESS

None

MAYOR & COMMISSIONER COMMENTS

1. Mayor Ash stated that the Parks & Recreation Committee has offered to take the task of placing a bench in Chestnut Cemetery honoring Delores Roux, but Chestnut Cemetery is not a park.

City Manager Anderson will work with Catie Greene on installing a bench in Chestnut Cemetery honoring Delores Roux.

2. Mayor Ash thanked Attorney Hartman and City Manager Anderson for conducting the meeting regarding the Apalachicola Water & Sewer District Interlocal Agreement.

3. Commissioner Duncan thanked all the applicants who applied for the various boards and committees.

4. Commissioner Elliott asked about the status of the JLAC audit.

City Manager Anderson stated the first draft has been completed.

Commissioner Elliott asked about the status of the Attorney General audit.

Attorney Hartman stated he has not heard anything but will follow up and request a report in writing.

CITY MANAGER REPORT

City Manager Anderson outlined September meeting schedule; announced the ribbon cutting ceremony for the Riverfront Revitalization project is tentatively scheduled for September 25th; the revenue diversification analysis is progressing; paperwork has been started for Mission Square; and reminded Commission of the property analysis workshop to be held on September 22nd.

CITY ATTORNEY REPORT

Attorney Hartman stated he has been preparing the draft for the interlocal agreement between the City and the Apalachicola Water & Sewer District.

CONSENT AGENDA

Motion to approve consent agenda made by Commissioner George, seconded by Commissioner Duncan. Motion carried 5 to 0.

Mayor Ash stated department reports are included within the agenda packet. If anyone has questions, please discuss with department heads.

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

Brenda Ash, Mayor

Lee Mathes, Interim City Clerk