



**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS REGULAR MEETING  
COURTHOUSE ANNEX, COMMISSION MEETING ROOM**

**JANUARY 05, 2021**

**9:00 AM**

**AGENDA**

*The Board of County Commissioners asks that all cell phones are turned off or placed on silent (vibrate) mode. **Any handouts (information) for distribution to the Commission must be submitted to the Board Secretary (Clerk's Office) or to the County Coordinator on or before the Thursday prior to that Tuesday's meeting. Failure to do so will result in your removal from the agenda or a delay of any action relating to your request until a future meeting.***

Meeting Information

*To comply with CDC and Government social distancing requirements, the general public will not be allowed in the commission meeting room for this meeting; therefore, this Board of County Commission regular meeting will be accessible via livestream and Zoom. Those wanting to view the meeting can use the livestream link (<https://facebook.com/forgottencoasttv/>) or go to Forgotten Coast TV's Facebook Page. The livestream feed will promptly start 5 minutes before the meeting commences. You do not need a Facebook account to view Facebook live. Those wanting to participate during the meeting should use the Zoom log-in/call-in information provided below. There is a link to a list of videos and Getting Started Resources on the main "Agenda and Minutes" webpage for those unfamiliar with Zoom. If you are experiencing any issues with the livestream or Zoom, call (850) 653-9783 extension 373 for assistance.*

*To join Zoom via computer, use the link (<https://zoom.us/j/97196274448>) on the meeting date and time. If you do not have speakers or a microphone on your computer or prefer to call, you can dial in for audio. Call (301) 715-8592 or (312) 626- 6799 or (929) 205-6099 and enter ID number (**971 9627 4448#**). All attendees are muted by default.*

***(Effective January 19th)** If you would like to speak during the meeting, you have the following options:*

*First complete the virtual speaker card (<https://www.franklincountyflorida.com/virtual-speaker-card/>). This card must be submitted to the County Commission Administrative Office prior to the start of the meeting in order for you to speak during the meeting. During "Public Comments" you may comment on a non-agenda item for up to 3-minutes when recognized by the Chairman. You may also address the Commission on an agenda "General Business" item for one minute (or less if the Chairman decides there are many speakers waiting to comment) during the meeting after a motion has been seconded and you are recognized by the Chairman.*

*Once recognized by the Chairman, if you are on Zoom with a computer or smart device select the 'raise hand' icon. If you have dialed in to the meeting by phone press \*9 to raise your hand, then \*6 to unmute.*

*Public engagement is important to us, and use of Zoom for public participation is still a new process. We appreciate your understanding.*

**Call to Order**

## **Prayer and Pledge**

## **Swearing-In/Oath of Office Ceremony**

County Constitutional Officers will take the Oath of Office.

## **Approval of Minutes**

- A. December 15, 2020 Meeting Minutes for Board Approval

## **Payment of County Bills**

## **Public Comments**

*This is an opportunity for the public to comment. When you are recognized to be heard by the Chairman, please adhere to the 3-minute time limit.*

## **Department Directors Report**

### **Superintendent of Public Works – Howard Nabors**

#### **A. Information Items:**

- 1. Detail of Work Performed and Material Hauled by District (see attached documents)

### **Solid Waste Director - Fonda Davis**

### **Emergency Management Director – Pam Brownell**

#### **A. Information Items:**

- 1. EOC Staff found an error with project 80593 C-30 East for contractor to repave. FEMA had added mitigation for C-30 West to this project. EOC Staff have spoken with FEMA and FDEM about fixing this error.
- 2. EOC Staff put in a mission to Web EOC for Binax Now Test Kits for the Sheriff's Department, mission has been completed.
- 3. 12/29/20 EOC Staff had a conference call with FDEM Concerning vaccinations for COVID-19, Vaccinations will be for tier 1A Frontline workers and persons of 65 years of age or older
- 4. EOC Staff continue to put together COVID Care Bags and have begun to distribute them to the vulnerable populations in the County.
- 5. EOC Staff continues to work Hurricane Sally from 09/12/20 and continues to work with FDEM and FEMA.
- 6. EOC Staff continue to participate in the NOAA Tropical Weather Training.
- 7. EOC has submitted our New LMS Plan and corrections to the state and are awaiting approval.
- 8. EOC Staff along with our CERT Volunteers continue to distribute washable & reusable cloth mask throughout our community. We have partnered with the City of Carrabelle and City of Apalachicola Chamber of Commerce along with the St. George Island & Eastpoint Visitor Centers to assist with distribution to local businesses and residents. We will continue this effort as long as supplies are available.
- 9. EOC Staff are working diligently with DOH Staff regarding the COVID-19 virus. This includes hosting meetings with representatives from DOH, Sheriff's Dept. Weems, EMS, as needed. We also are assisting with Conference Calls, information distribution from DOH via Alert Franklin, Facebook and our EOC Website.

10. EOC Staff continue to participate in conference calls with State DEM, Region 2, DOH, FEMA, etc. regarding COVID 19. We also continue to update WebEOC with Local State of Emergency and SitReps.

11. EOC has had every Hurricane Michael project reimbursed unless it is a mitigation project, all projects have been approved. EOC Staff continue to work with FEMA staff regarding mitigation of damaged parks, roads, etc. Mitigation takes some time but EOC Staff continue to work diligently with FEMA Staff on the most beneficial repairs for Franklin County. We are in contact with our PDMG regularly regarding these projects and will update the Board as soon as the State Review is completed. EOC Staff has also began the FEMA reimbursement claim process for COVID-19 and Hurricane Sally.

12. DOH Dashboard regarding COVID-19 Cases in Franklin County as of 12/29/20 at 12:30 pm (see attached)

### **Extension Office Director – Erik Lovestrand**

#### **A. Information Items:**

General Extension Activities:

1. Short report during holiday season. I have attached an annual summary for the 2020 year for the Extension program.

2. During this period, the Extension office assisted citizens on the topics of identifying pests on roses, financial assistance options for oyster farmers, weed identification and treatment options and tree pruning practices.

3. Extension Director participated in a pond management webinar hosted by the NW District UF/IFAS natural resource agents.

Sea Grant Extension:

4. Nothing to report at this time.

4-H Youth Development:

5. Public speaking contest is underway in local schools, in preparation for the countywide contest. Date TBA.

Family and Consumer Sciences:

6. Family Nutrition Program assistant, following school and UF Covid Phase III policies, is continuing to conduct in-person lessons in local schools.

Agriculture/Home Horticulture:

7. Released a third batch of citrus psyllid parasitoids to aid in control of the pest that spreads citrus greening disease. This is part of a coordinated effort between Franklin, Gulf and Bay Counties to reduce psyllid numbers.

### **Library Director – Whitney Roundtree**

#### **A. Information Items:**

1. A candidate has been selected for the FT Library Assistant position. Anticipated start dates is January 11th.

2. PLAN (Panhandle Library Access Network) has been awarded DLIS Florida CARES Act funding to provide Playaway Launchpads and Wonderbooks for eligible libraries. The

purpose of this funding is to assist libraries in meeting the education needs of children ages 3-10 years. Franklin County Public Library has been selected to receive Launchpads and Wonderbooks products for use by our patrons. The total budget for this order is \$2,470. Through this grant, I was able to purchase 24 Launchpad devices. These devices are preloaded with educational content with subjects ranging from math and science to spelling and grammar suited for grades 3-5.

3. The Friend's of the Library annual book, soup, and bread sale will be held January 23 at 10:00 in Eastpoint. Carrabelle sale will be held February 20th. Sale will be held outside under tents instead of indoors due to the ongoing pandemic.

4. The Seed Library Checkout Program is still available at both branches. The Seed Library was created to encourage residents to plant native wildflowers and vegetables that provide food for pollinators and help to spread knowledge about the important role insects and birds play in our ecosystem.

5. Music as a Second Language will continue to be on hiatus for the 2021 season due to the ongoing pandemic.

6. The Franklin County Public Libraries will be closed January 1st in observance of the New Year holiday. The libraries will also be closed January 18th in observance of Martin Luther King Jr. Day.

#### **Apalachicola Riverkeeper -- Georgia Ackerman -- Update**

Ms. Georgia Ackerman will update the Board on the amicus brief related to the Army Corps of Engineers.

#### **AVCON -- John Collins -- Update**

Mr. Collins will update the Board on the status of the Airport Master Plan

#### **CDBG Administrator -- Deborah Belcher -- Report**

##### **A. Action Items:**

1. A late application for Eastpoint Wildfire CDBG mobile home replacement was submitted by Phillip and Lillian Holian, an elderly couple whose home was destroyed in the fire. The Holians already received a donated single wide home, which would have to be transferred to another needy household. George (Billy) and Nellie Evans, 607 Ave. D N, Carrabelle, lost their home to a fire and have had other difficulties. Arrangements have been made for the Holians to transfer their donated mobile home to the Evans, if the Board approves CDBG funding for the Holians. The County will not be involved in funding the setup of the transferred home. The Holians had a well maintained double-wide home prior to the Eastpoint fire, and are requesting a new double-wide as a replacement. I advertised for proposals for a doublewide home of quality comparable to what has been purchased through the CDBG program, with a requirement that all work be completed by the April 30, 2021 CDBG grant expiration date. Proposals received 12/29/2020 included: Clayton Homes of Panama City, Rio model, \$112,710, and Ironwood Homes of Perry, Model M-2483D, \$110,254.38. The owners prefer the Clayton Homes proposed home, and I support their selection based on the floorplan and other features.

*Requested Action: Approve \$112,710 in CDBG funding for Phillip and Lillian Holian to purchase a replacement home from Clayton Homes of Panama City, plus CDBG mortgage recording costs.*

##### **B. Information Items:**

1. DEO is finalizing an application process for another type of CDBG grant, relating to COVID-19. Pre-applications will be due March 15, 2021, with a detailed competitive process afterwards. This money can be used for a variety of activities that prevent, prepare for and respond to the Coronavirus pandemic. This will be discussed at the Board's workshop 1/5/2021.

2. We still don't have all the information we need regarding the CDBG-DR Hometown Revitalization program, but we do know now that a minimum of 3 businesses must be assisted in each application. This will be discussed at the Board's workshop 1/5/2021.

**Clerk of Courts – Michelle Maxwell – Report**

**Special Projects Coordinator – Alan Pierce – Report**

**Public Hearings 11:00 A.M. (ET)**

**A. Animal Control Ordinance**

Notice is given that on the 5th day of January, 2021 at 11:00 a.m. (ET), or as soon thereafter as is possible, in the courtroom at the Courthouse Annex, located at 34 Forbes Street, Apalachicola, Florida, the Franklin County Board of County Commissioners shall conduct a public hearing to consider adopting a county ordinance entitled:

FRANKLIN COUNTY ORDINANCE 2021-\_\_

AN ORDINANCE REGULATING ANIMALS IN FRANKLIN COUNTY, FLORIDA AND REPEALING ALL OTHER ORDINANCES OF FRANKLIN COUNTY REGULATING ANIMALS, PROVIDING FOR AREA REGULATED, PROVIDING DEFINITIONS, PROVIDING FOR ENFORCEMENT, PROVIDING FOR PENALTIES, PROVIDING FOR APPEALS AND PROVIDING FOR AN EFFECTIVE DATE.

**County Coordinator – Michael Morón – Report**

**A. Action Items:**

1. Assignment of Floodplain Manger and Zoning Administrator Duties: At the November 15<sup>th</sup> meeting, the Board was informed of Mrs. Amy Ham-Kelly's resignation. Mrs. Ham-Kelly is the County's Floodplain Manager and Zoning Administrator. Instead of hiring one person to do both jobs, I have decided to assign the Zoning Administrative duties to Mrs. Cortni Bankston, in addition to her Administrative Assistant duties. As the Zoning Administrator, Mrs. Bankston primary responsibility will be to present applications to the Planning and Zoning Board and the Board of Adjustments for their review and recommendation. She will present those recommendations to the BOCC for action.

Mrs. Angela Lolley will assume the duties and responsibilities of the Floodplain Manager in addition to her current role as a permitting clerk. Mrs. Lolley will start online preparation classes this month and possibly take the certification class in March. In addition, she will be responsible for training the new permitting clerks in the front office and working with the vendor who is in the process of finalizing as the new permitting program.

With these increased duties and responsibilities, I am recommending a \$3500 salary increase for both Mrs. Bankston and Mrs. Lolley.

As a reminder, I informed the Board at your December 1<sup>st</sup> meeting that a Permitting Clerk resigned, so along with Mrs. Ham-Kelly's resignation, the number of Permitting Clerks in the Building Department has been reduced from three to one. In order to return the Building Department to an adequate staffing level, Board action is requested to hire a second permitting clerk at the County's base salary of \$25,000. Staff is in the process of interviewing for the first vacant position so a second candidate will be selected from that pool.

With the combine salaries of both vacant positions, there is adequate funds to cover both \$3500 salary increases and the \$25,000 position without any increases to that department's budget. *Board action to approve the assignment of duties, the \$3500 salary increase, and filling the vacant \$25,000 permitting clerk position.*

2. Street Sweeper/Cleaner Purchase: Since October 1<sup>st</sup>, Sheriff Smith has assumed responsibility for cleaning the County's bridges. In November, he recommended the use of a street sweeper to remove debris such as glass, rocks, sand, etc. that couldn't be removed by hand. His staff looked at a few vendors and found MCP Clean that has a state contract. Mr. Nathan Higgs of MCP brought the SW8000 to the Sheriff's Department for a demonstration. It did a very good job of cleaning and collecting broken glass, rocks, and sand that was deliberately placed in a parking lot area at the Sheriff's Department. I received a state contract quote (attached to packet) in the amount of \$45,226 for this unit. Besides the bridges, this unit could be used to clean other areas in the county, like the parking lot on St. George Island, especially during the busy season. I checked with Mrs. Erin Griffith (Fiscal Manager) and she recommends funding this purchase from Right-of-Way maintenance budget. If the use of the sweeper/cleaner reduces the number of times the Sheriff needs inmates to clean the bridge, during the upcoming budget process the Board could reimburse the Right-of-Way budget from the Bridge Clean-up budget for this purchase of the street sweeper. *Board action to authorize the purchase of the SW8000 for the State contract price of \$45,226 from MCP Clean.*

3. Beautification Grant: At the December 1<sup>st</sup> meeting, bids were opened for the St. George Island Entry Landscaping project which is funded by a FDOT Beautification Grant secured by the County with the assistance of the SGI Civic Club. The only bid received was from Lawnsapes of Bay County, Inc. and it was opened, read aloud and accepted by the Board. Unfortunately, this bid was greater than the FDOT Beautification \$97,385 grant. Mr. Mark Curenton (County Planner) negotiated with Lawnsapes and was able to reduce the project's scope of work therefore bringing the project into budget. Lawnsapes submitted a revised estimate (attached to packet) that was approved by FDOT. *Board action to approve the revised bid amount and award the project to Lawnsapes of Bay County, Inc.*

4. Legislative Funding Prioritized Projects: At the last meeting the Board was informed that Senator Ausley is requesting the Legislative Budget Request forms no later than Friday, January 15<sup>th</sup>. The Board's next meeting is scheduled for Tuesday, January 19<sup>th</sup> so approval of the list is needed today. I recommend submitting the same items for the same funding amounts as last year. The first item would be \$1,500,000 for a new Emergency Operation Center. Last year we received funds for design and engineering, but no construction funding. The second item would be \$250,000 for a Fire Sprinkler/Suppression system for Fort Coombs Armory. The County received approximately \$100,000 from the State a few years ago but has not been successful in obtaining any other funding to complete the \$300,000 project. If the Board agrees this morning, Mrs. Bankston will start working on the budget request applications tomorrow after the Board of Adjustment meeting. I have not heard if the County will be responsible for adding and prioritizing any city projects. *Board action to authorize \$1,500,000 for the construction of a new Emergency Operation Center and \$250,000 for a Fire Sprinkler/Suppression system at the Fort Coombs Armory as the County's Legislative Budget request for this year.*

5. Ethics Classes: Attorney Daniel Cox is available to teach the Ethics Class any Saturday in January. The class would be held here in your meeting room and would be from 8am until 12 noon. Based on your schedules is there a preference between the 16<sup>th</sup> or 23<sup>rd</sup>? *Board discussion and direction.*

6. Transfer GMC Terrain to Library: The Ford F-150 purchased for the Building Department was delivered last week. I would like to transfer the 2013 GMC Terrain from the Building

Department to the Library. It would be used by the Library Director to go travel between branches and attend meetings and trainings, mostly in Tallahassee. The Library Director is not a 24 -7 “on call” director so will not be authorized to take the vehicle home. *Board action to transfer the 2013 GMC Terrain from the Building Department to the Library.*

7. Stimulus Extension: With the signing of the COVID-19 Relief Bill into law on Sunday, December 27<sup>th</sup>, many of the CARES Act program deadlines have been extended to December 31, 2021. This applies to the County’s CARES Act direct funding and to the Coronavirus Relief Funds (CRF) funding. There were no additional funds in the Relief Bill for local governments direct funding, however, there probably will be more CRF funding for rental assistance, utility payments, etc. As soon as more information is available Mrs. Lori Switzer Mills (SHIP Administrator) will inform the Board. As for the local government direct funding, Mrs. Traci Buzbee (CARES Consultant) will attend a future meeting to update the Board. *Board discussion.*

8. Public Comments Policy: At your last meeting the Board agreed to amend the Public Comment Policy. I sent you a final draft of the policy for your review. Are there any additional changes that should be made to the policy and is the Board ready to enact this policy at the January 19, 2021 meeting? *Board discussion.*

9. BOA Appointment: Commissioner Ward is recommending Mr. David Duncan as the District 5 representative on the Board of Adjustment. This Board meets on the first Wednesday of every month to review variance requests and make recommendations to the Board. *Board action to appoint Mr. David Duncan as the District 5 representative on the Board of Adjustment.*

## **B. Information Items:**

1. Holiday Schedule: Michele Maxwell, Clerk of Court, submitted the 2021 Courthouse Holiday schedule (attached) for your information. If you have any questions regarding the schedule do not hesitate to contact the Clerk.

2. Eastpoint Sidewalk Public Notice: There will be a public meeting on Thursday, January 7, 2021 at 5:00 p.m. (ET) held at the Eastpoint Fire House on 6<sup>th</sup> Street. Comments will be taken from the general public about a proposed sidewalk along Otter Slide Road and Avenue A from Ridge Road to Vrooman Park. The public is invited to attend to learn more about the proposal.

3. River Road Sidewalk Public Notice: There will be a public meeting on Thursday, January 14, 2021 at 5:00 p.m. (ET) held at the Carrabelle Christian Center at 142 River Road. Comments will be taken from the general public about a proposed sidewalk along River Road from Mill Road to Highway 98. The public is invited to attend to learn more about the proposal.

4. Apalachicola National Forest: “The Apalachicola National Forest (ANF) is requesting comments on a habitat improvement/longleaf restoration proposal. The comment period for the initial scoping period will end January 28, 2021. More information about this project can be found at <https://www.fs.usda.gov/project/?project=59199>. Please see the attached (packet) document for information on submitting comments.

5. COVID-19 LSE: The Chairman has signed, as authorized by the Board, COVID-19 Local State of Emergency Declarations for the weeks starting December 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.

## **County Attorney – Michael Shuler – Report**

### **Commissioners’ Comments**

### **Adjournment**

*Reminder: The Board will reconvene at 1:30 pm (ET) to discuss CDBG funding options with Mrs. Deborah Belcher (CDBG Administrator).*

*Any person who wishes to appeal a decision made by the Franklin County Board of County Commissioners, with respect to any matter considered at the meeting, must have a record of the proceedings. He or she may need to ensure that a verbatim record of the proceedings is made.*