



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

**DECEMBER 01, 2020**

**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.***

**Call to Order**

*A. Public Notice*

*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 conducted 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 "Public Comments" 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.***

*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.*

- B. This meeting is being held via Zoom and all attendees are muted by default. To join via computer, use the link on the meeting date and time: <https://zoom.us/j/94236348231>

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 942 3634 8231#.

If you would like to speak during the public comment portion of the meeting, you have the following options:

Online - select the "raise your hand" icon.

Phone - press \*9 to raise your hand, \*6 to unmute to submit verbal comments.

Public engagement is important to us, and meeting remotely is still a new process. We appreciate everyone's understanding.

**Prayer and Pledge**

**Approval of Minutes**

**Payment of County Bills**

**Public Comments**

*This is an opportunity for the public to comment on agenda or non-agenda items. When you are recognized to be heard by the Chairman, please sign the speaker's log and adhere to the time limit. An individual will be allowed to speak for three minutes whereas a designated representative of a group or faction will be allowed to speak for five minutes.*

**Department Directors Report**

**Superintendent of Public Works – Howard Nabors**

**C. Road Department Board Report**

**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**

**D. Emergency Management Board Report**

**Information Items**

1. Digital Kiosks were step-up and programed 11/24/20.
2. Message Boards have arrived and are in the process of getting tags for them in order to put them out in the community.
3. Items for the care bags for the venerable population are arriving and EOC staff and beginning to assemble them.
4. EOC Staff continues to work Hurricane Sally from 09/12/20 and continues to work with FDEM and FEMA.
5. EOC Staff continue to participate in the NOAA Tropical Weather Training.
6. EOC has submitted our New LMS Plan and corrections to the state and are awaiting approval.
7. 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.
8. 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.
9. 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.
10. EOC Staff continue to work on FEMA reimbursement claims from Hurricane Michael. This includes working 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.

11. Copy of the DOH Dashboard regarding COVID-19 Cases in Franklin County as of 11/24/20 at 11:00 am (see attached document)

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

### **E. Extension Director Board Report**

#### **Informational Items**

General Extension Activities:

1. **NOTE: Short report this period due to the Agent using a week of Annual Leave.**
2. During this period, the Extension office assisted citizens on the topics of small beetles in house (drugstore beetle, *Stegobium paniceum*), plant disease, injured wildlife, biting insects and more.
3. Extension Director attended Friends of the Reserve Board meeting.
4. Extension Director continuing to work on annual report of accomplishments as required by UF/IFAS and due on December 4.

Sea Grant Extension:

5. Extension Director participated in discussions with other faculty regarding potential for a training program for new oyster aquaculture lease-holders in Franklin County.

Family and Consumer Sciences:

6. Family Nutrition Program assistant, following school and UF Covid Phase III policies, is resuming a few in-person lessons in local schools.

Agriculture/Home Horticulture:

7. Received diagnosis of plant disease for ligustrum hedges for client in Eastpoint (disease: *Anthracnose*).

## **Library Director -- Whitney Roundtree**

### **F. Library Director Board Report**

#### **Information Items**

1. December 18th- Attended virtual meeting with Emily Hart and Marian Deeney, of the Division of Library Information Services, regarding available state grant programs for libraries.
2. Completed and submitted State Aide to Libraries Grant application November 30th, 2020.
3. November 30th is the deadline for applications for the vacant fulltime library assistant position. Pam Tullous, president of the Friends of the Franklin County Public Libraries, will be assisting the library director with conducting interviews.

Library Events:

4. December 2nd- Eastpoint Branch: Diabetes awareness class at 10:00 AM
5. December 2nd- Eastpoint Branch: Book Chat at 1:30 PM
6. December 4th- Carrabelle Branch: Book Chat at 1:30 PM

7. December 8th- Carrabelle Branch: Anime Club (grades 6-12) at 4:00 PM
8. December 10th- Eastpoint Branch: Anime Club (grades 6-12) at 4:00 PM
9. December 16th- Eastpoint Branch: Writer's Forum at 1:00 PM
10. December 16th – Eastpoint Branch: Christmas Story Time (ages 1-6) 4:00 PM
11. December 17th- Carrabelle Branch: Christmas Story Time (ages 1-6) 4:00 PM
12. All branches will be closed December 24th, 25th and 26th, as well as January 1st, in observance of the Christmas and New Year's holiday.

**RFP / RFQ / Bids Opening**

**G. St. George Island Entry Landscaping:**

The Franklin County Board of County Commissioners will receive sealed bids from any qualified person, company or corporation interested in constructing:

**SAINT GEORGE ISLAND ENTRY LANDSCAPING**

The project is located along the SR 300 right-of-way where it enters St. George Island between Bryant Patton Bridge and West Bay Shore Drive. The project consists of miscellaneous landscaping and irrigation improvements within the SR 300 right-of-way.

Plans and specifications can be obtained by contacting Cortni Bankston, Administrative Assistant, at cortnib@franklincountyflorida.com or 850-653-9783 x-180. The bid must conform to Section 287.133(3) Florida Statutes, on public entity crimes.

**CARES Act Funds Consultant -- Traci Buzbee -- Update**

**Clerk of Courts – Marcia M. Johnson – Report**

**H. Clerk's Report to the Board December 1, 2020:**

**Board Action:**

1. Florida Statute 129.06(5) prohibits elected officials who are not seeking reelection from making any budget amendments, transferring funds between itemized appropriations, or expending in a single month more than one-twelfth of any itemized approved appropriation without approval of the Board of County Commissioners. I have two employees who will be retiring or leaving employment at the end of the month and pursuant to the personnel rules, I will need to pay out for their unused leave balances. This payout will exceed 1/12 of the budgeted values in the month of December. This should not affect the remaining portion of the year as the budget will be able to shoulder the payout stretched over the 12 month period due to changes in personnel.

*Action requested is Board approval to exceed 1/12 of my budget allocation for the month of December.*

**Special Project Coordinator -- Alan Pierce -- Report**

**I. Special Projects Coordinator Board Report**

**Action Item:**

1. Board action to rescind the motion awarding Anderson Columbia the Alligator Drive FEMA rebuild project. Mr. Clay Kennedy has informed Anderson Columbia of my recommendation and they have told Mr. Kennedy that they have not expended any funds on the project. While I do not like taking this step, after the Nov. 19 teleconference with FEMA personnel specializing in procurement I realize the Board should re-advertise the project. The issues at risk are: Anderson Columbia is not honoring their original bid so the Board is at risk with FEMA for awarding a higher amount to one contractor without giving other contractors the

opportunity to revise their bids; the county uses the FDOT list of pre-qualified contractors as the only contractors who can bid on a project and FEMA advises that the county can not be so restrictive; and I can not find any evidence where I sent the bid notice to minority owned businesses in the construction industry.

**Board action to re-advertise this project on a schedule that is consistent with FEMA guidelines and with the hope of opening bids at the January 19 BCC meeting.**

**Information Item:**

2. Inform the Board that TRIUMPH has accepted AVCON as eligible to complete the design and construction documents for the TRIUMPH project. Mr. Collins, AVCON, is working on the Task Order, and when that is complete I will submit that to TRIUMPH for approval. Once TRIUMPH approves the Task Order, I will then ask the Board to approve the Task Order, and then AVCON can complete the design and begin advertising for construction.

**County Coordinator – Michael Morón – Report**

J. County Coordinator’s Board Report

**Action Items**

1. Fiscal Manager/Grants Coordinator Position: At your last meeting, the Board discussed the need for a Grants Coordinator position that would effectively administer grant funded (especially FEMA) projects. I recommended Mrs. Erin Griffith for that position. The Board then discussed adding the duties and the responsibilities of a County Budget Officer to that position since Mrs. Griffith performs those duties currently as an employee of the Clerk of Courts. I asked for two independent opinions, one from the County’s Labor Attorney Leonard Carson, and from County Attorney Michael Shuler, for any advertising and designation requirements, especially relating to F.S. 129.025 which addresses a County Budget Officer. They both came back with the same information, stating that F.S. 129.025 grants the Board of County Commissioners the authority to designate their own Budget Officer, and since this is an appointed position, no advertisement is necessary. I have emailed you a job description for this position for your review and to discuss this morning. If the Board accepts the essential functions of this position, the next step today would be to discuss a salary.

*Request: Board discussion and action on the job description and essential functions along with a salary for a Fiscal Manager/Grants Coordinator Position.*

2. CR 67 Award: Clay Kennedy, of Dewberry, has reviewed the low bid for the CR 67 widening and resurfacing project and found the bid to be complete. The Florida Department of Transportation has concurred on awarding the bid to C. W. Roberts Contracting, Inc. in the amount of \$2,813,971.93.

*Request: Board action to award the CR 67 widening and resurfacing project to C. W. Roberts Contracting, Inc.*

3. CR 30A Award: Clay Kennedy, of Dewberry, has reviewed the low bid for the CR 30A widening and resurfacing project and found the bid to be complete. The Florida Department of Transportation has concurred on awarding the bid to Roberts and Roberts, Inc. in the amount of \$1,079,392.36.

*Request: Board action to award the CR 30A widening and resurfacing project to Roberts and Roberts, Inc.*

4. In-Person Public Attendance Update: At your last meeting, the Board discussed allowing in-person public attendance to your regular meetings perhaps as early as January 2021. I provided a list of recommendation for the Board to consider keeping the public, staff, and Commissioners as safe as possible. The Board asked Attorney Shuler and I to do some

research on what other counties in the state are addressing in-person public attendance. I think it is safe to say there is no consensus on this matter. Some counties are allowing in person with different degrees of mask wearing, social distancing, temperature checks, etc., and other counties are still not allowing in-person attendance. If the Board is ready to set a date to allow in-person public attendance today, I ask that you consider adopting the recommendations listed below.

- Use the allowed seating locations as designated by the 2nd Circuit Court Trial Marshal, which is based on the Florida Supreme Court Chief Justice's order. Designate what seating will reserved for staff, for agenda presenters, and for the public.
- Temperature checks before entering the meeting room.
- Masks are worn in the meeting room unless you are speaking in front of a microphone. Removing your mask to speak allows for a clear understanding of what is being said for the official meeting minutes.
- Continue the use of Zoom and Live-stream. I strongly recommend that applicants, presenters, and public comments for Public Hearings, Planning and Zoning requests, and Board of Adjustment requests are heard virtually via Zoom.
- If there is an overcrowding issue based on limited available seating, those wanting to comment during the Public Comments agenda item will be rotated with anyone waiting at an outside location to speak.
- Planning and Zoning and Board of Adjustment meetings will be conducted via Zoom until further notice.
- The meeting room will be sanitized prior to and after each meeting. A hand sanitizing station will be located at the speaker podium for anyone that addresses the Board from that location.

*Request: Board discussion and possible action on setting a date to allow in-person public attendance and adopting rules as it relates to CDC and State guidelines for the COVID-19 pandemic.*

5. Building Official Services: In November, Mr. Garry Millender, the County's Building Official informed me that he plans to resign from his position as the Building Official effective December 31, 2020. Since Mr. Steve Patterson, the County's Building Inspector, will not receive his state provisional certification as a Building Official until sometime in March, Mr. Millender has offered to provide Building Official services to the County via his company Millender Inspection Services LLC. He would provide these services at a rate of \$3500 per month from January – March 2021, and longer if necessary. Attorney Shuler has a copy of the contract, but before he starts a full review, the Board should discuss this matter and offer some direction. I have informed the City of Carrabelle that as of January 1, 2021, we no longer have a Building Official on staff so the County can no longer provide that service to them.

*Request: Board discussion and direction regarding Building Official services for the County.*

6. Permitting Clerk: One of the permitting clerks in the Building Department has resigned so the Building Department needs to advertise to fill this vacancy. This position will be advertised publicly, not in house, at the county's \$25,000 starting base salary.

*Request: Board action to authorize advertising the vacant position.*

7. FAC Broadband Resolution: The Florida Association of Counties (FAC) has started ACCESS 67 Initiative. "ACCESS 67 represents a comprehensive approach to address the lack of ACCESS in many of our communities, rural and urban; small, medium, and large; to the

required technological resources that our citizens need to navigate this new world.” FAC is asking each county to support a resolution similar to the Small County Coalition resolution authorized by the Board at your last meeting. FAC is also asking that we complete a survey regarding broadband access in the County, which Mrs. Cortni Bankston is working on.

*Request: Board action to authorize the Chairman’s signature on the ACCESS 67 resolution.*

8. Paving Change Order/Pay Request: Over the last few months the Board took advantage of an opportunity to save on mobilization cost and use the contractor that was building the new airport access road to pave a few county roads. The project is about 85% complete and Roberts and Roberts, the paving contractor, has submitted a Change Order/Pay request for payment. Before the Board considers this request, separate Board action is needed to replace Cape Street, which was approved to add to the approved paving list at an earlier meeting, with Sybil Court. After the Board approved adding Cape Street, right of way and ownership of a section of Cape Street presented an issue. In order to take advantage of the opportunity as the contractor was finishing the paving project, staff authorized paving nearby Sybil Court instead. The final pay application, any additional documentation, and change orders will be submitted for Board review and approval when the project is complete.

*Request 1: Board action to remove Cape Street from the approved paving list and add Sybil Court as a replacement. The total cost to pave Sybil Court is \$43,917.95.*

*Request 2: Board action to approve this Pay Request Application/Change Order for a total of \$241,842.*

9. CRF Funds: At your last meeting the Board authorized Mrs. Lori Switzer-Mills to spend the remaining Coronavirus Relief Funds (CRF) on applicants that had already received funding, as a secondary phase, since there were no new applicants. Since that meeting, Mrs. Switzer-Mills received new applications that qualified for funding, so she stopped any second phase funding and requested an additional \$32,000 from Florida Housing to fund the new applicants. At your August 4, 2020 meeting the Board authorized Mrs. Switzer-Mills to seek additional funding if needed, provided the Board was notified. However, for better recordkeeping purposes, I am asking for Board action to approve this request for funding. Mrs. Switzer-Mills stopped accepting applications as of yesterday at noon.

*Request: Board action to authorize the request for an additional \$32,000 of Coronavirus Relief Funds.*

10. RCSC Newsletter: I received an email from Ms. Georgia Ackerman of the Riverkeepers that included a Riparian County Stakeholder Coalition (RCSC) newsletter (attached to the agenda packet) that includes a good overview of the legal challenge to the United States Army Corp of Engineer’s (USACE) control of freshwater flow to the Apalachicola River, and ultimately our Bay. “It is expected that the judge will allow non-litigants to submit amicus letters to the court during the first week of January. As you know, the Riparian County Stakeholder Coalition is considering joining onto an amicus brief, along with other businesses and civic interests of our region. The City of Apalachicola is also in the process. The ecological and economic impact of the judge’s decision affects many in Franklin County. A pro bono attorney is preparing an amicus brief for the groups.”

*Request: Board discussion and direction.*

11. SGI Lighted Parade: The St. George Island Civic Club is planning a lighted golf cart parade on St. George Island on December 4th, the same night as the ‘lighting of the palms’ event. The golf carts will be decorated with family friendly decorations and will line up along East Pine, beginning at 5:45 p.m. behind the Sheriff’s vehicle. All golf carts will be at least 6ft apart and volunteers will assist with the directing carts during the line-up. The parade will begin a 6:15 p.m. and the parade route is attached for your review.

*Request: Board action to approve the parade route for the St. George Island lighted golf care parade.*

### **Information Items**

12. Sheriff's Office Software: The Sheriff's staff attended your last meeting and explained that starting January 2021, dispatch would be out of compliance with the FBI and FDLE because a particular type of reporting software was not installed. They got quotes from three different vendors and selected one of the three, which was stated at the last meeting, but has asked the County to pause on the purchasing of that software as an additional module may be needed. When the Sheriff's Office is ready to proceed with the purchase, I will inform the Board.

13. Artificial Reef Grant: As requested at your last meeting, there is a conference call scheduled tomorrow with Ms. Lorena Holley and Frank Gidus (Coastal Conservation Association) to discuss the protocols and procedure required before the County would consider applying for and supporting a grant from the FWC to construct an artificial reef on the Carrabelle 10 Mile Reef in the honor of Dr. Bart Carey. Hopefully this item will be on my December 15th report.

14. COVID-19 & Sally LSE: As authorized by the Board, Chairman Lockley signed COVID-19 Local State of Emergency (LSE) Declarations on November 2nd, 9th, and 16th, and a Hurricane Sally LSE Declaration on November 3rd. Chairman Jones signed COVID-19 LSE Declarations on November 23rd and 30th.

15.SGI Lighthouse closure: Inform the Board that the St. George Island Lighthouse will be closed for the month of January and potentially a week or two at the beginning of February for some much-needed maintenance. This will be a \$94,000 self-funded project that is scheduled to start in early January and should last 4 – 6 weeks. The Keeper's House Museum and the Gift Shop will remain open while the lighthouse is closed to the public.

16.SGPOA & Mediacom: Inform the Board that the St. George Plantation Owner's Association (SGPOA) has sent an email to Mediacom (attached to agenda packet) regarding the dangerous "Health and Safety" issue that has been created due to Mediacom's violation of the underground burial agreement with SGPOA. There is an incident described in the email where a golf cart driver had a Mediacom cable get wrapped in the axel of the golf cart. The cable was active and carried some amps of electricity. If I am contacted by a SGPOA representative for assistance on this matter, this Board will be informed.

### **County Attorney - Michael Shuler - Report**

### **Commissioners' Comments**

### **Adjournment**

### **Information Items**