

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
CITY OF CARRABELLE MUNICIPAL CENTER
DECEMBER 16, 2014
10:00 AM**

MINUTES

Commissioners Present: William Massey – Chairman, Joseph Parrish – Vice Chairman, Pinki Jackel, Cheryl Sanders, and Noah Lockley

Others Present: Marcia Johnson – Clerk of Courts, Alan Pierce – Director of Administrative Services, Michael Shuler – County Attorney, Michael Morón – Deputy Clerk to the Board

Call to Order (10:00 AM)

Chairman Massey called the Meeting to order.

Prayer and Pledge (10:00 AM)

There was a prayer followed by the Pledge of Allegiance.

Approval of Minutes (10:01 AM)

Commissioner Jackel asked for clarification regarding the Budget Hearing Minutes.

Motion by Lockley, seconded by Sanders, to approve the Minutes for the November 18 Regular Meeting, September 3 Tentative Budget Hearing, and the September 15th Final Budget Hearing; Motion carried 5-0.

Payment of County Bills (10:04 AM)

Motion by Lockley, seconded Jackel, to approve the payment of the County's Bills as presented; Motion carried 5-0.

Department Supervisors Report

Howard Nabors –Superintendent of Public Works (10:04 AM)

Mr. Nabors had no action items.

Mr. Nabors reminded the Commissioners of the Road Department's Christmas Party. Commissioner Jackel thanked Mr. Nabors for work that was done in her District.

Fonda Davis– Solid Waste Director (10:05 AM)

Mr. Davis asked for Board action that would allow him to advertise a vacant entry level position in the Parks and Recreation Department.

Motion by Jackel, seconded by Lockley, authorizing the advertising to fill the vacant position in the Parks and Recreation Department; Motion carried 5-0.

Commissioner Jackel thanked Mr. Davis for work in Eastpoint for the Christmas celebration.

Mr. Pierce stated that the deer carcass box will be moved from its current location at the Airport to an undetermined location.

Pam Brownell – Emergency Management (10:08 AM)

Mrs. Brownell presented her report to the Board.

Action Items:

1. Requesting Board approval and signing of Residential Construction Mitigation Program Grant in the amount of \$233,000. It will provide residential wind mitigation retrofit improvements as identified in RFP-DEM-13/14-034 on as many residential structures as possible during the period of performance of this agreement and within the award amount. Phil Worley with Emergency Disaster Strategies, LLC, who is a contractual services contractor for Emergency Management, wrote this application for this grant. This is NO MATCH grant.

The systematic approach includes but is not limited to the following consideration:

- 1. Installation of hurricane resistant windows, doors, skylights or shutters;*
- 2. Strengthening of roof deck attachment, replacement of roof sheathing;*
- 3. Installation of a secondary water barrier, replacement of roof covering;*
- 4. Gable end reinforcement;*
- 5. Installation of hurricane straps or clips; and*
- 6. Anchoring of wall or columns to foundation.*

Mrs. Brownell explained the RCMP Grant further.

Commissioner Sanders stated that this program will help homeowners with insurance costs.

Commissioner Parrish and Mrs. Brownell discussed income requirements for this grant.

Mr. Pierce discussed some of the possible qualifying criteria.

Mrs. Johnson asked that Mrs. Brownell meet with the Finance Office to discuss cash advance options for this grant.

Motion by Jackel, seconded by Parrish, to authorize the Chairman's signature on the Residential Construction Mitigation Program Grant in the amount of \$233,000; Motion carried 5-0.

2. Requesting Board approval and signing of Homeland Security Training and Exercise grant in the amount of \$12,307. Get Copy

Motion by Jackel, seconded by Sanders, to approve and authorize Chairman's signature on Homeland Security Training and Exercise grant in the amount of \$12,307; Motion carried 5-0.

Information Items:

- 1. 12/04/14 Tress Dameron and Jennifer Daniels attended the Region 2 meeting in Suwannee.*
- 2. 12/11/14 Pamela Brownell and Tress Dameron attended the North Florida Domestic Security Task Force Meeting at FDLE in Tallahassee.*

Mr. Pierce stated that Garrison Design was ranked #1 for the County Jail's roofing project. Commissioner Jackel and Mr. Pierce discussed funding for this project.

Motion by Jackel, seconded by Parrish, to approve Garrison Design as contractor for County Jail roofing project; Motion carried 5-0.

Erik Lovstrand – Extension Agent (10:17 AM)

Mr. Lovstrand reviewed his report and discussed preparation for the Extension Office's move to the Estuarine Research building. He asked the Board to support a request of \$250,000 for the renovation and provided information on opportunities to further build the Extension program for Franklin County.

Commissioner Jackel asked for verification that the Legislature will fund this project and the University of Florida will provide the match. Mr. Lovstrand verified that the Legislature, not the County, would fund the project.

Commissioner Sanders and Mr. Pierce discussed this project and stated that it will be placed on the list for the County to prioritize at the first Meeting in January.

Commissioner Parrish asked how many people will be located in this building. Mr. Lovstrand discussed some of the new positions including the full time food and nutrition position.

Commissioner Lockley wanted verification that these positions will be grant or university funded not County funded. Mr. Lovstrand stated that would be the case.

Commissioner Sanders agreed with Commissioner Lockley and offered additional information on previous positions the County had to fund when grants were depleted.

Mr. Lovstrand discussed the income tax preparation program offered through his office.

Anne Birchwell – Franklin County Library (10:30 AM)

Ms. Birchwell stated that the Library had just received a grant to purchase Ipads. She updated the Board on other new programs at the Library.

Recess (10:33 AM)

Chairman Massey called for a recess.

Reconvene (10:42 AM)

Chairman Massey reconvened the Meeting.

Advisory Board of Adjustment Report (9:42 AM)

Mr. Pierce presented the report to the Board.

1 – (Approved by ABOA) A request for a variance to construct a retaining wall and deck within the Critical Habitat Zone on property described as Lot 33, Peninsular Point, Unit 4, Alligator Point, 1033 Gulf Shore Boulevard, Alligator Point. Request submitted by Aaron Milner, agent for Terry L. Posmer, owner.

Commissioner Sanders asked if this will add to the problems on Gulf Shore Blvd. Mr. Pierce stated that this action will help with shore protection not add to the problem.

Motion by Sanders, seconded by Lockley, to approve a request for a variance to construct a retaining wall and deck within the Critical Habitat Zone on property described as Lot 33, Peninsular Point, Unit 4, Alligator Point, 1033 Gulf Shore Boulevard, Alligator Point; Motion carried 5-0.

Debbie Belcher – CDBG Update (9:45 AM)

Mr. Pierce stated that the County did not get the CDBG Housing Grant.

Ms. Belcher explained what the Board can do to get more points when applying for this grant during the next cycle.

The Board and Ms. Belcher discussed requirements for these grants.

Ms. Belcher provided names of candidates for the task force which will consist of five members and asked the Board to approve these candidates.

Commissioner Parrish discussed difficulties with finding eligible people to serve as most possible members are working and can't take off to serve on a task force board.

Motion by Jackel, seconded by Parrish, to approve task force members, Rev. John Sink, Lori Switzer, Jeanette Spann, Marvis Halley Thompson and Dot Bless, as recommended by Ms. Belcher; Motion carried 5-0.

Commissioner Lockley and Ms. Belcher discussed the possibility of contractors and firms that the County uses, which have minorities on their staff, helping with points for future grants.

Curt Blair – TDC Update (9:57 AM)

Mr. Blair stated that there are two positions open for appointment and a Carrabelle appointment has recently become vacant. He stated that the Board agreed to renew Diana Prickett's appointment and recommended the appointment of the Alligator Point position to Janalyn Dowden.

Motion by Sanders, seconded by Jackel, to approve appointment renewal of Diana Prickett, and appoint Janalyn Dowden in place of Paul Parker to the TDC Board; Motion carried 3-2, Lockley and Parrish opposed.

Attorney Shuler asked the Board to hold off on any action with the Big Bend contract until certain items in the agreement are worked out.

Marcia M. Johnson – Clerk of Courts – Report (9:59 AM)

Mrs. Johnson presented her report to the Board.

1-) For action, I have a line item budget amendment of Tourist Development Funds for approval. At their December 3, 2014 meeting, the Tourist Development Council approved some additional expenses for the Eastpoint Visitor Center to be paid out of TDC Reserve for Contingencies. The additional expenses consist of \$680 to relocate palm trees, \$300 for moving costs to the new Center, \$300 for masonry repairs to the front of the building, and \$495 for reception room furniture. A line item budget amendment is needed in the amount of \$1,775 and I am bringing this to you for action based on comments made at the November 18th meeting regarding concerns of the expenditures for the Eastpoint Visitor Center exceeding \$100,000:

<i>Increase 130.33.552.3400</i>	<i>Administration</i>	<i>\$300.00</i>
<i>Increase 130.33.552.5200</i>	<i>Operating Supplies</i>	<i>\$495.00</i>
<i>Increase 130.33.552.4600</i>	<i>Maintenance & Repairs</i>	<i>\$980.00</i>
<i>Decrease 130.33.552.8200</i>	<i>Reserve for Contingencies</i>	<i>\$1,775.00</i>

Motion by Jackel, to approve line item budget amendment of TDC funds for Eastpoint Visitor Center; Motion dies for lack of a second.

Mr. Pierce explained these expenses further.

Commissioner Jackel stated that the County's Road Department helped with one of these projects to keep the cost down.

Mr. Pierce stated that there might be another \$2,800 expense in the future, due to a dispute with the contractor.

Mrs. Johnson, Mr. Pierce, and the Board discussed expenditures for the Visitor Center.

Attorney Shuler recommended tabling this item until he is able to examine it further.

**Motion by Parrish, seconded by Lockley, to table this item until the next Board Meeting;
Motion carried 4-1, Jackel opposed.**

2-) For action, the Board has several contracts that need action. (1) The contract for county probation services will expire on March 16, 2015. Pursuant to the existing contract, it may be extended for 3 years at the discretion of the county or it may be terminated by the County upon 90 days written notice. Does the Board wish to advertise for Requests for Proposals on county probation services? (2) the contract for bridge clean-up may need looking at also. The last contract signed with DOT/Transfield was renewed for one year on March 6, 2012 whereby the county receives funds from DOT allocated to Transfield in the amount of \$10,003.05. Captain David's Lawn Maintenance was the successful bidder of bids opened in March 2011. The last contract with him was extended for 6 months on Sept. 20, 2011 and hasn't been renewed. The TDC allocates \$12,000 to Captain David's also, which is transferred to your General Revenue Fund, and the budgeted amount is now \$22,004. The Board should direct Attorney Shuler to renew the contracts or decide if you want to rebid this since the contract hasn't been renewed since March 2012.

Commissioner Jackel questioned if the Board should move forward with this type of action while there is pending litigation in this department. She discussed further.

Billy Rogers, of FPS who currently has the probation contract, explained the success his company has had working in the County.

Mrs. Johnson, Clerk of Courts, discussed the pending litigation and provided information relating to probation process and this issue.

Mr. Rogers commented further on the matter.

Commissioner Jackel asked how the incident had occurred without anyone catching the discrepancies.

Mrs. Johnson responded and stated that she didn't feel like this case should be discussed further at this time as it is pending and still being investigated .

Commissioner Jackel stated that the contract needs to be put on hold until after the case is closed.

**Motion by Lockley, seconded by Sanders, to go out for bids for the probation services contract;
Motion died as Sanders retracted her second.**

Attorney Shuler recommended that the Board table this item until he is able to review the probation contract and refer back to them.

The Board discussed the bridge clean-up contract.

Motion by Lockley to go out for bids on the bridge clean-up contract; Lockley rescinded his motion.

Commissioner Lockley asked about Capt. Dave's cleaning at the approach to the bridge. Capt. Dave and the Board discussed this item further.

Motion by Sanders, seconded by Jackel, to continue contract with Capt. Dave's bridge cleaning; Motion carried 5-0.

3)- *For information, the proposed Travel and Expense Policy was forwarded to Lucy Turner, Labor Attorney, and her suggested deletions and additions were incorporated. The draft policy is attached, and I will ask for approval in January after you've had time to review the policy and ask any questions or share any concerns.*

Recess (11:40 AM)

Chairman Massey called for a recess.

Reconvene (11:45 AM)

Chairman Massey reconvened the Meeting.

Alan Pierce – Director of Administrative Services – Report (11:46 AM)

Mr. Pierce presented his report to the Board.

1- Inform the Board that I did contact John Howell, Transfield Services Supervisor, regarding the shoulder work on the Ell's Court Curve. He investigated and said they have done some work in the area to make it safer.

2- Inform the Board that DOT has released its 5 year work plan for the District. Work to be done on county roads over the next 5 years includes: \$1.4M of construction funds for resurfacing Bald Point Road in 2016; \$1.7M of construction funds for resurfacing River/Mill Road in Carrabelle in 2017; \$209K for widening resurfacing Ellis Van Vleet St. in Apalachicola in 2017; \$407K of construction funds for a sidewalk from Island Drive along S. Bayshore and N. Bayshore Dr in Eastpoint in 2017; and \$371K of construction funds for a sidewalk on All. Pt in 2018. In state roads in the county, the following work is also scheduled: \$2.4M to resurface US 98 from Gulf County line east to Tilton Rd in 2016; \$1.7M to repair Cash Creek Bridge over SR 65 in 2017; \$344K for a sidewalk along Island Drive from US 98 to St. George Island Bridge in 2018.

The Board discussed roads in their districts that were dropped from the plan.

3- Board action to sign LAP agreement for design and engineering for the Bayshore Sidewalk Project referenced above, and to authorize advertising for a consultant to provide to do the engineering and design. The schedule for the project is for the engineering and design to take place in 2015 and construction in 2017.

Motion by Jackel, seconded by Parrish, to approve Chairman's signature on LAP agreement for design and engineering for the Bayshore Sidewalk Project; Motion carried 5-0.

4- Inform the Board that Comm. Parrish and I attended a USCG Area Committee meeting on the Area Contingency Plan. Initially I thought the meeting was going to provide an update on the Area Contingency Plan, and therefore the county needed to provide input. The Area Contingency Plan was discussed but there was no real action on the Plan. The USCG has converted the Plan into something called a GRP- Geographic Response Plan, which essentially is the Area Contingency Plan put on Google Earth. The main point gained from the meeting is that boom plans and booming strategies do not work in waters with currents greater than 5 knots, and there really has not been much development of alternative strategies. People are working on other ways of containing oil but there has not been much progress.

Commissioner Parrish provided additional information on this matter, especially regarding the County's boom plan and the use of disbursements.
The Board and Mr. Pierce discussed this matter further.

Motion by Parrish, seconded by Lockley, to send letter to USCG Admiral stating that Franklin County supports it's boom plan; Motion carried 5-0.

5- Board action to clarify a policy adopted by the Board in Feb. 2014. By unanimous vote of the Board on Feb. 18, 2014, the minutes state, "Board adopted a policy for paying employees for 1 week of vacation time at the end of the budget year if they have accrued over 160 hours."

The Finance Office had intended for the policy to read "employees would be paid for up to 1 week of vacation time at the end of an accrual year (Feb. 28) if they have accrued over 160 hours." The Board needs to clarify that the time of calculating excess leave time is Feb. 28, not the end of the budget year, which is Sept. 30. The Board had actually discussed using Feb. 28 during the meeting, but that date did not make it into minutes.

Motion by Sanders, seconded by Lockley, to approve policy for employees to be paid for up to 1 week of vacation time at the end of an accrual year (Feb. 28) if they have accrued over 160 hours; Motion carried 5-0.

6-Board action to have Chairman sign revised contract with EMO Architects for the work associated with the \$350K Historic Preservation grant. The contract does not change any price or scope, but the Div. of Historic Preservations wanted some more specificity in some of the tasks. The original contract was signed Oct. 21, 2014.

In a related item, Mr. Emo has developed a schedule for bidding the Armory renovations. Because of delays with getting the state Div. of Historic Preservation satisfied, the bid opening will occur at the second meeting in Feb, or Feb.17. The advertising for the bids will start in January.

Motion by Lockley, seconded by Parrish, to approve Chairman's signature on revised contract with EMO Architects for the work associated with the \$350K Historic Preservation grant; Motion carried 5-0.

7- Commissioner Sanders asked that I investigate a number of campers/travel trailers various neighbors and residents have complained about. In 1982, the county passed Ord. 82-6, which regulates the use of travel trailers in the county. The ordinance allows travel trailers to be used for up to 14 days when visiting a premise with adequate toilet facilities; or travel trailers with self-contained toilets could be used as detached camping shelter for up to 7 days. The problem with monitoring the use of travel trailers around the county is that the ordinance also allows "Storage or parking of travel trailers shall be permitted throughout the county, provided the trailers are not occupied." This means that someone owning a residential lot can leave their trailer on their property permanently, and then periodically come down and use it. This is causing a problem in certain parts of the county as it is very hard for the Planning Office to know when the occupancy of a trailer has started. If the Board wants to remove travel trailers from being stored on vacant lots it needs to amend the ordinance such that "Storage of parking on travel trailers shall be permitted throughout the county, provided the trailers are not occupied, and so long as the trailer is stored on a lot with a dwelling." Board direction.

Commissioner Jackel and Mr. Pierce discussed what is being done about trailers that are being occupied on vacant lots now. Mr. Pierce stated that he is working on enforcement of this ordinance as complaints are received.

Chairman Sanders explained issues in Lanark Village.

Chairman Jackel asked about utilities being hooked up to travel trailers in Eastpoint.

Motion by Sanders, seconded by Jackel, to direct Staff to schedule public hearing to begin process to amend ordinance language for use of travel trailers in the County; Motion carried 5-0.

8- Inform the Board that after consulting with Chairman Massey I wrote a letter of support for the Apalachee Regional Planning Council in their application for a \$400K EPA Brownsfield grant. A brownfield is any property that might have environmental hazards on site that need clean-up. An abandoned gas station with existing underground tanks is a common example of a property that could be classified as a brownfield. If the ARPC does get the grant the money will be used to identify properties in the area, including Franklin County, which might be eligible for clean-up under future brownfield funding.

9- Inform the Board that Franklin County and the City of Apalachicola was the subject of a Community Assistance Visit (CAV) by representatives of the National Flood Insurance Program (NFIP) on Dec. 10. The CAV is one way for the federal government to monitor a community's implementation of the NFIP. With the scrutiny that Congress has put on the NFIP the CAV staff looked at more than just making sure the county and city were properly enforcing the flood insurance program. Before the visit the CAV reps had spent two days in the county photographing possible violations, including unstrapped propane tanks, debris and hazards in floodways that would have the potential to damage a structure in a flood and non-compliant structures. It is the view of the NFIP that the county must notify property owners and require any documented violations to the flood program be brought into compliance. We were told at the meeting that flood insurance premiums will be raised in April, as required by the modified Biggert-Waters Act. The Board may recall that Congress had to act last year to keep the premiums from rising then, but it is our understanding that Congress only delayed the implementation of the increases in premiums.

It is to the benefit of flood policy holders to comply with NFIP regulations, and not construct, after the fact, structures that could negate their policies. The Biggert-Waters Act is still law, and it will take 4 years for it to be fully implemented.

Provide Board with CAV notebook for Board file.

Gathana Parmenas asked how residents will be notified that they're in violation of the flood program. Mr. Pierce said they will receive a letter giving notice.

10- Board action to approve Task Order for AVCON to complete the drainage work approved under the FDOT agreement for drainage. These drainage improvements will be bid out in conjunction with the development of the industrial park and the relocation of Taxiway D to the land surrounding the closed work camp that AVCON is already working on.

Motion by Parrish, seconded by Lockley, to approve Task Order for AVCON to complete the drainage work approved under the FDOT agreement for drainage; Motion carried 5-0.

Mr. Pierce discussed a delay in the opening of the new Annex location in Carrabelle.

Commissioner Jackel asked Mr. Pierce to send a thank you letter to Paul Parker for his service on the TDC board. She also asked to send letters for those who donated money for the children's room at the Library.

Commissioner Jackel, Mr. Pierce, and Michael Morón discussed the current timeline of when the meeting agenda packet is made available for the Board.

Commissioner Lockley and Mr. Pierce discussed the lack of use of the Airport and the industrial park.

The Board discussed reasons to build the infrastructure and also, possible solutions for companies occupying the Airport.

Mr. Pierce and Commissioner Parrish discussed The Weather Channel advertising the local weather.

Motion by Parrish, seconded by Jackel, to direct Mr. Pierce and Attorney Shuler to send a certified letter to The Weather Channel asking for the local weather to be advertised locally; Motion carried 5-0.

Michael Shuler – County Attorney – Report (12:26 PM)

Attorney Shuler had no action items.

Commissioner Jackel and Attorney Shuler discussed a Resolution, that has been adopted by other local government bodies, regarding “In God we trust’ in all city and county meeting rooms throughout the United States. Attorney Shuler stated that he will look into this Resolution.

Commissioners and Public Comments (12:28 PM)

Cal Allen discussed the EOC CERT program and stated the next class will begin on January 23, 2015 to train and certify residents. He stated that they would like residents from each part of the County to attend and be certified. He discussed which types of emergencies these residents would be able to assist certified emergency personnel.

There were Merry Christmas and Happy New Year wishes from the Board.

Adjourn for Lunch (12:36 PM)

There being no further business, Chairman Massey adjourned the Meeting.

William Massey, Chairman – FCBOCC

Attest:

Marcia M. Johnson, Clerk of Courts