

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
FRANKLIN COUNTY COURTHOUSE ANNEX
NOVEMBER 16, 2015
5:00 PM**

MINUTES

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

Others Present: Alan Pierce – Director of Administrative Services, Michael Morón – County Coordinator, Michael Shuler – County Attorney, Marcia M. Johnson-Clerk of Court, Lori Hines-Deputy Clerk to the Board.

Call to Order

Chairman Massey called the meeting to Order.

Prayer and Pledge

There was a prayer followed by the Pledge of Allegiance.

Approval of the Minutes

On motion by Commissioner Parrish, seconded by Commissioner Sanders, and by unanimous vote of the Board present, it was agreed to approve the minutes of the meeting held on November 3, 2015.

Payment of County Bills

On motion by Commissioner Sanders, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to approve payment of the County's bills.

Mr. Moron reminded the Board the Department Directors are not present but have submitted their reports. He explained Mrs. Brownell is present as her department is opening bids. Mr. Pierce explained there are Request for Qualifications (RFQ's) to open and then they can be turned over to Mrs. Brownell and her staff to review and make a recommendation. Attorney Shuler said they will then present the top three to the Board.

Department Directors Report

Pam Brownell – Emergency Management Director

Action Items:

1. Opening of bid packets for the RCMP Documented Quotes.

Mrs. Brownell opened the RFQ's as follows:

Anderson Design & Build, Inc.	Tallahassee, Florida
Florida Retrofits, Inc.	Palm Bay, Florida
J.P. Roberts Co.	Crawfordville, Florida
Vision Builders of the Gulf Coast, LLC	Port St. Joe, Florida

Commissioner Parrish made a motion to turn the RFQ's over to Mrs. Brownell and the Committee for review and a recommendation. Commissioner Sanders seconded the motion. Motion carried; 4-0. Mrs. Brownell informed the Board this matter was advertised for 2 weeks in the local paper and the Port St. Joe paper. She reported a list of licensed contractors was obtained from the Planning Office and the advertisement was emailed and mailed to contractors in an effort to notify everyone.

Information Items:

1. Franklin County EOC Staff continue to promote our Re-Entry Tag program and encourage all residents to apply for their Re-Entry Tag.
2. EOC Staff is updating our Special Needs Database to verify current information of our Special Needs Residents.
3. Pam Brownell & Tress Dameron met with Management Experts and City of Carrabelle Staff regarding PODS.

Erik Lovstrand – Extension Office Director

Franklin County Extension Activities November 4, 2015 – November 16, 2015

UF/IFAS Extension Faculty have been involved in the following Extension activities during this period.

General Extension Activities:

- Extension Director not at this BOCC meeting due to attendance at the fall County Extension Director district planning meeting in Tallahassee.
- Franklin County Extension Director conducted an educational program on snakes at the Carrabelle Public Library.
- Extension Staff provided an educational booth including all areas of extension at the Florida Seafood Festival.
- Extension Director attended a 2016 district Extension program planning meeting at Camp Timpooshee in Niceville.
- Extension Staff added much new content to the Extension web page at www.franklin.ifas.ufl.edu
- Extension Director represented UF/IFAS Franklin County Extension at the North Florida Fair Extension building during the fair.
- Extension staff assisted homeowners on topics related to sea turtle lighting and plant health issues.

- Extension Director provided requested information to FDACS regarding legislative funding for the Extension facility project.

Sea Grant Extension:

- Mrs. Dana Jackson of St. George Island was selected to fill the Sea Turtle Lighting Specialist vacant position. Year-two work is beginning to retrofit additional homes with turtle-friendly lighting fixtures and bulbs.

Family and Consumer Sciences:

- Family Nutrition Program Assistant continues to participate in Food Banks throughout the county, providing healthy recipes and food samples to visitors.
- Program Assistant is continuing to implement children's nutrition education in the Franklin County School and ABC School.
- Program Assistant conducted a nutrition education booth at the Florida Seafood Festival called "Rethink Your Drink" which focused on healthy alternatives to sugary drinks.

4-H Youth Development:

- Franklin County 4-H Saddle Club is continuing to meet on a monthly basis.
- Franklin County 4-H Saddle Club entered its first educational booth in the North Florida Fair focusing on general equestrian topics.

Curt Blair - TDC - Report

Commissioners: There are no action items for the TDC Report this month. At the county staff request we are submitting a written report only.

TDC Collections: TDC Collections Report attached will bring collections up through August and show a steady 6+% increase over collections for the same period the previous year. We expect collections for September 2015 will continue to be strong and result in total collections for the year will top \$1.1 million

End of Year Financials: We have completed fiscal 2014-15 and are awaiting final expenditure reports from a couple of nonprofits as we prepare our final report.

Photo and Video RFQs. We have let two RFQs (Request for Qualifications) for video and photos to build and refresh our libraries of useable images. We encourage photographers and videographers who would like to work with the TDC to contact me [at curt@saltyflorida.com](mailto:curt@saltyflorida.com)

BBSB Rural Development Grant: The TDC authorized sending a letter of support on behalf of a Big Bend Scenic By-ways grant application.

Cooperative Marketing Arrangements: TDC staff met recently with representatives of Visit Florida and Visit Tallahassee to discuss joint marketing efforts that would enable the FCTDC to receive promotion benefits from both groups to better spread our promotions. These discussions will strengthen our relationship with Visit Florida and provide us additional promotional opportunities.

Camp Gordon Johnston Request: Camp Gordon Johnston representatives met with the County Attorney recently and we expect to bring you a contractual agreement shortly to expedite the \$250,000 we have allocated for their building construction.

Tallahassee Magazine: Next month we will begin a three month series of ads in Tallahassee Magazine and a similar series in Gwinnett Publications in Atlanta. These will feature events in Franklin County and include one of four "Get-a-way" drawings that are designed to increase our email data base.

Mid Week Campaign: At our November Board meeting the TDC approved a campaign to help increase rentals mid week by partnering with our local non-profits. In addition the Board approved funding to take advantage of last minute remnant advertising in area publications and through Visit Florida.

Fall Meeting Schedule: The next TDC Board meeting will be held on December 2, 2015 at 2:00 P.M. at the EPVC.

Mr. Pierce stated he talked with Mr. Fonda Davis regarding improvements to parks and recreation facilities. He explained the Youth Conservation Corp has completed one major project (a boardwalk) in Apalachicola and is interesting in doing some other work. He said in speaking with Mr. Davis there has been some limitations in getting inmate crews out to do some repairs and he questioned if the Board would like to consider providing up to \$5,000 to have this group do specific repair work at County facilities under the supervision of the County. Mr. Pierce went on to say they have limited carpentry skills but this would also help them learn some skills. Commissioner Lockley questioned if these individuals have insurance. Attorney Shuler agreed the County needs to check with their insurance carrier. The Board agreed to table this item until the next meeting.

Planning and Zoning Report

Mr. Moron presented the following item:

COMMERCIAL SITE PLAN REVIEW:

- 1- **Recommended Approval:** (Unanimous) Consideration of a request for Commercial Site Plan approval for "Loula and Dan, LLC." Doc Myers Commercial Site Plan for an 80 (eighty) seat single service restaurant located at Lots 24-30, Block 6 West, Unit 1, St. George Island, Franklin County, Florida. The kitchen, restrooms, storage and cooler will be permanent elevated code compliant structure that will meet flood requirements and will have open air patio type dining housed in a Chickee structure. Request submitted by Jim Waddell, Inovia Consulting Group, agent for Loula and Dan, LLC, applicants.

Commissioner Watson entered the meeting at this time.

Mr. Moron stated Mr. Jim Waddell, Inovia Consulting Group, is present if the Board has any questions. **On motion by Commissioner Sanders, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to approve this request.**

Marcia Johnson – Clerk of Courts – Report

Mrs. Johnson appeared before the Board and presented the following report:

1-) I have 8 resolutions for adoption on unanticipated revenue as part of the end-of-the-year bookkeeping that involve funds that weren't included in your initial budget last year because we didn't know at the time they would be received. Approval is needed to comply with Florida Statutes 129. **The 1st resolution** deals with \$4,167 received from the State of Florida for E911 System Maintenance. The money was put in account 163.47.525.4600, Maintenance. **The 2nd resolution** deals with \$67,680 received from the State of Florida for payment of law enforcement expenses in the Sheriff's Budget. We put the money into the account of Sheriff's Dept. Budgeted Grant Expenditures. **The 3rd resolution** deals with \$234,562 of which \$179,562 was received from Ring Investments for the purchase of a Caterpillar M316 Excavator and \$55,000 was from the trade-in of two pieces of old equipment. We put the money into account 140.41.541.6301, Road and Bridge-Machinery and Equipment. **The 4th resolution** deals with \$63,638 received from the Florida Dept. of Transportation for the payment of expenses incurred in the remarking and signage of Lake Morality Road. We put \$8,175 into account 141.41.541.3100, Professional Services and \$55,463 into account 141.41.541.4607, Repair and Maintenance-Lake Morality Road. **The 5th resolution** deals with \$13,558 received from the Florida Division of Emergency Management for the payment of expenses incurred in Disaster Response and FEMA Mitigation Programs. We put \$3,043 into account 001.45.525.3100,

Emergency/Disaster-Professional Services; \$4,649 into account 001.45.525.3402, Other Contract Services; \$456 into account 001.45.525.4000, Travel and Per Diem, \$167 into account 001.45.525.4900, Other Current Charges; \$4,311 into account 001.45.525.5200, operation supplies; \$200 into account 001.45.525.5400, Memberships and Education; and \$1,300 into account 001.45.525.6400, Capital Outlay. **The 6th resolution** deals with \$50,000 received from the Florida Department of State for the payment of expenses incurred in the replacement of the roof at Chapman Auditorium. We put the money into account 001.20.511.4602, Repair and Maintenance-Chapman Auditorium. **The 7th resolution** deals with \$30,192 received from the Federal Aviation Administration for the payment of expenses incurred in the design of airfield payment rehabilitation at the airport. We put the money into account 170.70.540.3100, Airport-Professional Services; and **the 8th resolution** deals with \$494,776 received from the Florida Dept. of Transportation for the payment of expenses incurred in the resurfacing, widening, and drainage of CR 384 Bluff Road. The resolutions follow and **a motion for approval of all is requested. On motion by Commissioner Lockley, seconded by Commissioner Watson, and by unanimous vote of the Board present, it was agreed to adopt the following Resolutions:**

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated revenues in the amount of \$4,167.00 from the STATE OF FLORIDA for E911 System Maintenance, and

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015, and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

163.47.525.4600	Maintenance	\$4,167.00
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NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$4,167.00 in the E911 FUND in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of November 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated grant revenues in the amount of \$67,680.00 from the State of Florida for the payment of law enforcement expenses incurred in operations of the Sheriff's Department.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

Sheriff's Department Budgeted Grant Expenditures	\$67,680.00
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NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$67,680.00 in the SHERIFF'S BUDGET in order to comply with FS129(2)(d).
THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated installment loan proceeds in the amount of \$179,562.00 from Ring Investments for the purchase of a Caterpillar M316 Excavator. The county also received \$55,000.00 in unanticipated sales proceeds from the trade-in of two pieces of equipment; this amount was credited as a down-payment.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

140.41.541.6301 Road & Bridge – Machinery & Equipment \$234,562.00

NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$234,562.00 in the Road & Bridge Fund in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated state and federal grant revenues in the amount of \$63,638.00.00 from the Florida Department of Transportation for the payment of expenses incurred in the remarking and signage of Lake Morality Road.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

141.41.541.3100 Professional Services \$ 8,175.00

141.41.541.4607 Repair & Maintenance - Lake Morality Rd. \$55,463.00

NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$63,638.00 in the LOGT Road Paving Fund in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated state and federal grant revenues in the amount of \$13,558.00 from the Florida Division of Emergency Management for the payment of expenses incurred in Disaster Response and FEMA Mitigation Programs. Franklin County also received an unanticipated contribution from Franklin’s Promise in the amount of \$568.00 to help meet the in-kind match for one of the projects.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

001.45.525.3100	Emergency/Disaster-	Professional Services	\$ 3,043.00
001.45.525.3402	Emergency/Disaster-	Other Contract Services	\$ 4,649.00
001.45.525.4000	Emergency/Disaster-	Travel & Per Diem	\$ 456.00
001.45.525.4900	Emergency/Disaster-	Other Current Charges	\$ 167.00
001.45.525.5200	Emergency/Disaster-	Operating Supplies	\$ 4,311.00
001.45.525.5400	Emergency/ Disaster-	Memberships & Education	\$ 200.00
001.45.525.6400	Emergency/Disaster-	Capital Outlay	\$ 1,300.00

NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$14,126.00 in the General Fund in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated state grant revenues in the amount of \$50,000.00 from the Florida Department of State for the payment of expenses incurred in the replacement of the roof at Chapman Auditorium.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

001.20.511.4602	Repair & Maint. – Chapman Auditorium	\$ 50,000.00
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NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$50,000.00 in the General Fund in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated federal grant revenues in the amount of \$30,192.00 from the Federal Aviation Administration for the payment of expenses incurred in the design of airfield pavement rehabilitations at the Apalachicola/Franklin County Airport.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

170.70.540.3100 Airport - Professional Services \$ 30,192.00

NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$30,192.00 in the Airport Fund in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

**RESOLUTION
FRANKLIN COUNTY
BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Franklin County is a political subdivision of the State of Florida and subject to Florida Statutes Chapter 129 regarding preparation of budgets, and

WHEREAS, FS 129.06 provides for budget amendments for unanticipated revenues, and

WHEREAS, Franklin County has received unanticipated state and federal grant revenues in the amount of \$494,776.00 from the Florida Department of Transportation for the payment of expenses incurred in the resurfacing, widening and drainage of CR 384 Bluff Road.

WHEREAS, said revenue is needed to pay certain expenditures incurred in Fiscal Year 2014-2015 and

WHEREAS, FS 129.06(2)(d) provides for budget amendments in relation to receipts and expenditures of the nature that is received, and

WHEREAS, this section requires the Board of County Commission to spread on its minutes the expenditures for the purpose of:

141.41.541.6301 Infrastructure – CR384 Bluff Road \$ 209,726.00

141.41.541.4601 Repair & Maintenance – CR 384 Bluff Road \$ 285,050.00

NOW THEREFORE, BE IT RESOLVED, Franklin County Board of County Commissioners appropriates these unanticipated revenues in the amount of \$494,776.00 in the LOGT Road Paving Fund in order to comply with FS129(2)(d).

THIS RESOLUTION ADOPTED by the Franklin County Board of County Commissioners this 16th day of NOVEMBER 2015.

s/William Massey
William Massey, Chairman

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

2. I have a couple of line item budget amendments for approval. 1) The following are needed to move funds between line items to adjust the 2014/2015 budgeted values for the following departments and a **motion to approve all is requested:**

Solid Waste

INCREASE 001.40.534.4600 Repair & Maintenance - \$59,000.00
INCREASE 001.40.534.6401 Capital Outlay - \$22,210.00
DECREASE 001.40.534.4300 Utilities - \$5,210.00
DECREASE 001.40.534.5200 Operating Supplies- \$76,000.00

Road Department

INCREASE 140.41.541.4600 Repair & Maintenance - \$25,000.00
INCREASE 140.41.541.6401 Machinery & Equipment - \$112,694.00
DECREASE 140.41.541.5200 Operating Supplies - \$87,979.00
DECREASE 140.41.583.7100 Principal - \$46,743.00
DECREASE 140.41.583.7200 Interest - \$2,972.00

Parks and Recreation

INCREASE 001.70.572.1400 Overtime - \$3,900.00
INCREASE 001.70.572.6401 Capital Outlay - \$71,401.00
DECREASE 001.70.572.1200 Regular Salaries - \$36,640.00
DECREASE 001.70.572.2200 Retirement - \$7,123.00
DECREASE 001.70.572.4600 Repair & Maintenance - \$24,000.00
DECREASE 001.70.572.7100 Principal - \$6,396.00
DECREASE 001.70.572.7200 Interest - \$1,142.00

Motion to approve

2) a line item budget amendment is needed to cover two inmates' recurring medical expenses as approved by the Board on June 15, 2015:

INCREASE	120.81.523.4901	Inmate Medical Expense	\$50,000.00
DECREASE	120.81.523.4600	Jail Repair & Maintenance	\$50,000.00

On motion by Commissioner Lockley, seconded by Commissioner Sanders, and by unanimous vote of the Board present, it was agreed to approve the line item budget amendments.

Alan Pierce – RESTORE Coordinator – Report

Mr. Pierce appeared before the Board and presented the following report:

1-. Board action to create a 7 member RESTORE Council, with 5 members being appointed by the county commission, and one from each city of Apalachicola and Carrabelle. The prospective seats to be filled by the county commission are:

Tourism- Lynn Martina
Fisheries- Otis Amison
Economic Development- Rose McCoy
Environmental Issues – Erik Lovestrand
Non-Governmental –

Mr. Pierce stated the Non-Governmental position still needs to be filled. Mr. Pierce reported the City of Carrabelle has sent a letter notifying him that Ms. Brenda LaPaz will represent the city. He stated he has not officially heard from the City of Apalachicola but he believes the mayor may be appointed. He requested the Board appoint the 5 members that have been submitted. Commissioner Parrish asked if these are all the appointments. Mr. Pierce said the Board will still need the City of Apalachicola and Non-Governmental appointments. Chairman Massey asked how soon the City of Apalachicola will respond. Mr. Pierce answered he is not sure but he is waiting on a letter. **On motion by Commissioner Sanders, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to accept the five names that have been submitted.**

2- In order to be eligible to apply for and ultimately receive RESTORE funds, the US Treasury is requiring a number of documents be created and adopted by all counties. At the last meeting the Board adopted a Conflict of Interest and Conduct Standards Policy, and now the Board needs to consider and adopt the following attached policies:

- A) Franklin County Fraud Policy
- B) Franklin County Policy on Safeguarding Personal Identification Information (PII)

Mr. Pierce reported Attorney Shuler has not reviewed these policies. **On motion by Commissioner Sanders, seconded by Commissioner Parrish, and by unanimous vote of the Board present, it was agreed to approve the Franklin County Fraud Policy and the Franklin County Policy on Safeguarding Personal Identification Information (PIN) contingent upon Attorney Shuler's recommendation.**

3- Present the Board with a Franklin County Manual for Grants Administration that will be sent to the US Treasury because Treasury is asking for written protocol on how grants are handled. At this time this document does not need to be adopted by the Board. It is a draft that was written based upon the structure of the Franklin County administrative personnel. It is possible that US Treasury will ask for improvements and/or ask that it be formally adopted.

Mr. Pierce said he will submit it in a draft form and if Treasury likes the document then the Board can adopt it. He reported this will be a long process to meet all the requirements of the U.S. Treasury. He explained at the Restore Council meeting there will be quite a lot of debate about the Consortium as South Florida Committee of 15 has made a recommendation to change the money. Commissioner Sanders thanked Mr. Pierce for his work on Restore. Mr. Pierce reported the Planning Grant has been accepted by U.S. Treasury and is being reviewed.

Michael Morón – County Coordinator – Report

Mr. Moron appeared before the Board and presented the following report:

1. Board action to close Highway 98 for the Eastpoint Christmas Parade from Gillespie Street to Bay Street on December 11, 2015 from 4:00 pm to 5:15 pm. The FDOT form requires a signature for the parade event coordinator so the County needs that person to contact Mrs. Roxie Allen at (850) 653-9783 extension 194 to complete the request as soon as possible.

Chairman Massey said he will sign the form as he will be present at the parade. **On motion by Commissioner Parrish, seconded by Commissioner Watson, and by**

unanimous vote of the Board present, it was agreed to close Highway 98 from Gillespie Street to Bay Street on December 11, 2015 from 4:00 p.m. until 5:15 p.m. for the Eastpoint Christmas Parade.

2. Board action to authorize 2kWebgroup, who manages and hosts the County's website, to re-design the County's website. The re-design will allow the public to notify the County staff of problems and issues via a direct link on the website, allow County staff to constantly inform the public of upcoming events, pertinent and general information, and changes to public meetings with a newsfeed option. There will be additional features to the website that I will discuss at a later date. The estimated cost of the project is \$1500.

Mr. Moron informed the Board if there is an issue in the County the public can take a picture and then go to the website and send it to the County. **On motion by Commissioner Parrish, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to authorize 2kWebgroup to re-design the County's website.**

3. Commissioner Watson requests that Mr. Hank Kozlowsky is appointed to the Weems Hospital Board as District 1 representative. Mr. Kozlowsky's resume is attached. Board action.

Chairman Massey asked if Mr. Kozlowsky is attached to Sacred Heart. Commissioner Watson answered no. **On motion by Commissioner Watson, seconded by Commissioner Parrish, and by unanimous vote of the Board present, it was agreed to appoint Mr. Hank Kozlowsky to the Weems Hospital Board.**

4. At the last meeting the Board was notified of yet another incident of damage to the guardrail at the 12th Street/Bluff Road corner. Staff is currently seeking an estimate to replace the guardrail but would like the Board to consider using wood instead of aluminum as a replacement. Board discussion.

Mr. Pierce stated this is the third accident and the County has spent about \$10,000 on these repairs. Commissioner Parrish suggested Preble-Rish look into this matter and make a recommendation. He expressed concern that the wood will also get knocked down. Commissioner Parrish questioned if the guardrail could be removed and said there may be liability issues. Mr. Pierce stated the guardrail was not designed to stop vehicles but to protect pedestrians from stepping off the sidewalk into the ditch. Commissioner Parrish reported there was a handicapped person that used this sidewalk and was concerned about the ditch. Mr. Pierce stated the County could go after the person responsible for the damages but this is the third time and there is not an accident report. **Commissioner Parrish made a motion to direct Preble-Rish to look at this item and work with County staff to come up with a recommendation and estimated costs. Commissioner Sanders seconded the motion. Motion carried; 5-0.**

5. Inform the Board that I sent the Budget Request Forms to Senator Montford's office for the 2015/16 Legislative budget cycle. Ms. Marcia Mathis acknowledged that she received the forms.
6. I need Board action to award the Timber Island Bridge project to North Florida Construction as recommended by Preble-Rish and designate a funding source. The Finance Office recommends using the repair and maintenance line item from the local option gas tax account. A copy of the tabulation sheet is attached.

On motion by Commissioner Parrish, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to award the Timber Island Bridge Project to North Florida Construction.

7. I need Board action to make an award for the Road Paving project. Attached is an email from Clay Smallwood of Preble-Rish that explains that even though C. W. Roberts is his recommendation as the lowest bidder, there was a math error in their bid. The bid tabulation and the breakdown of the cost of each road per district based on C. W. Roberts corrected bid is also attached.

On motion by Commissioner Parrish, seconded by Commissioner Watson, and by unanimous vote of the Board present, it was agreed to award the Road Paving Project to C.W. Roberts in the amount of \$1,722,094.27. Mr. Clay Smallwood, Preble-Rish, informed the Board the bid was \$52,883.56 lower due to the error. Commissioner Parrish stated the road striping was reasonable. Mr. Smallwood agreed and said the bid is for thermoplastic.

8. On Tuesday November 10, Commissioner Lockley and I met with Ms. Latoya Washington of Florida Association Counties (FAC) and a representative of Boston Mutual Insurance. Boston Mutual is proposing a whole life policy, which is endorsed by FAC, for county employees. I need Board action to allow Boston Mutual to meet with and discuss this policy with the County employees. Since this will be paid by payroll deduction, and we have a small payroll department, the Finance office has requested that at least 10-15 employees sign up before authorizing the deductions.

Commissioner Lockley made a motion to allow Boston Mutual to meet with and discuss a whole life policy with the County employees. Commissioner Sanders seconded this motion.

Commissioner Parrish asked for more information about this insurance. Mr. Moron stated this is a whole life policy with a cash value and would be another option for employees. He reported this insurance would be paid by the employees not the County. **Motion carried; 5-0.**

9. On November 12 Commissioner Lockley and I attended the Franklin County Transportation Disadvantaged Local Coordinating Board meeting. At this meeting we "officially" found out that Crooms Transportation is no longer the County's Community Transportation Coordinator. This designation allowed Crooms to provide cost effective transportation for residents with disabilities, the elderly, low-income individuals, and children at risk. Gulf County Transportation will be providing this service for a year and then a RFQ will be advertised during the year for a full contract term.

Mr. Pierce said the decision came from the state. Mr. Moron reported the decision was made and then the local coordinating board was notified. **Commissioner Sanders made a motion to send a letter to the Apalachee Regional Planning Council (ARPC) asking that in the future the Board is contacted when there is a problem so maybe it can be remedied before it is too far advanced. Commissioner Lockley seconded the motion. Motion carried; 5-0.**

10. I need Board action to re-appoint Ms. Carol Barfield as the County's public service representative on the Capital Area Community Action Agency Board of Directors for the 2015 - 2016 term.

On motion by Commissioner Lockley, seconded by Commissioner Sanders, and by unanimous vote of the Board present, it was agreed to re-appoint Ms. Carol Barfield as the County's public

service representative on the Capital Area Community Action Agency Board of Directors for the 2015-2016.

11. Inform the Board the Mrs. Amy Kelly of the Planning and Zoning office attended and made a presentation at the FEMA/CRS workshop at the Estuarine Research Reserve on Tuesday November 10th. Attached is an email from Mrs. Anita Grove, the Coastal Training Program Coordinator, praising Mrs. Kelly on a job well done and representing the County in a very professional manner.
12. On Monday November 9th I attended the US Army Corp of Engineers final public hearing regarding the ACF waters held at the Estuarine Research Reserve. This public hearing was well attended but, because of the format of the hearing and amount of people in the room, at times it was difficult to get information. I submitted the Board's letter supporting the Florida Congressional October 6 letter regarding the draft Environmental Impact Statement and Master Water Control Manual for the ACF River Basin.

Mr. Moron reported the COE probably did not expect the crowd that appeared at the meeting. He said it was very crowded and was tough to get information. Commissioner Watson stated Franklin County had the largest number of people at any of their five meetings. He said the next meeting was at Lake Lanier.

Mr. Moron stated there is a letter to Mr. George Floyd for information in the Board's packet.

Mr. Moron informed the Board the Commission on Ethics has submitted a report clearing Commissioner Lockley of all complaints. Commissioner Sanders asked Mr. Moron to read the report into the record. Mr. Moron read the Report. Commissioner Sanders congratulated Commissioner Lockley and said she is glad this was brought to well deserved justice.

Mr. Chase Richards, Apalachicola Police Department, appeared before the Board. He stated a proposal was submitted to the City of Apalachicola requesting help with a firing range. He said at the last City Commission meeting the proposal was approved and \$50,000 was allocated for the proposal. Mr. Richards explained \$25,000 will come from BP money and \$25,000 from liquidation sales. He presented copies of the proposal to the Board. He stated this range will be for the police and community and the possibilities are limitless. He informed the Board he is the training officer for the City of Apalachicola Police Department so he would like to use the range to train officers. He reported they hope to have shooting competitions and education for kids in addition to hunter safety classes. Mr. Richards said he would like to have shooting competitions sponsored by the NRA and have them involved as much as possible. Mr. Richards reported there will be membership fees to keep the area nice. He stated the County has a range in Eastpoint but there are complaints that the range is on the lower scale of ranges. He requested the County help out in any way and maybe provide equipment for 1 week. He stated they need to get FAA approval as it is near the runway. Mr. Pierce reported the approval needs to be received before the property is cleared. Mr. Richards said at this time he is trying to make everyone aware of the project. He explained the proposal has rental agreements and he has been approached by about 30 people who are interested. He stated all money made off the range will go back into the range so it is self sufficient. Mr. Richards reported it will be shoot at your own risk. He stated the first phase would be a 50 yard handgun range and then they will move on to long range rifles. Mr. Richards said they would also like to have storage buildings

on the property and training buildings. He reported he has been talking with some FEMA representatives about possibly donating some trailers. Mr. Richards stated there could be other ranges in Carrabelle and Eastpoint. **Commissioner Lockley made a motion to help clear this property after information is received.** Commissioner Sanders asked if this range will be located in the western spray field and if the City has approved this location. Mr. Richards stated 20.4 acres have been approved and the survey is being completed. He described the location of the property as west of town by Tilton Road and Highway 98. He said they are trying to work with FAA as the runway is close to this property. Commissioner Lockley requested Mr. Richards bring all his information to Mr. Moron. Commissioner Watson stated this is a great project and he is very supportive and wished Mr. Richards success. Commissioner Sanders reported she likes the name of the range. Mr. Richards said he made a promise to Mrs. Evelyn Babb about naming the range after her husband. He stated the police department is named for him but he wanted something more as he is the only officer with the Apalachicola Police Department who lost his life in the line of duty. Mr. Richards said this is a way to honor him with a Memorial Recreation Complex. Commissioner Parrish commended Mr. Richards for moving forward with this project and said the name means it all. He stated several years ago he brought up naming a firing range after Mr. Babb but they were not able to do it at that time so he is glad to see Mr. Richards moving forward with this project. He agreed to help with anything the County can do and said hopefully everyone will come together and make this happen. Mr. Richards reported he wanted this to be a community project and the community to be proud when they go out there. **Commissioner Watson seconded the motion. Motion carried; 5-0.**

Commissioner Sanders informed the Board former County Commissioner Mr. Clarence Williams passed away on Friday and she suggested the Board adopt a Resolution of Remembrance. She reported his funeral services will be Saturday at 2:00 p.m. at the Friendship Church. **On motion by Commissioner Sanders, seconded by Commissioner Lockley, and by unanimous vote of the Board present, it was agreed to adopt a Resolution of Remembrance for Mr. Clarence Williams, as follows:**

**RESOLUTION
OF
RESPECT
FRANKLIN COUNTY BOARD OF
COUNTY COMMISSIONERS**

WHEREAS, Mr. Clarence Williams Sr., was born on January 27, 1927 in Apalachicola, Florida,
and

WHEREAS, Mr. Williams, as a lifelong resident of Franklin County, has always been concerned with the welfare of the people in our community, and

WHEREAS, Mr. Williams has celebrated many accomplishments including being elected in 1996 and served two consecutive terms as a Commissioner on the Franklin County Board of County Commissioners; served as a Deputy Sheriff for many years; and also served as a deacon in his church, and

WHEREAS, Mr. Williams was selected by his fellow Commissioners to be Chairman of the County Commission in 1998 and 1999, and

WHEREAS, Mr. Williams was very dedicated to his family including his children, grandchildren and great grandchildren, and

WHEREAS, Mr. Williams was greatly admitted by this community and his family for many accomplishments he has achieved during his lifetime, and

WHEREAS, on Friday, November 13, 2015, after nearly 89 years of life, Mr. Clarence Williams Sr., passed away. He will truly be missed by his family, friends and constituents.

NOW, THEREFORE, BE IT RESOLVED, that the Franklin County Board of County Commissioners conveys its deepest sympathies to the family of Clarence Williams Sr. and most sincere expression of gratitude and appreciation for his invaluable service and commitment to the citizens of Franklin County as a Husband, Father, Son, Deputy, Commissioner and Friend.

This **RESOLUTION** adopted this 16th day of November, 2015.

s/William Massey
William Massey, Chairman
Franklin County Board of County Commissioners

ATTEST:

s/Marcia M. Johnson
Marcia M. Johnson, Clerk of Court

T. Michael Shuler – County Attorney – Report

Issue: ES&S has requested that the County enter into the attached Memorandum of Understanding ("MOU") concerning their software package as it applies to the self-programming modules being provided by ES&S to Franklin County as part of a State mandate, but which are outside of our Contract with ES&S.

Matter: Franklin County should not be charged for software that we did not request, and do not use, and which is being delivered as part of a State mandate.

Background and Explanation: On October 29, 2015, Franklin County and Election Systems and Software, L.L.C., (ES&S) entered into a contract for the purchase of election tabulation machines and software ("Contract"). The Contract provides a license to Franklin County for the software modules which report our election results and burning media for changes to our election database. This license authorizes use of a limited portion of the software modules available from ES&S, but which I am told represent the software traditionally used by the Office of the Supervisor of Elections.

Following execution of the Contract, ES&S contacted Franklin County and stated that the State of Florida required them to send Franklin County their complete software package. This package includes software that would allow us to program our own elections ("PYO"), but which is outside of our Contract with ES&S. According to ES&S' s representative, Mr. Gene Seets, they have programmed our elections for the past thirty years and will continue to do so under the current Contract, as Franklin County lacks the staff and technical expertise to program its own elections.

Mr. Seets has also informed me that Franklin County has always had the full software package with

the old Unity elections software, but did not have a MOU. Now they we are upgrading to the new Election-ware system, ES&S desires to have an MOU.

On November 16, 2015, ES&S, agreed to my request that they modify their proposed MOU. They have agreed to deactivate the self-programming modules so that Franklin County is not charged fees for the license, usage and maintenance of the self-programming software modules that the State has required be sent to Franklin County. They have also agreed to implement password protection and training to further limit and prevent accidental use of the PYO (program your own) software modules. The annual charge for the PYO software, per Mr. Seats, would be an additional \$12,000.00 per year to ES&S. I have attached the original MOU for your comparison to the final MOU.

I am informed that ES&S is scheduled for software training in Franklin County, Florida, on November 18, 2015, so it is necessary that Franklin County address this matter today.

Recommendation: I recommend that the Board approve the attached MOU as the deactivation of the PYO software modules, the password protection and the training being provided to the SOE will reasonably prevent unexpected billing by ES&S for the PYO software modules.

On motion by Commissioner Sanders, seconded by Commissioner Watson, and by unanimous vote of the Board present, it was agreed to approve the MOU with the deactivation of the PYO software modules and the implementation of the password protection and the training.

Commissioners' & Public Comments

Commissioner Lockley questioned if the Board needs to check on the chairmanship as it should change every year. Commissioner Sanders stated she does not have a problem with the way things are now and does not want to be chairman. Commissioner Watson asked what the normal procedure is. Commissioner Sanders stated it is the Board's decision. She reported she served for 4 years but she likes Commissioner Massey to serve as Chairman and Commissioner Parrish as Vice-Chairman but she does not know what the Board wants. Commissioner Lockley said when Mr. Russell Crofton was on the Board they agreed to change the chairmanship every year so everyone had a turn. Commissioner Watson asked how long Chairman Massey had served. Chairman Massey answered 1 year. Commissioner Parrish reported they did say they would swap but he did 2 terms. He said it is up to the Board but he will not make a motion or a second since he is the Vice-Chairman. He reported he would not like to relinquish the Vice-Chairmanship if he does not move up to Chairman. Commissioner Lockley asked if the Board will now let the chairmanship be 2 years at a time. Commissioner Sanders agreed and said let Chairman Massey serve for 1 more year. She explained being the chairman is not an easy job. Commissioner Lockley said everyone on the Board needs a chance to be chairman. **On motion by Commissioner Sanders, seconded by Commissioner Watson, and by unanimous vote of the Board present, it was agreed to re-appoint Commissioner Massey as Chairman and Commissioner Parrish as Vice Chairman.** Commissioner Watson questioned if this usually occurs in November. The Board agreed it usually happens at the second meeting in November.

Ms. Brenda LaPaz, Mayor of the City of Carrabelle, discussed her appointment to the Restore Council and requested the Board appoint someone else to serve in her position on the ARPC. She said it was an honor to serve and she was proud to be appointed by this Board. She informed the Board there is a meeting on Thursday and she will attend the meeting but the next meeting is in January. She requested the Board consider appointing City of Carrabelle Commissioner Calvin Allen to this position. She informed the Board the City Commission voted unanimously to nominate Mr. Allen and she

would like them to consider this appointment. She stated a letter was submitted to Mr. Moron. Commissioner Sanders asked how long Ms. LaPaz has served on the ARPC. Ms. LaPaz answered January would be 2 years. Commissioner Sanders stated usually this position is staggered every 2 years with a representative from the City of Carrabelle and then a representative from the City of Apalachicola. She suggested the Board contact the City of Apalachicola and ask if they would like an appointment to the ARPC but make sure their representative attends the meetings. Mr. Pierce explained the ARPC is comprised of only elected officials so staff is not able to attend these meetings. He reported every County has a seat and the municipalities have one seat so they rotate. **On motion by Commissioner Sanders, seconded by Commissioner Parrish, and by unanimous vote of the Board present, it was agreed to contact the City of Apalachicola and see if they would like to have a representative on the ARPC and if they do not want to have a representative then take the nomination of the City of Carrabelle and appoint Mr. Calvin Allen.** Commissioner Sanders thanked Mayor LaPaz for her service and said she was very vigilant in attending the meetings.

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 5:50 p.m.

William Massey - Chairman

Attest:

Marcia M. Johnson - Clerk of Courts