

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS**

**REGULAR MEETING**

**COURTHOUSE ANNEX, COMMISSION MEETING ROOM**

**JULY 20, 2021**

**9:00 AM**

**MINUTES**

Commissioners Present: Ricky Jones-Chairman, Bert Boldt, II-Vice-Chairman, Noah Lockley, Joseph Parrish, Jessica V. Ward

Others Present: Michele Maxwell-Clerk of Court, Michael Shuler-County Attorney, Michael Moron—County Coordinator, Jessica Gay-Deputy Clerk to the Board

- 1. Call to Order -Chairman Jones called the meeting to order at 9:00 a.m.**
- 2. Prayer and Pledge -Chairman Jones led the Board in prayer followed by the Pledge of Allegiance.**
- 3. Approval of Minutes**

June 15, 2021 Regular Meeting

June 15, 2021 Workshop

July 6, 2021 Regular Meeting

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board approved the minutes of the June 15, 2021 Regular Meeting, June 15, 2021 Workshop and July 6, 2021 Regular Meeting. Motion carried 5-0.**

- 4. Payment of County Bills**

**On a motion by Commissioner Parrish, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, it was agreed to approve the payment of the County Bills. Motion carried 5-0.**

- 5. Awards and Recognitions**

a. 2021 Dixie Softball – Darlings

Mr. Fonda Davis introduced the 2021 Dixie Softball team. Coach Leigh Sheridan said they were undefeated at districts in Blountstown, then advanced to Belleview for State, now they are headed to Virginia for the World Series. Chairman Jones announced the Board had approved a \$5,000 donation to fund their advancement to the World Series.

Coach Sheridan introduced the team present: Trista Wheeler, Molly Thompson, Preslee Dasher, Paisleigh Taylor, Swayzee Lane, Kelsey King, Shelby Melvin, Leeah Ward, and Aimele Cannon

Commissioner Boldt said this accomplishment is a great testimony to how our new generation is coming forward. He said he is proud of the specialty, morals, and discipline displayed by this team and wished them the best of luck. Commissioner Ward said she agrees and said go get them in Virginia and good luck! She congratulated them on their progress so far. Commissioner Parrish said he would like the girls to know how very proud the community is of them and that they should be proud of themselves. He wished them good luck and said he hopes they do it all the way. Commissioner Lockley said he is proud of the girls for doing a good job. He hopes they go up there and bring the big one home! Commissioner Jones said he would like the girls and coaches to know that they are not *going* to make them proud but that they have already made their community proud. He said the only team they needed to beat was themselves. He promised them Belleview didn't see it coming and wished them the best of luck at World.

## **6. Public Comments**

Ms. Donna Butterfield asked for the Board to provide clarification on the use of the virtual speaker card and whether or not the public is required to use it. Ms. Butterfield quoted an exchange from a previous board meeting held on December 15, 2020. Chairman Jones told Ms. Butterfield that Attorney Shuler will review the minutes/audio from the meeting in December and report back at the next meeting.

## **Constitutional Officers**

### **7. Superintendent of Schools – Steve Lanier**

**Note: Due to a last minute schedule conflict, Mr. Lanier will be rescheduled to an August BOCC meeting.**

Mr. Lanier will update the Board on the School District's TRIUMPH projects and the "Adult" Vocational classes.

### **8. Clerk of Courts – Michele Maxwell – Report**

Board action is requested relative to the Value Adjustment Board (VAB):

- a. Two County Commissioners must be appointed
- b. A citizen member who owns homestead property within the county must be appointed. The citizen member cannot be a member or employee of any taxing authority. Mr. Donnie Gay has agreed to continue serving should it be the desire of the Board.

Commissioner Ward asked for clarification on what all the Value Adjustment Board entailed. Mr. Moron explained that basically if someone challenges the Property Appraiser on the value of their property it comes before the VAB. Mr. Moron said for the most part in all the years in the past, the Board sets up the organizational meeting and appoints a Special Master to hear the cases. The Special Master then presents their findings to the VAB and they make the final decision. Attorney Shuler explained that the VAB makes its decision on a factual basis. In the event the Special Master makes an error fundamental of law, the VAB can deny the recommendation. Typically, this doesn't happen and the VAB accepts the Special Master's recommendations.

**Commissioner Ward made a motion to appoint Commissioner Boldt and Commissioner Ward (herself) to the Value Adjustment Board and to appoint Mr. Donnie Gay as the citizen member. Commissioner Parrish seconded the motion. Motion carried 5-0.**

Attorney Shuler noted that Florida statute prohibits the board attorney from serving as the VAB attorney. Clerk Maxwell confirmed that Rachel Chesnut has been contacted and has agreed to continue to serve as the VAB attorney.

### **Department Directors Reports**

#### **9. Superintendent of Roads and Bridges – Howard Nabors**

##### **Informational Item:**

1. Detail of Work Performed and Material Hauled by District (agenda packet)

Mr. Nabors reported that they are having issues with people stealing signs. Chairman Jones asked if the signs for St. George Island were in, Mr. Nabors reported they came in this past week.

#### **10. Solid Waste Director – Fonda Davis**

##### **Informational Item:**

1. Right-of-Way Debris Pickup / Recycle Material Hauled (Agenda Packet)

Mr. Davis reported signs are stating the park rules at each of the parks. He said that Donnie Wilson Complex does not have a sign but it has been ordered. Chairman Jones asked if the boy's team had been awarded the \$5,000 for advancement to the World Series. Mrs. Griffith said no and that a motion and a second are needed if a manual check was requested.

**Commissioner Ward made a motion to authorize the Clerk to issue a manual check for \$5,000 to the boy's baseball team for advancement to the World Series. Seconded by Commissioner Boldt.**

Mr. Moron called for public comments and there were none.

**Motion carried 5-0.**

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

##### **Action Items:**

1. Opening of RFP for Debris Management and Removal Services.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board authorized Mrs. Brownell to open the RFPs for Debris Management and Removal Services. Motion carried 5-0.**

2. Opening of RFP for Debris Monitoring Services.

**On a motion by Commissioner Parrish, seconded by Commissioner Ward, and by a unanimous vote of the Board present, the Board authorized Mrs. Brownell to open the RFPs for Debris Monitoring Services. Motion carried 5-0.**

Commissioner Lockley inquired as to where the requests were advertised. Mrs. Brownell said due to federal guidelines they must be published in a newspaper that runs daily. The advertisement was run in the Tallahassee Democrat, the STAR, Facebook, EOC website, and County website.

### **Motion carried 5-0**

Mrs. Brownell and Mrs. Jennifer Daniels opened the bid packages and announced the bidders as follows:

#### Disaster Debris Removal and Disposal Services

1. Custom Tree Care, Inc.- Topeka, KS
2. Southern Disaster Recovery, Greenville, SC
3. Crowder Gulf- Mobile, AL
4. KDF Enterprises, LLC- Mobile, AL
5. Aftermath Disaster Recovery- Prosper, TX
6. D&J Enterprises, Inc.-Auburn, AL
7. J.B. Coxwell Contracting, Inc.- Jacksonville, FL
8. Terry Tree Service, LLC- Rochester, NY
9. Graham County Land Co- Robbinsville, NC
10. Phillips & Jordan, Inc.- Knoxville, TN
11. DRC Emergency Services- Fernandina Beach, FL
12. Ashbrett, Inc.- Deerfield Beach, FL
13. T.F.R. Enterprises, Inc.- Leander, TX
14. Bergeron Emergency Services- Ft. Lauderdale, FL
15. Cares Environmental Services, Inc.- Sarasota, FL
16. Grubbs Emergency Services, LLC- Hudson, FL

#### Disaster Debris Monitoring Services

1. Tetra Tech, Inc.- Maitland, FL
2. Disaster Program and Operations, Inc.- Homestead, FL

3. Board approval of scoring committee for the above-mentioned RFP's. The Scoring committee will return to the board with the selection of contractors for approval. The committee will include: Jennifer Daniels, Pamela Brownell, and Fonda Davis.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt to send the bids to the scoring committee which will consist of Jennifer Daniels, Pamela Brownell, and Fonda Davis.** Commissioner Lockley noted that none of the bids were from local contractors. Commissioner Ward said there were federal guidelines that had to be followed. Mrs. Brownell said that we cannot give local preference and they will take the funds back if we do not abide by their rules. Commissioner Lockley said we need to find a way to notify the local contractors. Chairman Jones shared the sentiment and said he agreed that local contractors should receive notice of requests for bids. Mrs. Brownell said that if the local contractors will provide their information to her she will add them to the list to receive notices in the future. Commissioner Boldt asked if there were criteria in the RFP that provide the contractors to use local contractors for the job. Mrs. Brownell said it is in the contract that the vendor who is chosen gives the first opportunity to local contractors. This was done during Hurricane Michael however the local contractors denied the offer because they did not feel they were being offered enough for their services. Chairman Jones said he would like to make sure that the local contractors are made aware of the opportunity to bid. Mrs. Brownell said when she

has the contractor's information on file, she automatically sends the RFP via email. Commissioner Parrish asked if we could publish in the local newspaper. Attorney Shuler said that he would research to see if we are allowed to advertise in addition to the daily paper. Mr. Moron said he thought we should advertise for contractors to put their names on the list so that they could receive a notification when a bid is advertised. Mrs. Griffith asked if there was a way for Web2K to add an option so that when RFPs are posted to the website they automatically go out to the contractors who are registered. Mr. Moron said he could check with them to find out. **Motion carried 5-0.**

4. Request the Boards approval to use the old work camp warehouse building for a County Staging area. The roof will need to be repaired and electrical ran to the building.

Mrs. Brownell said the warehouse would prevent the need for pods and trucks all over the county like during Hurricane Michael and everything will be in one location. Chairman Jones said we are hoping it is a long time before we see another storm like Hurricane Michael. Mrs. Brownell agreed but said that the State requires the staging area to be set up to approve the grant. Mrs. Griffith said Mrs. Brownell had received a preliminary estimate for the roof. However, we will have to go out for bids for the repairs. Mrs. Brownell said the estimated cost for the roof repairs was around \$20,000.

Mrs. Griffith said we still have some projects to complete in the fiscal year which were damages from Hurricane Michael. She said the county received insurance proceeds for the roof damage for \$45,000. Chairman Jones said so we need to authorize Mrs. Brownell to go out for quotes for the roof and electrical repairs. Mr. Moron confirmed with one contingency that Mr. Collins look at the property to see if it is county-owned or airport-owned. If the property is airport-owned, then we will have to go through the process of securing a lease. Mr. Moron said he will work out with Mr. Collins and Attorney Shuler.

Commissioner Boldt asked if there was a lease provided to the sheriff several years ago. Attorney Shuler said it was discussed but never done. Mr. Moron said there is a different procedure when it is county-owned vs county airport owned. Mr. Moron said there should have been a different process followed before the work camp was built there. Attorney Shuler said allegedly.

Chairman Jones said he thought the ownership issue should be settled first before considering going out for quotes on the repairs. Chairman Jones asked that Mr. Collins give us an answer by the next meeting so that the Board can consider going out for bids to make repairs.

Chairman Jones restated the Board's direction for Mr. Moron to gather information from Mr. Collins and Attorney Shuler regarding the ownership of the property and bring it back to the Board for their action at the next meeting.

### **Informational Items:**

1. 07/08/2021 EOC Director met with Ray Appen, Commissioner Boldt, and Ken Jones regarding Dog Island Debris Plan.
2. Franklin County rescinded the voluntary evacuation order for Dog Island, Ball Point and Alligator Point for Hurricane Elsa.
3. EOC Staff attended conference calls and webinars for Hurricane Elsa from 07/02/2021-07/07/2021.
4. EOC staff continue to update plans and contracts for Franklin County.
5. 07/15/2021 EOC Staff delivered Message Board Sign to Franklin County Courthouse advertising the street to become 2 way.

6. 07/27/21 EOC Staff will be attending the Onboarding Webinar for EMPA, EMPG and EMPG-ARPA Grants for 2021-2022.
7. 07/23/21 EOC Staff will complete IPAWS required monthly testing.
8. EOC Staff has delivered Messages boards to the Dollar Store in Eastpoint and the IGA in Carrabelle reminding everyone to sign up for Alert Franklin.

## **12. Extension Office Director – Erik Lovstrand**

### **Informational Items:**

#### General Extension Activities:

1. During this period, the Extension office assisted citizens on topics of plant identification, insect pest identification, plant disease, control of invasive weeds, and more.
2. Extension Director presented a webinar online on the importance of Temporary Wetlands for many native amphibians.
3. Extension Director attended a Friends of the Reserve board meeting.
4. Extension staff met with representatives from UF who are coordinating the implementation of the pilot telemedicine project in select Extension offices.
5. Extension Director participated in a quarterly Natural Resources Program team Zoom meeting.
6. Extension Director participated in District-wide CED meeting with the District Director.
7. Extension Director participated in statewide FL Sea Grant agent meeting via Zoom. Sea

#### Grant Extension:

8. Extension Director taught a class at Camp Timpooshee on sharks and shark teeth as part of a “Florida Sea Grant Day” at the camp. Camps are still not hosting residential campers this summer, due to Covid.

#### 4-H Youth Development:

9. Local 4-H shooting sports club was successful in receiving a grant from the NRA Foundation Teach Freedom grant program to purchase needed archery equipment and supplies. Family and Consumer Sciences:

10. Family Nutrition Program assistant continues providing nutrition programming in local schools and is assisting with Gulf County FNP programming as they seek to fill a vacant position. Agriculture/Home Horticulture:

11. The final Master Gardener class with 12 students has been completed as part of a 13-week course to become Franklin County Master Gardeners. Graduates have begun hosting weekly plant clinics at the Extension office on Wednesdays from 10-noon to answer questions for walk-in visitors on gardening and home horticulture issues.

Chairman Jones noted how good the new office looks. Commissioner Boldt asked Mr. Lovstrand to keep them posted on the kiosk. Mr. Lovstrand said they should be bringing in the equipment in the next week or a week and a half, to be tested.

### **Other Reports**

## **13. Interim Airport Manager – Ted Mosteller**

Good Morning Commissioners, Continue to be busy.

FYI: Our Airport Manager committee is still meeting and will have a report soon.

FYI: The runway/ramp light electric vault generator fuel tank has been cleaned and some 200 gal of fresh diesel fuel added (—should be filled later to reduce condensation

—approximately 400 gallon total capacity), and new battery installed. Successfully-- manually ran and carried load. Still needs control board unit, coolant sensor system and injector pump problem repaired for automatic operation.

FYI: It appears there is some \$100,000 excess funding after the PAPI lights in the lighting project—I tried to tap these monies for the generator replacement. Even though the generator powers the lights—at first FDOT was receptive however discovered could not be used because is not in the description (scope) as the PAPI's are. These excess monies are lost.

However, there is funding in the storm water and drainage grant that FDOT agrees to use. AVCON is preparing an application to this effect—if you are agreeable.

FYI: As an update—I spoke with Pam again concerning EOC funding for the generator— word appears to be six months to a year.

FYI: Also to reiterate—I have found no one yet--who has a new suitable generator in stock for immediate delivery. There is a two to six month back order on generator delivery—depending on the vendor. This delay would start after the project is bid and awarded.

FYI: Some other issues currently working on: Airport Manager Duties, etc. report. Update.

Flight Obstruction Clearance. Fuel Farm, Mogas, etc.

EOC

Prospective list in excess of 12 waiting for T hangars. Prospective tenant for a box hangar.

Review of leases—(FDOT) including revenue flow and use of facilities. Equipment inventory (including repair and maintenance)

Shelter for airport equipment.

Building maintenance--Leaking roofs, etc.--Electric service for T hangars Flight operations counter

NDB

Security Plan

Note on the generator repair quote:

The new battery listed was backed out (not included) in the quote.

The mechanic (Clint) reports that two hour injector troubleshooting is built into the quote. The injector parts (if needed) are not included—and will be extra. I understand that a worst case scenario quote is forthcoming for the injector pump.

Also there is a two week time on receiving the aftermarket control board.

FYI: I was requested to address the monthly meeting of the local EAA chapter on Saturday morning (7/10/21) at the airport. Among the usual issues of concern from the members were mogas availability at the fuel farm, self-serve avgas, electricity for the T hangars, maintenance on T hangars, waiting (availability) on a T hangar,

FYI: Randall Terry called me Tuesday evening (7/13/21) to report that the key pad to the FBO gate was inoperative. I checked it out and posted a sign to use the “T Hangar gate for entrance. After conferring with Michael—I replaced the key pad Wednesday morning. FYI: Pam informed that there apparently is a water leak near the EOC--serving the 60 x 60 hangar and the EOC. The city was called who reported that the sewage lift station was not working. Randall Terry confirmed that there is electric in the 60 x 60—which supplies electric to the lift station. After conferring with Michael, I have called three different plumbers with neither calling back as of Saturday morning—will try again Monday.

Respectfully, Ted Mosteller

Action Item:

Ring Power Quote for Repair of the Emergency Generator

**On a motion by Commissioner Ward to approve the Ring Power quote for the repair of the emergency generator for \$5,903.00.** Commissioner Lockley asked if there would be a possibility to trade

the generator in when a new one was purchased. Mr. Mosteller said the repaired generator could still be of use at the airport. **Motion carried 5-0.**

Mr. Moron presented the following item from his report at this time.

1. **Airfield Vault Generator** – Mr. John Collins (AVCON) has been aware and shares the Board's concerns regarding issues with what is referred to as the airfield vault generator. This is the same generator the Board requested Mr. Mosteller to provide a quote for servicing and replacement of all necessary parts so the generator would be restored and worked as designed, especially with the automatic starting feature. Last week, Mr. Collins informed Mrs. Griffith and I that he sent a request to FDOT to move

\$100k from the upcoming airfield drainage improvement grant to a grant that would replace the airfield vault generator. The good news is, Mr. Collins was successful and received authority from FDOT to make that change to the 5-year work program to fund the purchase of the generator and a new fuel tank. Mr. Collins should have this new generator project under grant within 30 days.

Board action to approve the change to the 5-year plan and allocate \$100k for the purchase of a new airfield vault generator and fuel tank.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt, and by unanimous vote of the Board present, the Board approved the change to the 5-year plan and to allocate \$100K for the purchase of a new airfield vault generator. Motion carried 5-0.**

Mr. Mosteller reported that he had spoken with Mrs. Brownell and she anticipates it taking anywhere from 6 months to a year for the generator to be purchased through HLMP. Mr. Moron said if this purchase goes through it will remove the request from HLMP.

Mr. Mosteller reported that the lift station in front of the EOC is being dug up as he speaks. It has completely quit working. Mr. Moron said that he and Mr. Mosteller had the discussion earlier in the week and he felt it was the responsibility of the City to repair. The Board discussed the initial purchase and installation of the lift stations and how they were funded. However, the Board did not feel that because the airport purchased the lift stations it was their responsibility to repair them. Chairman Jones said he does not believe it is the county's responsibility to repair the lift station that is tied into the City's sewer system.

**Commissioner Lockley made a motion for the airport to fix the lift stations, document the expense, and provide the receipts to the Board attorney for him to collect from the city.**

Attorney Shuler said he believes it needs to be repaired for the safety of the public. However, the future ownership and repairs of what he considers to be the infrastructure of the City also need to be addressed going forward. Attorney Shuler recommended Commissioner Lockley modify the Board's action to direct staff to make the immediate repairs needed for the safety and welfare of the public, direct himself and Mr. Moron to have a conversation with City administrative staff, and ask Mr. Mosteller to research any historical archives in existence regarding the purchase and installation of the infrastructure.

**Commissioner Lockley amended his motion as recommended by Attorney Shuler. Chairman Jones restated the amended motion would be to take care of the immediate health and safety need, have Attorney Shuler and Mr. Moron confer and make sure about the historicity of the left stations and**



**should they be considered part of the County infrastructure or part of the sewer system they are attached to. Commissioner Parrish seconded the motion. Motion carried 5-0.**

Commissioner Boldt asked if we could discuss the issue of the bill for the repairs. Attorney Shuler said he would ask the Board to defer this discussion to a future date and as Commissioner Parrish has said on other matters in the past, we are looking forward and not backward.

The Board recessed at 10:14 a.m. and reconvened at 10:34 a.m.

#### **14. American Rescue Plan Consultant – Traci Buzbee**

American Rescue Plan Update 1:19

Mrs. Buzbee said not a lot has occurred since the last update, the biggest thing is to request the deposit of the first half of the \$2,335,139, and the second half will be deposited in one year from the initial deposit. A lot of information still needs to be clarified. NAKO submitted questions asking what the final rule would look like, we are hoping to see the final rule in the fall. A similar thing happen with the Cares Act- don't see that it is going to be as loose as the Cares Act such as allowing for payment of salaries, hopefully, they are going to expand the infrastructure definition. If we want to start a committee to talk about the projects that we might want to consider now would be a good time to start that process. The \$2.3 million will have to be obligated by 12/31/24 and expended by 12/31/26.

Commissioner Ward said she has been doing research on this and saw where you could invest in outdoor spaces such as parks and rec. Is there any indication of how much, like say for example we decide to do a park or upgrade our water and sewer infrastructure, is there a limit on the amount of funds that we use for each project? Mrs. Buzbee said no, the money is not restricted per project and is at the discretion of the board. Once we receive the categories, will get those to the commissioners. You have to fit whatever you are doing into one of the categories, you can put the funds into one category or spread it out over multiple categories all at the discretion of the board. Commission Ward said she read on the NAKO website you can pay police officers, 1<sup>st</sup> responders, and public safety officer's premium pay for work force. Mrs. Buzbee said in 2020, they opened up that every single first responder's entire salary amount was available under the Cares Act, but they are not allowing this under these funds. They are allowing a premium pay but this is a onetime funding, it is not something we will get recurring funds to continue the pay. Mrs. Buzbee said they really want it to first responders that are dedicated to Covid response. In Florida, we've kind of been open for a while and don't have any one who is 100% on Covid response. If that's the avenue that you are looking at, I would like to research and make sure we are spending the funds appropriately and not having to pay any of those funds back.

Mr. Moron asked if infrastructure is just tied to water, sewer and storm water infrastructure. Mr. Moron asked if we could build a restroom for the public or a parking lot. Mrs. Buzbee said that is one thing they are looking at revising in the infrastructure definition. The initial guidance has changed and will continue to change until the final rule is released. Mrs. Buzbee said she knows roads, parks, and facilities are infrastructure for smaller communities because we don't get that extra funding. Commissioner Lockley question whether we could partner with the private sector to improve infrastructure. Mrs. Buzbee said yes you could use these funds to partner. A lot of the communities we work with don't have water and sewer. Mrs. Buzbee said broadband and water/sewer are the main things in the definition of infrastructure.

Commissioner Boldt said we invite tourist to come here with advertisements and apps, but we don't have any parking for them. He would like to see how we could use these funds to expand parking and asked Mrs. Buzbee to be looking into that.

Mrs. Buzbee reiterated that we are waiting on the final ruling in order to make sure what we can spend funds on. Mrs. Buzbee said hopefully it will be released by October 31<sup>st</sup> when our first report is due but if not maybe by Thanksgiving.

Chairman Jones said hopefully we could use these funds to help us attack our bigger issues first. Since the funding is a onetime deal, I think us, our residents and visitors will be better off for it. Mr. Moron said so as it stands right now we are basically on standby until we can receive the final ruling on what we can spend the money on. Commissioner Ward said it is probably going to change continually adding and taking things away. She noted that on the NAKO website there is a frequently asked questions section where you can ask questions and where others have submitted theirs. Commissioner Lockley said the big counties are going to make the rules and we are going to have to go along with it. Mr. Moron said from past experience he prefers this way, waiting for the rules before spending the money. Chairman Jones said most of the time slow is smooth. Commissioner Ward said let trial and error of other counties help us to learn what works and what doesn't work. Mrs. Buzbee said that she will download the different reports available at NAKO and will send those to the commissioners.

## **Presentations and Requests**

### **15. Evergreen Solutions**

#### Employee Pay and Classification Plan Presentation

Mr. Marke Holcombe from Evergreen Solutions provided the Board with a presentation on the Employee Pay and Classification Plan. He said that his team has met with employees in person asking specific questions about compensation and classification. He gave an overview of the JAT responses, recommendations that they have and how much it would cost to implement in Franklin County. The expectation is for the overall range of compensation to be similar for employees completing the same work. His team reviewed the current classification and compensation system to ensure internal equity and produced recommendations to provide the organization with a classification and compensation system that is equitable, both internally and externally. The project has four phases: Outreach (start and kickoff, collecting data), Classification (job surveys, analyzed duties, comparison between positions) Compensation (compensation survey with other organizations) Solution (different options to adopt changes, reporting).

Employee Meetings: A brief overview was provided from the meetings they had with employees.

Positive Comments: Employees appreciate benefits, Culture, Environment, and Schedule

Concern Comments: External equity, internal equity, Work schedule

It was determined that the county does not have a formal pay structure. The county does start employees off at a minimum. Since there is no formal pay structure, employees do not know how their pay progresses. An adjustment for cost of living was accounted for in each step. Looking at things like mortgage, rental, groceries, and gas.

The compensation recommendations create new pay structure based on internal equity and the market data from the market survey. Slot positions into the new structure equitably respecting both the internal and external relationships identified. Adjust employee salaries to account for pay compression and lack of advancement.

Mr. Holcombe provided the board with options to break down into one year, 3-year or 4- year implementation plans. He said the next steps would include finishing up the engagement, finalizing the

implementation plan, revising class description, and then working with the county to finalize and implement the plan.

Commissioner Lockley asked Mr. Holcombe to provide the board with actual figures for positions. Chairman Jones agreed that the Board would want to see what ranges each department has. Mr. Moron said the complete data can be forwarded to board.

Mr. Holcombe said if in the future if the Board was unable to fund in any given year, the plan is designed with separate pay plans for each year. So you would not have to fund the entire plan, but they recommend if the funds are available. The recommendations are set at the market competitive salary. So if an employee was making the market competitive salary, they would not receive an additional increase. The minimum wage increase is built over time. The plan is built so that it stays ahead of the minimum wage increase. The Board will need to look at increases over time to comply with minimum wage increase. Mr. Moron said if we pause the plan, we still have to look at the employees who are making minimum wage so that we are increasing them. Commissioner Lockley said we can't compare our starting salary to that of the sheriff's department. Mr. Holcombe said the starting salaries have been adjusted according to their positions. Chairman Jones asked Mrs. Griffith how much we have budgeted for cost in living increases, Mrs. Griffith said around \$200k. She noted that it will be higher when we factor in FICA and retirement costs. She said the four year implementation is easier to manage than the one year. Mrs. Griffith said the amount was calculated in the proposed budget. Commissioner Ward said she wants to see the plan implemented, the employees are deserving and she doesn't want to see the ball dropped. She said she has some ideas that she will present at the budget hearing. Commissioner Lockley said we might as well increase it now because we are going to be forced to do so in the coming years. Mr. Holcombe said the comparisons are made to similar jobs and things such as leadership, working conditions, job complexity, decision making, and relationships. The survey internally does consider things of this nature and the market survey compares those same jobs to other counties. Commissioner Lockley said you either have to pay your workers or you are going to lose them. Chairman Jones said this is the county working proactively to approach the upcoming \$15 minimum wage increase. Mr. Moron said today the Board has been informed that Mrs. Griffith has included the four year plan in the proposed budget. The first or second meeting in August the Board should plan to tentatively approve. Commissioner Lockley said we got to these numbers because we aren't paying enough. Commissioner Boldt asked if Mr. Holcombe could share this product with Alliant at the hospital. Mr. Moron said he believes that Alliant did their own study within the hospital. Mrs. Griffith said she wasn't sure if they specialized in healthcare. Mr. Holcombe said he didn't but they did have others on the team who do. The Board is welcome to share the information with them. The Board thanked Mr. Holcombe and his team for their work on this project and for providing the information to them.

## **RFP/RFQ/Bid Opening**

### **16. Request for Proposals - Disaster Debris Monitoring Services**

Franklin County, City of Apalachicola, City of Carrabelle, and Dog Island Conservation District intend to enter into an agreement with a qualified contracting firm to provide services in preparation for natural disasters or other debris generating events. This RFP applies to Franklin County, City of Apalachicola, City of Carrabelle, and Dog Island Conservation District.

This RFP is to solicit competitive sealed proposals from qualified firms, businesses, or individuals for the provision of Disaster Debris Monitoring Services to assist Franklin County, City of Apalachicola, City of Carrabelle, and Dog Island Conservation District here after referred to as "the Entities", with Disaster Debris Removal and Disposal Services.

It is the intent and purpose of the Entities that this RFP promotes competitive selection. It shall be the proposer's responsibility to advise the Entities if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

*Item addressed earlier in the meeting.*

**17. Request For Proposals - Disaster Debris Removal and Disposal Services**

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*Item addressed earlier in the meeting.*

**18. Request for Sealed Bids - Timber Island Road Resurfacing Project**

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

TIMBER ISLAND ROAD RESURFACING PROJECT - FPID NO. 446636-1-54-01

Project is located in Franklin County, Florida and consists of approximately 0.90 miles of widening and resurfacing, striping, signs, and grassing along Timber Island Road in Franklin County.

Mrs. Griffith and Mr. Moron opened the bids as follows:

CWR Contracting, Tallahassee, FL with bid bond - \$969,350.43

Roberts and Roberts, Tallahassee, FL with bid bond - \$897,873.00

Pigott Asphalt and Sitework, LLC, Crawfordville, FL with bid bond - \$761,977.65

**On a motion by Commissioner Lockley, seconded by Commissioner Ward, and by a unanimous vote of the Board present, the Board authorized turning the bids over to Dewberry and Associates for review and ranking. Motion carried 5-0.**

**County Staff & Attorney Reports**

**19. Fiscal Manager/Grants Coordinator – Erin Griffith**

**Action Items:**

- 1. BOARD ACTION: Approval of AVCON Task Order, Airfield Pavement Aprons Rehabilitation Project**

Franklin County has been awarded a Transportation Regional Incentive Grant to rehabilitate and repair the general aviation aprons for Runway's 6-24 and 14-32, Taxiways A and B. Airport Engineers AVCON have submitted the attached task order #8 to bring this project to completion.

Board action to approve the attached task order #8 for the Airport Pavement Rehabilitation Project.

**On a motion by Commissioner Parrish, seconded by Commissioner Boldt and Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved the attached task order #8 for the Airport Pavement Rehabilitation Project. Motion carried 5-0.**

**2. BOARD ACTION: Approval of Edward Byrne Memorial Justice Assistance Meth Grant Application (Sheriff's Department Grant)**

The Sheriff's Department has applied for an Edward Byrne Memorial Justice Assistance Grant to combat Meth distribution and abuse. The attached grant award is \$48,100 and will be used to fund overtime for K-9 and patrol deputies, purchase an infrared low light surveillance camera, ocular technology, and automated license plate readers to assist in meth initiative operations.

Board action to authorize the chairman to sign the Acceptance of Federal Funding Assistance for the Sheriff's Department Meth Initiative JAG Grant.

**On a motion by Commissioner Lockley, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board authorized the Chairman to sign the Acceptance of Federal Funding Assistance for the Sheriff's Department Meth Initiative JAG Grant. Motion carried 5-0.**

**3. BOARD ACTION: Approval of E911 Rural Grant Agreement (Sheriff's Department Grant)**

The Sheriff's Department has received a Rural and State E911 Grant for the annual map and system maintenance of the E911 system. The attached grant agreement is for \$34,366.21.

Board action to authorize the chairman to sign the Rural and State Grant Agreement 20-04-06 for the Sheriff's Department.

**On a motion by Commissioner Ward, seconded by Commissioner Boldt and Commissioner Lockley, and by a unanimous vote of the Board present, the Board authorized the Chairman to sign the Rural and State Grant Agreement 20-04-06 for the Sheriff's Department. Motion carried 5-0.**

**4. BOARD ACTION: Approval of proposed public hearing dates in September for the 2021/2022 Annual Budget**

The budget workshops have been scheduled for Thursday, July 29th and Friday, July 30th. Upon conclusion of those meetings, the BOCC will authorize a millage rate that will go out on the TRIM (Truth in Millage) notices. The proposed millage rate that appears on the TRIM notice will be the maximum rate for the upcoming fiscal year barring rare circumstances. At this time, the preliminary 2021 county millage rate needed to fund the upcoming budget is 5.4707 which is less than the current millage rate of 5.7761 but greater than the rolled-back rate by 1.33%. To be compliant within the Florida Department of Revenue's TRIM Process Timetable, the public hearing dates for the county budget process could be set for Tuesday, September 7th at 5:15 p.m. and Tuesday, September 21st at 5:15 p.m.

Board action to approve the public hearing dates of Tuesday, September 7th and Tuesday, September 21st for the 2021/2022 County Budget Process.

**On a motion by Commissioner Parrish, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved the public hearing dates of Tuesday, September 7<sup>th</sup> and Tuesday, September 21<sup>st</sup> for the 2021/2022 Annual Budget. Motion carried 5-0.**

**20. County Coordinator – Michael Morón**

**Action Items:**

**1. Airfield Vault Generator** – Mr. John Collins (AVCON) has been aware and shares the Board’s concerns regarding issues with what is referred to as the airfield vault generator. This is the same generator the Board requested Mr. Mosteller to provide a quote for servicing and replacement of all necessary parts so the generator would be restored and worked as designed, especially with the automatic starting feature. Last week, Mr. Collins informed Mrs. Griffith and I that he sent a request to FDOT to move

\$100k from the upcoming airfield drainage improvement grant to a grant that would replace the airfield vault generator. The good news is, Mr. Collins was successful and received authority from FDOT to make that change to the 5-year work program to fund the purchase of the generator and a new fuel tank. Mr. Collins should have this new generator project under grant within 30 days.

Board action to approve the change to the 5-year plan and allocate \$100k for the purchase of a new airfield vault generator and fuel tank.

***Item addressed earlier in the meeting.***

**2. First Aid Kits** – Commissioner Parrish asked that I get pricing for first aid kits that would be placed throughout the Courthouse and Annex Buildings next to the newly installed Automatic External Defibrillator (AED). I contacted Mr. Richard Lewis, the EMS Director, and he proposes the following:

As a continuation of the improvement of health care in Franklin County, Franklin County Emergency Medical Services (FC EMS) is recommending the placement of First Aid Kits alongside the Automated External Defibrillators (AEDs) located in the Franklin County Courthouse and Annex buildings. The First Aid Kits selected will meet OSHA and ANSI Class B requirements for the workplace and address first aid areas such as major injury/trauma, minor injury, burn care, and include personal protective equipment (PPE). Employee comfort, e.g., Tylenol, Motrin, may be added to the First Aid Kits. Fully stocked First Aid Kits will cost \$125 per Kit and FC EMS can provide monthly inventory checks and restock the County First Aid Kits.

Additionally, CPR AED and First Aid Training is recommended and encouraged for Franklin County employees. Franklin County EMS can provide annual, in-house training to Franklin County employees. Currently, the base cost of the course is \$25 per person, which includes the book and certificate. Alternatively, FC EMS can provide a First Aid CPR and AED awareness course at no cost, however no certificate or CPR card will be issued. Total cost 4 First Aid with shipping \$525

(American National Standards Institute (ANSI); ANSI Z308.1)

(Occupational Safety and Health Administration (OSHA); 29 CFR 1910.151(b))

Board action to authorize the purchase of four First Aid kits and allow EMS to provide CPR AED and First Aid Training to designated courthouse employees.

Commissioner Parrish said he would recommend there be two trained persons per department if someone is out of the office.

**On a motion by Commissioner Parrish, seconded by Commissioner Boldt, and by a unanimous vote of the Board present, the Board authorized the purchase of four First Aid kits and allow EMS to provide CPR AED and First Aid Training for a minimum of two designated courthouse employees per department. Motion carried 5-0.**

**3. Carrabelle Letter of Support** - The City of Carrabelle is applying for DEO's Rebuild Florida General Infrastructure Repair Program Round II for Hurricane Michael that will enable the city to replace the sanitary sewer lines in unincorporated Franklin County that serve Lanark Village. The city is asking for a Letter of Support from the County that will be part of the application package. The following is draft wording for the letter: Please allow this letter to serve as the Franklin County Board of County Commissioners support for the City of Carrabelle's application to the Florida Department of Economic Opportunity's (DEO)'s Rebuild Florida General Infrastructure Repair Program Round II for Hurricane Michael recovery that will enable the City of Carrabelle to replace the sanitary sewer lines in unincorporated Franklin County that serve Lanark Village. The inflow and infiltration caused by the severe rain and storm surge from Hurricane Michael into the existing lines, threatened the integrity and overtaxed the operation of the City's wastewater treatment system. This project is vital to the citizens of Lanark Village, the County, and the City of Carrabelle.

Thank you in advance for your consideration of this very important project for in Franklin County. We support the City's application and the proposed project.

Board action to authorize the Chairman's signature on the letter of support for the City of Carrabelle.

**On a motion by Commissioner Boldt, seconded by Commissioner Ward and Commissioner Parrish, to authorize the Chairman's signature on the letter of support for the City of Carrabelle.**

Commissioner Parrish said he is in favor of this and anything that we can do to help facilitate the continued cooperation with the City of Carrabelle and the County. Commissioner Ward and Commissioner Boldt echoed this sentiment.

**Motion carried 5-0.**

**4. Street Sweeper Trailer** - With the anticipation that we will receive the street sweeper within a couple of weeks, the Sheriff Department staff has asked that we proceed with the purchase of a trailer for the storage and the transportation of the street sweeper. Captain Varnes explained that finding and securing a trailer of this size for the sweeper has been difficult, as supply is low at most locations. The total cost of the trailer is \$7626.38 will be paid from the remaining CARES funds.

Board action to authorize the \$7626.38 purchase, from the remaining 2020 CARES Act funds, of a trailer for the street sweeper from Lee Trailer Sales in Tallahassee.

**On a motion by Commissioner Lockley, seconded by Commissioner Ward, and by a unanimous vote of the Board present, the Board authorized the \$7,626.38 purchase, from the remaining 2020 CARES Act funds, of a trailer for the street sweeper from Lee Trailer Sales in Tallahassee.**

**Motion carried 5-0.**

**21. County Attorney – Michael Shuler**

Report (agenda packet)

1. Jingoli laydown lease at Airport

The final lease is attached and speaks for itself. However, in sum it:

- a. Has a five-year term. Early termination upon payment of a fee is allowed.
- b. Monthly rent is \$15,000.00 plus taxes.
- c. First two months are “rent free” but during that time the tenant will clear the 9 acre site and improve and harden the surface for use by their vehicles. Tenant will install chain link fence around perimeter of the 9 acre site. All these improvements belong to Franklin County.
- d. The lease area is outside the RPZ, per the airport’s engineer.

**On a motion by Commissioner Ward, seconded by Commissioner Lockley, and by a unanimous vote of the Board present, the Board approved and ratified the Chairman’s signature on the Jingoli lease. Motion carried 5-0.**

Attorney Shuler reported that he has been in communication with the City of Apalachicola regarding the repairs needed of the lift station near the EOC. Mr. Wade is going to make contact with Mr. Moron to coordinate the City making the repairs to the lift station.

2. No Wake Zone at the Government Cut:

There is no existing ordinance regulating boat wakes at the Government City which separates Big St. George Island from Little St. George Island.

Board Action Requested: Motion to authorize a public hearing to consider an ordinance establishing a no wake zone at the Government Cut which separates Big St. George Island from Little St. George Island.

Commissioner Parrish said has received a lot of complaints from guide fisherman about a no wake zone ordinance at this area. He said he understood that the marine patrol wrote up about 15 people for not abiding by the no wake, however there is no wake zone designated.

Commissioner Boldt said he would say just leave it alone and the boaters need to be able to execute the navigation correctly. Chairman Jones said he has had several complaints from his district constituents also.

Attorney Shuler said he believes the marine patrol has the authority to enforce penalties if someone is operating recklessly. Attorney Shuler suggested the Board send a letter asking FWC to monitor the cut and issue tickets for violations. There was no further Board action on this item.

Commissioner Boldt brought up an issue with private and public beach access. He asked the Board to consider discussing this matter at a future meeting. Attorney Shuler stated that he has a conflict of interest on the issue, and the Board would need to obtain outside counsel to represent them on this matter. Chairman Jones requested that Mr. Moron add this item to a future agenda for Board discussion and direction.



## Commissioners' Comments & Adjournment

### 22. Commissioners' Comments

Commissioner Boldt spoke regarding the P&Z board not having enough members available to hold meetings. He would like the Board to consider appointing a special magistrate. Commissioner Boldt requested that Mr. Moron add to the next agenda for Board discussion.

Commissioner Boldt said he will be attending an FWC partnership meeting for the bay initiative on behalf of the commissioners. His goal is to have a progress report on the bay regularly.

### 23. Adjournment

Chairman Jones adjourned the meeting at 12:17 p.m.

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Ricky Jones – Chairman

Attest:

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Michele Maxwell – Clerk of Courts