



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
July 10, 2017 Minutes

**I. Meeting Opened**

The July 10, 2017 Regular Council Meeting was called to order at 9:00 a.m. by Councilwoman Janice McLean. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Councilwoman Janice McLean, Councilwoman Kasey Cuchens, Councilwoman Elizabeth Brannon, and Councilman Eddie Farris

Council Members Absent: Mayor Russ Barley, and Councilwoman Jennifer Laird

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, City Engineer William Menadier, and City Planner Latilda Hughes-Neel.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests: None**

**IV. Public Comment on Consent Agenda: None**

**V. Approval of Consent Agenda**

1. Pay all Bills in Order
2. June 13, 2017 Regular Council Meeting Minutes
3. June 13, 2017 Workshop-Impact Fees
4. June 15, 2017 Workshop-Staff Strategic Plan Presentation
5. June 15, 2017 Workshop - Elected Official Training
6. June 22, 2017 Regular Council Meeting

*Council Action: Councilwoman Cuchens made a motion to approve the Consent Agenda with one correction to the June 15, 2017 Workshop Minutes as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

**VI. Consideration of Additions/Deletions to Agenda**

**Additions:**

- Engineering - Two Direct Purchase Order Requests

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In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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**Deletions:**

- Clerk – Quest Management Proposals a & b

**Table:**

- New Business – Request to table item 10-A in absence of Councilwoman Laird, Waiver of Fees Requests

*Council Action: Councilman Farris made a motion to table Item 10-A, Waiver of Fees, to a future meeting. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

**VII. Approval of Agenda with Additions/Deletions**

*Council Action: Councilwoman Cuchens made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

**VIII. Staff Reports**

A. City Clerk Matters

1. ~~Quest Management~~

B. Finance Officer

1. Revenue & Expenditure Report - May 2017

- Finance Officer Sara Bowers presented the Revenue and Expenditure Report for May 2017 for informational purposes only. City Attorney Clay Adkinson advised that in the future, this report may be added to the Consent Agenda.

C. Planning & Zoning Dept.

1. Request to attend Florida Planning Conference/Continuing Education, September 4-8, 2017

*Council Action: Councilwoman Cuchens made a motion to approve City Planner Latilda Hughes-Neel to attend the Florida Planning Conference, September 4, 2017 through September 8, 2017 in Daytona Beach, Florida. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

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D. Legal Matters

1. Special Meeting following the Closing of the Polls Tuesday, July 11, 2017
  - City Attorney Clay Adkinson advised the Council regarding the Special Meeting immediately following the closing of the Polls at the City Election July 11<sup>th</sup>.

*Council Action: Councilman Farris made a motion to hold a Special Meeting by the Canvassing Board immediately following the closing of the Polls for the City Election on Tuesday, July 11, 2017. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

E. Parks Dept.

1. Proposal for Baseball Storage
  - Parks Director Dana Weiler presented a proposal to wall in one end of the Visitor Side of the Dugouts at the Sports Complex for storage of League Equipment. Council discussion ensued. This project was tabled for another meeting.

F. Engineering

1. Engineering Update Report
  - William Menadier presented the Update report on the following:
    - Pre-construction meeting for the Water Tanks was held on Monday, July 10, 2017
    - WWTP Update
    - New Blower at the Sewer Plant
    - Reject Pond at the Sewer Plant
    - Freeport City Welcome Signs
2. US 331 Utilities Upgrades – Phase I Proposal

*Council Action: Councilman Farris made a motion to approve the US 331 Utilities Upgrades – Phase I Proposal for a lump sum amount of \$135,000.00. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

3. US 331 Corridor Utilities Planning Study – Phase I (Water)

*Council Action: Councilwoman Cuchens made a motion to approve the US 331 Corridor Utilities Planning Study – Phase I (Water) for a lump sum amount of \$50,000.00. Councilman Farris*

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*seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

4. Freeport Highway 331 Water Main, Direct Purchase of Construction Materials  
Project No. 91493030 – Fortline Waterworks

*Council Action: Councilman Farris made a motion to approve the Purchase Order Request from Fortline Waterworks, for the Freeport Highway 331 Water Main Project for direct purchase of materials, for a total pre-tax amount of \$334,540.28, and a tax savings of \$23,417.82. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

2. Freeport Highway 331 Water main Direct Purchase of Construction Materials  
Project No. 9143030- Underground Solutions

*Council Action: Councilwoman Cuchens made a motion to approve the Purchase Order Request from Underground Solutions, for the Freeport Highway 331 Water Main Project for direct purchase of materials, for a total pre-tax amount of \$41,771.25, and a tax savings of \$2,923.99. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

G. Water Dept.

1. Meter Accuracy Testing Fee

- Water Supervisor Larry Tuggle advised the Council that the cost for an accuracy test of the new Sensus Water Meters is costing the City \$120.00 with shipping. Currently the City Charges the customer \$50.00. The Customer currently has the option to request a \$50.00 flow test prior to sending the meter to the manufacturer for an accuracy test.

*Council Action: Councilwoman Cuchens made a motion to raise the cost for an accuracy test of the new Sensus Water Meters from \$50.00 to \$120.00 including shipping, with an option for a Flow Test prior to an accuracy test being done for \$50.00. The Neptune Water Meter Accuracy Test will remain the same at \$50.00 but the meter will be upgraded at that time, regardless of the test results, to a new Sensus Meter. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

H. Sewer Dept.: None

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**IX. Old Business: None**

**X. New Business**

~~A. Waiver of Fees Requests~~

~~B. Mayor Russ Barley~~

C. Councilwoman Brannon: None

D. Councilwoman Cuchens: None

E. Councilman Farris

1. Storage Shed at the Sports Complex
  - Councilman Farris requested that Mr. Charlie Simmons approach the podium to explain the history of the Storage Shed at the Sports Complex.
  - Mr. Simmons approached and informed the Council that Parks Director Shayne Supple worked with the Little League to build a shed closer to the Ball Fields so that the equipment would not need to be transported from the tennis courts. At that time, Shayne was using a lot of the Leagues equipment. Two bids were procured for the shed and the Little League agreed to help build it. In exchange, they would be provided a portion of the shed to store their equipment.
2. Press Box at the Sports Complex
  - Mr. Simmons informed the Council about the original arrangements that were made for the use of the Press Box between the City and the Little League Organization.

*Council Action: Councilman Farris made a motion that the Little League be given back the portion of the storage shed at the Sports Complex that was originally assigned to them and to open the Press Box back up so that the Little League can utilize these areas as they were originally identified to be used for. Councilwoman Brannon seconded the motion.*

- Parks Director Weiler approached the podium and discussion ensued regarding the current access of the press box and the League's use of the storage areas of the Sports Complex.
- Mr. Ted Barr advised the Council on the current storage and press box use by the League. Discussion ensued regarding the construction of an addition on the current storage shed.

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- City Planner Latilda Hughes-Neel informed the Council that there will be a Parks & Recreation Board Meeting at 6:00 pm on July 18, 2017. The League will send a representative to the meeting to begin plans for a proposal to extend the current Storage Shed.

*Councilman Farris amended his motion to formulate a plan between the City of Freeport and the Little League, prior to the next baseball season, to construct an extension on the current storage shed for the Freeport Youth Sports Little League, and to restore the Press Box to its original use for the League. Councilwoman Brannon amended her second to the same. All ayes, (Brannon, Cuchens, Farris); motion carried.*

- Ted Barr approached the Council about using the Press Box year-round for meetings. Council discussed allowing the League to use the Community Center with an understanding that they would need to clean-up after their meetings.

*Council Action: Councilwoman Cuchens made a motion to approve six (6) waiver of fees for the Freeport Youth Sports Little League Organization for use of the Community Center, if it is available, until the Press Box is brought back to its original layout for use by the League. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris); motion carried.*

3. Madison Street issues with traffic
  - Councilman Farris updated the Council on the status of the Madison Street traffic issues. He has met with the County Engineer and Lieutenant Savage. More speed signs and children at play signs will be installed. More patrol will be added as well.
4. Promoting Our City
  - Council agreed that a Marketing Program for the City needs to be addressed again this next budget year.
5. Update about EOC training for supervisors
  - Councilman Farris updated the Council on four (4) free training classes that are available for Department Heads to take on-line for Emergency Preparedness.

~~F. Councilwoman Laird~~

G. Councilwoman McLean

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- Councilwoman McLean provided a little history of the City and their past efforts in working with the community.
- Councilwoman McLean thanked everyone for their support during this time with the loss of her mother.

**XI. Public Comment**

- Mr. Gary Adams approached the podium regarding the termination of an employee from the City of Freeport, who had not had a background check performed and was already working for the City when his Drug Screening test was conducted.

**XII. Adjournment**

Councilwoman McLean adjourned the meeting at 10:08 a.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST

\_\_\_\_\_  
City Clerk

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