



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

I. Meeting Opened

The October 10, 2017 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick.

Council Members absent: Councilwoman Kasey Cuchens

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, City Planner Latilda Hughes-Neel, Parks Director Charles Simmons, City Engineer William Menadier, and City Engineer Alex Rochaleau

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. Bills Paid
2. September 19, 2017 Joint Workshop FCC/BCC
3. September 26, 2017 Public Hearing-Final Budget
4. September 28, 2017 Regular Meeting

Council Action: Councilwoman Brannon made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

VI. Consideration of Additions/Deletions to Agenda

Deletions:

- Kasey Cuchens – Drainage Issues at the Community Center
- Councilman Farris – Tabled Master Recreation Plan to the next meeting

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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.

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Additions:

- Parks Dept. – Pool Maintenance Quotes
- Planning – Florida Rural Economic Development Training Opportunity
- Engineering – Laird Park

VII. Approval of Agenda with Additions/Deletions

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

VIII. Staff Reports

A. City Clerk Matters

1. Request to Cancel November 23rd & December 28th, 2017 Regular Council Meetings during the Holiday Season

Council Action: Councilwoman Brannon made a motion to cancel the November 23rd and December 28th, 2017 Regular Council Meetings for the Holiday Season. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. Request approval to advertise RFP to contract Human Resources Consultant

Council Action: Councilman Farris made a motion to approve advertisement for a Human Resources Consulting RFP. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

3. Request approval to advertise RFP for purchase of Document Management System

Council Action: Councilman Farris made a motion to approve advertisement for a City Document Management System RFP. Councilman McCormick seconded. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

4. Schedule Workshop for Employee Policies & Procedures Manual
 - Tabled until the next meeting.

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B. Finance Office: None

C. Planning & Zoning Dept.

1. Planner Latilda Hughes-Neel presented the Council with an update on Hammock Bay traffic signage. Council discussion ensued. Public Comments were made by the following:
 - Barry Greaber
 - Elizabeth Hafner
 - Gary Grimm
2. Planner Latilda Hughes-Neel requested approval for travel to the Florida Rural Economic Development Summit. The cost will consist of a \$225.00 registration fee, two (2) nights hotel accommodations plus travel and peridium.

Council Action: Councilman Farris made a motion to approve the City Planner Latilda Hughes-Neel to attend the Florida Rural Economic Development Summit being held in St. Augustine from December 13th through the 15th. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

D. Legal Matters

1. First Reading of No Wake Zone Ordinance – Fisherman’s Cove Marina LLV
 - Tabled until the October 26th meeting.
2. Brandon Oaks
 - Legal is working on the final agreement with the County and will bring back at the October 26th meeting.
3. Cytracom Phone System
 - City Attorney Adkinson updated the Council on the Cytracom agreement. They are not willing to change the agreement per the request of the City Attorney. Attorney Adkinson will reach out one more time and if they do not respond, the City will seek other voiceover IP vendors.

E. Parks Dept.

1. Parks Assistant Job Description and approval to Advertise

Council Action: Councilwoman Brannon made a motion to approve the job description and

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advertise for a fulltime Parks Assistant for the Parks and Recreation Department. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

2. Pool Maintenance Quotes

- Parks Director Simmons presented two quotes for the maintenance of the City Pool. One from Mermaid Pool Services, LLC & one from Shannon Bonds Pool Service.

Council Action: Councilman Farris made a motion to approve Shannon Bonds Pool Service to maintain the City Pool for a yearly cost of \$19,800.00. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

3. Sealing Bids for Tennis Courts

Council Action: Councilwoman Brannon made a motion to approve the Parks and Recreation Director to request bids for sealing the tennis courts at the Regional Sports Complex. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

4. Storage Facility Update

- Parks Director Simmons updated the Council regarding the storage facility plans. This item will be presented at the next meeting to approve the area that it will be constructed on.
- Latilda Hughes-Neel will provide all information of past Council actions regarding changes at the Regional Sports Complex to the next Regular Council Meeting.

F. Engineering

- 1 The Engineering Report was presented by William Menadier on the following:
 - US 331 Watermain Extension and Wagon Wheel Water Well System
 - Business 331 Sidewalks
 - Wastewater Treatment Plant Permit Renewal
 - Preliminary Engineering Report
 - No Wake Zone at Marse Landing
 - State Revolving Fund Loan Agreement
2. Engineer Alex Rouchaleau gave a presentation on the Water/Sewer Models for Freeport
3. Wagon Wheel Water Well Sand Issue

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- Water Supervisor Larry Tuggle and Engineer William Menadier advised the Council of the serious sand issue with the well. It is possible that if the sand issue is not resolved a new well site may need to be found. Council discussion ensued.

Council Action: Councilman McCormick made a motion to halt all construction until the issue of sand infiltrating the well can be resolved. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

4. CIP Approval

- Engineer William Menadier requested approval of the Water and Sewer Projects added to the 2017/2018 CIP.

Council Action: Councilwoman Brannon made a motion to approve the additional Water and Sewer projects be added to the Capital Improvement Plan. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

3. Florida Senate – Local Funding Initiative

- City Engineers requested Council to rank the CIP projects and have them returned before the next Council Meeting. This will enable engineering to narrow down which projects to submit.
- Deadline for the projects to be turned in for the funding initiative is Oct. 30th.

4. Welcome Sign Resolution Adoption

Council Action: Councilman Farris made a motion to approve the adoption of the Welcome Sign Resolution No. 2017-11. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

5. Laird Park Drainage - Request for Bid

Council Action: Councilwoman Brannon made a motion to approve City Engineers to prepare and advertise a Request for Bid for the Laird Park drainage repairs. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

G. Water Dept.: None

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H. Sewer Dept.: None

IX. Old Business: None

X. New Business

A. Mayor Russ Barley

- Mayor Barley reminded those present that the Mayors Ball will be held at Hammock Bay Lake Club October 21, 2017. Tickets are available at City Hall.

B. Councilwoman Brannon

1. Resolution of Support for Home Rule

- Councilwoman Brannon presented a Resolution adopted by Ft. Walton Beach supporting all legislative efforts to protect and strengthen the rights of Citizens of the State of Florida to govern themselves under Municipal Home Rule Powers. Council directed Legal Staff to draft a resolution for adoption for the City of Freeport at the next Regular Council Meeting being held on October 26, 2017.

Council Action: Councilwoman Brannon made a motion to direct Legal to draft a resolution for adoption, supporting all legislative efforts to protect and strengthen the rights of Citizens of the state of Florida, to govern themselves under Municipal Home Rule Powers. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

C. Councilwoman Cuchens

1. ~~Pending List~~
2. ~~Drainage at the Community Center~~

D. Councilman Farris

1. ~~Master Recreation Plan~~
2. Interlocal Agreement for Streets of Hammock Bay w/County
 - Councilman Farris requested that Finance Officer Bowers, City Attorney Adkinson and the Mayor be given direction to work with the County in moving forward with an interlocal agreement on the maintenance of the streets in Hammock Bay. This will be brought back to the meeting in November.

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3. Strategic Plan

- Councilman Farris advised the Council that the Strategic Plan that was presented by staff has never been approved. Clerk Podraza advised the Council that it was the intention of staff to put the presentation into a manual format and bring it back to the council for approval. Podraza requested this project be put under the Planning Department for further development. Planner Latilda Hughes-Neel agreed to head up the project but would like the presentation to be approved.

Council Action: Councilman Farris made a motion to direct City Planner Latilda Hughes-Neel to develop the Strategic Plan Presentation into Manual Formatting and bring back to the Council at the first meeting in January.

Discussion: Councilwoman Green requested this be tabled so that further review of the Strategic Plan Presentation could be made by new Councilmembers.

Councilman Farris withdrew his motion.

Council Action: Councilwoman Green made a motion to table this item until the next Regular Council Meeting. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

4. Workshop concerning sewer on Bay Grove Rd.

- Councilman Farris addressed the Council regarding promotional ideas to bring more customers around the bay area onto the City Sewer system and off of septic systems. Councilman Farris requested a Workshop be held to come up with a plan or project.

Council Action: Councilman Farris made a motion to hold a Council Workshop at 5:30 PM on January 25, 2018. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, McCormick); motion carried.

E. Councilwoman Green: None

F. Councilman McCormick: None

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XI. Public Comment

Becky Sumner approached regarding the following:

1. Assignment of Emergency Plan
Councilman McCormick is preparing the final draft for the next meeting.
2. Fence behind the Publix
Councilman Farris advised that the fence is on public property and he has been in contact with the owner regarding the fence.

Councilwoman Green requested information regarding the Pending List which was under Councilwoman Cuchens agenda items. Clerk Podraza requested that those who have projects on the list send her updates and it will be presented at the next Council Meeting.

XII. Adjournment

Mayor Barley adjourned the meeting at 11:13 a.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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