



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
November 14, 2017 Agenda

**I. Meeting Opened**

The November 14, 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, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green

Council Members Absent: Councilman William “Boots” McCormick.

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, City Planner Latilda Hughes-Neel, Parks Director Charles Simmons, City Water Supervisor Larry Tuggle, City Lead Sewer Operator Bridget Hilgenberg, City Engineer William Menadier, Billing Supervisor Jennifer Douglas and City Engineer Cliff Knauer.

**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**

- Lindy Wood, Westonwood Ranch
- Scott Sexton, CRC Data

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

**V. Council Questions on Consent Agenda Check Register:**

- Councilwoman Green - Christmas Ornaments – New Artificial 16” Tree
- Councilwoman Green – Books for Elementary School – Sponsorship of School books for two years
- Councilwoman Brannon – Giggles the Clown – For Christmas Tree Lighting which was paid out of the Festivals Line Item
- Councilwoman Green – Donation to Freeport High School Soccer – Donation includes a banner on the field indicating the City of Freeport Sponsorship, which is renewed every year.

**VI. Approval of Consent Agenda**

1. Bills Paid

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2. October 26, 2017 Regular Meeting
3. November 7, 2017 Workshop – Local Mitigation Strategy

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

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

Additions:

- Councilwoman Brannon – Dept. of Corrections – Surplus Tractor
- Councilwoman Green – Industrial Park
- Councilwoman Green – Triumph Meeting Update

Deletions:

- Parks Dept. – Storage Facility

**VIII. 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, Cuchens, Farris, Green); motion carried.*

**IX. Sherriff's Rodeo at Freeport Sports Complex, Lindy Wood**

Lindy Wood from the Westonwood Ranch presented to the Council on the Walton County Sheriff's 1<sup>st</sup> Annual Westonwood Ranch Benefit Rodeo. Westonwood Ranch is a local non-profit development in Walton County providing vocational training and social opportunities to individuals with autism and related developmental disorders. Ms. Wood requested Council approval to hold the event at the Freeport Sports Complex. The Rodeo will be sanctioned and endorsed by the Professional Cowboy Association (PCA) bringing talent from across the southeast drawing crowds of 1,500 plus attendees each night.

*Council Action: Councilman Farris made a motion to approve the Sherriff's Rodeo to be held at the Freeport Sports Complex March 23 & 24<sup>th</sup>. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

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**X. Staff Reports**

**A. City Clerk Matters**

1. Phone System Contract Update
  - Clerk Podraza updated the Council regarding the phone system and fiber optics cable installation. Council requested that Staff bring the Contract from Digium Phone Systems to the next meeting. The original agreement with Cytracom has been declined due to the company's unwillingness to change the contract to form with the City Attorney's recommendations.
2. Personnel Policies Update
  - Clerk Podraza advised the Council that the 3<sup>rd</sup> draft has been updated by staff and sent to legal for review. A workshop will be set after the new year.

**B. Finance Office**

1. Request for Proposal
  - Council agreed to meet with the City Finance Officer individually, to discuss the content needed to write an RFP for a forensic audit.

**C. Planning & Zoning Dept.**

1. Public Hearing/Land Development Code Amendment 1<sup>st</sup> Reading
  - City Planner Latilda Hughes-Neel presented the Ordinance for proposed amendment to the Land Development Code regarding Transfer Stations.

*Council Action: Councilwoman Brannon made a motion to approve first reading and advertisement of second reading for the Land Development Code Amendment regarding Transfer Stations. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

2. WFRPC Workforce Housing Plan Proposal
  - Planner Latilda Hughes-Neel presented the West Florida Regional Planning Council Workforce Housing Plan Proposal.

*Council Action: Councilman Farris made a motion to approve the West Florida Regional Planning Council Workforce Housing Plan Proposal for an amount not to exceed \$15,000.00. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

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3. Planning Technician
  - Planner Latilda Hughes-Neel requested Council approval to re-advertise for the Planning Technician Position.

*Council Action: Councilwoman Brannon made a motion to approve advertisement for a Planning Technician for two weeks with a closing date of December 1, 2017. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

**D. Legal Matters**

1. Interlocal Agreement - Brandon Oaks (*To Be Attached to Official Minutes*)
  - City Attorney Adkinson presented the proposed Interlocal Agreement between Walton County Florida and the City of Freeport regarding Brandon Oaks. Discussion ensued, and the City Council is requesting the following changes be made and presented at the Next Board of County Commissioners Meeting.  
  
Paragraph #1 – Extend Customer Notice date from 30 days to 90  
Paragraph #2 – Escrow account to be provided to the City upfront  
Paragraph #5 – Define the term “*impractical*” in the second sentence
  - Council requested that Sewer Department Staff, City Attorney, City Engineers and the City Clerk prepare an Invitation to Bid to replace the fourteen systems that have been identified as failing.

*Council Action: Councilwoman Cuchens made a motion for staff to prepare a Request for Proposal or Invitation to Bid to be presented at the December 12, 2017 Council Meeting, to replace fourteen (14) systems which have been identified by the Department of Health as failing systems at the Brandon Oaks Subdivision. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

**E. Parks Dept.**

1. ~~Storage Facility~~
2. Recreational Trail Grant
  - Parks Director Charles Simmons advised the Council that his recommendation is for the Council to approve the Recreation Trail Grant Agreement.

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- Parks Director Simmons also advised the Council that the Disc Golf Course has been budgeted to be extended as well and this will be in correlation with the Trails Project. The local Disc Club President addressed the Council regarding the benefits the course will bring City of Freeport.

*Council Action: Councilwoman Cuchens made a motion to approve the Florida Department of Environmental Protection 2017 Recreational Trails Grant Agreement. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

3. Parks Director Simmons updated the Council on the following:
  - Laird Park Clean-up
  - Marse Landing Lights and Clean-up
  - Pool Maintenance
  - Sports Complex Field Lights
  - Update on the Invitation to Bid for Resurfacing Tennis Courts
  - Winter Rye will not be applied this year

**F. Engineering**

1. Proposal for the No Wake Zone at Marina Village
  - Council directed Mayor Barley and staff to reach out to Marina Village regarding the cost of the engineering and legal fees for the No Wake Zone.

*Council Action: Councilwoman Cuchens made motion to direct the Mayor, Engineering and Legal Staff to contact Marina Village to discuss the cost of the Engineering and Legal fees for the No Wake Zone at Marina Village. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

2. Engineering Update
  - City Engineer Cliff Knauer announced to the Council that Dewberry Preble-Rish will donate engineering services for the Recreational Trails Grant Project at the Sports Complex. Engineering will not be able to donate the environmental permit work needed for the wetlands or the permitting for the boardwalks, but all other services will be donated. Survey costs will need to be paid but will be kept to a bare minimum.

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G. Water Dept.

1. Budgeted Water Dept. Vehicles

*Council Action: Councilwoman Brannon made a motion to approve a budget transfer to cover costs for three Water Department Vehicles which came in \$2,474.00 over budget. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

H. Sewer Dept.

1. Sewer Lead Operator Bridget Hilgenberg updated the Council on the DEP inspection.

I. Jeffery Powel from the DeFuniak Herald

- Jeffery Powell requested to recognize Ashley Hardee with the Sewer Department who did a wonderful job fixing Mr. Powell's sewer issue quickly and without complaint. Mr. Powell expressed his support of advancement and educational opportunities for dedicated City Employees like Ashley.

**XI. Old Business**

A. Pending List

- The Pending List provided by the City Clerk was reviewed and Council requested staff to provide an update monthly. Planner Hughes-Neel requested to address the Council on the items listed for the planning Department as follows:
  - Planner Hughes-Neel advised that the Safe Routs to School Grant is being submitted within the month.
  - Planner Hughes-Neel requested approval to move forward converting the Strategic Plan Presentation into a manual. Clerk Podraza advised that at the last Team Meeting, she understood the Planner was only supposed to produce a bare bones manual as a boiler plate for Staff to begin working together on converting the Strategic Plan into a manual format. Council discussion ensued and Clerk Podraza will take this project back under the Clerk's Office to begin working on the format for the Manual.

**XII. New Business**

A. Mayor Russ Barley: None

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**B. Councilwoman Brannon**

1. Sgt. Jerrimy Carroll, Work Squad Sergeant of the DOC Walton Work Camp, has requested that the City Council consider donating a 1986 Ford 4630 tractor that has electrical issues and is intended for surplus, to be donated to the Prison for the Agricultural Farm Program.

The institution has a tractor of a like model that is currently out of service due to mechanical issues. Parts for this model tractor have become increasingly difficult to obtain. The donated tractor would be used for parts and greatly appreciated.

*Council Action: Councilwoman Brannon made a motion to donate the City's Ford 4630 Tractor to the DOC Walton Work Camp, to be used for parts to maintain the tractor currently used by the Agricultural Program. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green); motion carried.*

**C. Councilwoman Cuchens: None**

**D. Councilman Farris: None**

**E. Councilwoman Green**

1. Industrial Park
  - Councilwoman Green requested that the Mayor invite Mr. Imfeld to come and update the Council on the Industrial Park. Mayor Barley will reach out to Mr. Imfeld.
2. Triumph Meeting Update
  - Councilwoman Green requested an update regarding the first Triumph Meeting that was held on November 1<sup>st</sup>. Mayor Barley updated the Council that he was unable to attend due to health issues. Mayor Barley stated that he requested Councilwoman Cuchens attend the meeting to take notes.
  - City Attorney Adkinson advised the Council that he spoke with County Administrator Jones the night before the meeting. He relayed to the Council how the situation was handled. Minutes of the Meeting will be provided.
  - Councilwoman Brannon requested where the City of Freeport's project came in on the list. Mayor Barley informed the Council that it was close to the top of the list.

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**XIII. Public Comment**

- Mr. & Mrs. Flavia of Hammock Bay approached the podium to address the Council regarding a structure being built on the property next to theirs which they feel is out of compliance.

**XIV. Adjournment**

Mayor Barley adjourned the meeting at 11:46 a.m.

FREEPORT CITY COUNCIL

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Mayor

ATTEST

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City Clerk

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