



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

I. Meeting Opened

The December 12, 2017 Regular Council Meeting was called to order at 9:00 a.m. by Councilman Eddie Farris. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick

Council Members Absent: Mayor Russ Barley

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, and City Engineer William Menadier.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests

1. Bill Imfeld, Executive Director of the Economic Development Alliance
2. Walton County Commissioner Cecilia Jones

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid
2. Revenue/Expenditure Report for October 2017
3. November 14, 2017 Regular Meeting

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

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

VI. Consideration of Additions/Deletions to Agenda

Additions:

- Engineering – Chelco Estimate for Wagon Wheel Rd
- Planning – Special Event Permit
- Councilwoman Green – Sewer Trailer
- Councilwoman Green – Street Sign Standards
- Councilwoman Green – Freeport Family in Crisis

Deletions:

- Engineering – Additional Camera Survey

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

VIII. Bill Imfeld

1. Freeport Industrial Park Update
 - Mr. Imfeld presented on the Panhandle Expansion Plan by the Hiller Companies as well as several other topics regarding the Freeport Industrial Park. He also discussed DEA & Opportunity Florida, Triumph, and the Owls Head development.

IX. Staff Reports

A. City Clerk Matters

1. Digium Phone System Approval
 - Clerk Podraza presented the Digium Phone System Cost Quote. The agreement has been approved to form by the City Attorney.

Council Action: Councilwoman Cuchens made a motion to approve the Digium Phone System as presented with an upfront initial cost of \$740.80 and a monthly reoccurring cost of \$690.80. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Approve 2018 Holiday Schedule

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

Council Action: Councilwoman Brannon made a motion to approve the 2018 Holiday Schedule as presented. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. Approve Records Request Policy

Council Action: Councilwoman Cuchens made a motion to approve the Records Request Policy as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

4. Schedule Personnel Policy Workshop

Council Action: Councilwoman Cuchens made a motion to hold a Council Workshop regarding the Personnel Policies & Procedures Manual on January 25, 2018 at 4:45 pm. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

B. Finance Office

1. Recommendation for Finance Assistant

- Finance Officer Sara Bowers requested approval to hire Joyce Sunday for the Finance Assistant position. Council discussion ensued regarding the necessity of this position and that maybe Council should reconsider.

Council Action: Councilman McCormick made a motion to approve the recommendation to hire Joyce Sunday for the Finance Assistant position. Councilwoman Cuchens seconded the motion. Three (3) ayes, (Cuchens, Farris, McCormick); Two (2) nays, (Brannon, Green); motion carried.

2. Forensic Audit

- Finance Officer Bowers presented an RFP for a Forensic Audit as directed by Council. Council discussion ensued regarding the RFP.
- Councilman Farris informed the Council that he met with Joanne Roque with Carr Riggs & Ingram regarding the City's past financial audits. He presented an informational packet regarding an *Agreed-Upon Procedures (AUP)* engagement. This may be an alternative method other than the Forensic Audit if the proposals come in at an extremely excessive cost to the City.
- Several members of the public audience also addressed the Council regarding the

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

audit which included: Becky Sumner, Gary Adams, Janice McLean, Elizabeth Haffner, and Michael Strickland.

- Councilwoman Brannon advised the Council that the budget amount for the Forensic Audit is \$141,000.00.

Council Action: Councilwoman Brannon made a motion to approve the RFP for a Forensic Audit as presented. Councilwoman Green seconded the motion. Four (4) ayes, (Brannon, Farris, Green, McCormick), one (1) nay, (Cuchens); motion carried.

3. Budget Amendment

Council Action: Councilwoman Cuchens made a motion to approve the Water Department Budget Amendment moving \$2,500.00 from the Water Vehicle and Equipment Maintenance account to the Water Equipment Account for the purchase of three (3) vehicles approved by Council on November 24, 2017. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

4. Employee Uniform Allowance

- Finance Officer Bowers presented the list of employees who will be eligible for the Employee Uniform Allowance in 2018. Council discussion ensued, and Stacy Ward was requested to be added to the list since she has since moved from the Billing Department to the Water Department.

Council Action: Councilwoman Cuchens made a motion to approve the Employee Uniform Allowance list as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

5. Actuarial Service Agreement

- Finance Officer Sara Bowers presented an Actuarial Service Agreement with Foster & Foster for a required actuarial valuation of the city's other Post-Employment Benefits.

Council Action: Councilwoman Green made a motion to approve the Actuarial Services Agreement between the City of Freeport and Foster & Foster as presented and to give authority to the Council President the authority to sign the document. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

C. Planning & Zoning Dept.

1. Planning Technician/Recommendation – Elizabeth McCombs

Council Action: Councilwoman Cuchens made a motion to approve Elizabeth McCombs for the Planning Technician position. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Adoption Hearing/LDC Amendment - Transfer Stations and Similar Uses

- City Planner Latilda Hughes-Neel presented the draft Ordinance for second reading and adoption, amending the Freeport Land Development Code, to provide for revisions to Article 3: Land Use and Zoning.

Council Action: Councilwoman Brannon made a motion to adopt Ordinance No. 2017-06, amending the Freeport Land Development Code to provide for revisions to appendix B- Definitions; prohibiting transfer stations, material recovery facilities and other similar uses. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. PDRB Recommendation/Medical Marijuana

- City Planner Latilda Hughes-Neel presented a recommendation from the Freeport Planning & Development Review Board regarding the regulation of Medical Marijuana Treatment Centers.

Council Action: Councilwoman Brannon made a motion to direct staff and Legal Council to begin the process of amending the Land Development Code according to Florida Statute, to regulate Medical Marijuana Treatment Centers and to draft an Ordinance to implement these changes. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

4. Special Event Permit Request

- City Planner Latilda Hughes-Neel requested the Council approve the waiver of permit fees for the Walton County School Board yearly Apple Classic 5 K Run to be held at Hammock Bay on Saturday, February 3, 2018 from 7:00 am to 12:00 pm. The race will start time is at 9:00 am.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

Council Action: Councilwoman Cuchens made a motion to approve the waiver of fees for the permit application process for the Walton County School Board Apple Classic 5K Run to be held on Saturday, February 3, 2017 at Hammock Bay. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

D. Legal Matters

1. State-Funded Grant Agreement Resolution

- City Attorney Adkinson advised the Council that the State Funded Grant Agreement has been approved and a Resolution will be drawn according to form as outlined in the agreement. It was requested that signing authority be given to the Council President, Eddie Farris, in the event the Mayor is not available to sign.

Council Action: Councilwoman Cuchens made a motion to approve the State Funded Grant Agreement Resolution be approved and signature authority be given to the Council President in the event the Mayor is not available to sign. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Brandon Oaks Interlocal Agreement

- City Attorney Adkinson presented the Interlocal Agreement regarding Brandon Oaks Sewer System. The specified changes requested by the City of Freeport have been made and upon approval of the City Council the agreement will be presented at the next Walton County Board of County Commissioners Meeting.

Council Action: Councilman McCormick made a motion to approve the Interlocal Agreement between Walton County, Florida and the City of Freeport regarding Brandon Oaks as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. Invitation to Bid – Brandon Oaks Sewer

- City Attorney Adkinson requested Council approval to direct staff to prepare an RFP upon execution of the Interlocal Agreement by the Board of County Commissioners.

Council Action: Councilwoman Brannon made a motion to direct staff to execute an RFP for

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

the Brandon Oaks Septic Project immediately upon the approval of the Interlocal Agreement by the Walton County Board of County Commissioners. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

E. Parks Dept.

1. Recommendation for Parks Director Assistant – Travis Digges

Council Action: Councilwoman Brannon made a motion to approve Travis Digges for the Parks Director Assistant position. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Request to re-advertise for second Parks Director Assistant

Council Action: Councilwoman Brannon made a motion to approve advertisement for a Parks Director Assistant. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. Resurface Courts Invitation to Bid

- Parks Director Charles Simmons presented the Bid Tab for the resurfacing of the City tennis & basketball courts. The second to the second lowest bid was accepted and approved due to the lowest bid not being submitted according to the bid requirements.

Council Action: Councilwoman Cuchens made a motion to approve American Tennis Courts in the amount of \$20,944.00 for the resurfacing of the tennis courts and \$32,339.00 for the resurfacing of the basketball courts at the City Sports Complex. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

F. Engineering

1. Change Orders for US 331 Watermain Project

- William Menadier requested Council approve a time extension due to holidays, hurricanes, and other weather days to the IC Contractors agreement.

Council Action: Councilwoman Green made a motion to extend deadline of the IC Contractors Agreement 28 days to be completed by December 29, 2017. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

Council Action: Councilwoman Brannon made a motion to approve signature authority for the IC Contractors Extension Agreement to Council President Eddie Farris. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

- ~~Additional camera survey~~
- Chelco Cost Estimate

Council Action: Councilwoman Green made a motion to approve the Chelco Cost Estimate for a 3 Phase Overhead Primary to Well for Wagon Wheel Road in the amount of \$12,552.24. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

G. Water Dept.

1. Recommendation for Water Maintenance Worker 1 - Kyle McCullough

Council Action: Councilwoman Cuchens made a motion to approve Kyle McCullough for the Water Maintenance Worker 1 position. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

H. Sewer Dept.

1. Budget Amendment Request
 - Lead Sewer Operator Bridget Hilgenberg presented a budget amendment request to move money from the budgeted bypass pump line item to the vehicle line item.
 - Council requested that before accepting the low bid from Alan Jay Fleet Sales, that Triangle be contacted to request a price match.

Council Action: Councilwoman Cuchens made a motion to approve Triangle Chevrolet Buick for the purchase of a 2018 Chevy Silverado, 3500 4WD Diesel Work Truck with A 84" Service Body, in the amount of 45,817.78. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Cuchens made motion to approve a Budget Amendment moving \$8,821.00 from the Sewer Bypass Pump budget line item to the Vehicle purchase budget line item for the purchase of the 2018 Chevy Silverado. Councilman McCormick seconded the motion. All

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

X. Old Business

A. Freeport City Charter

- Clerk Podraza presented the current City Charter for discussion. Council discussion ensued. Council directed the Clerk to add this on the next agenda under Legal and a Workshop will be scheduled at that time for further discussion.

XI. New Business

A. Mayor Russ Barley: None

B. Councilwoman Brannon

1. Councilwoman Brannon requested that Department Heads contact the Council when issues come up regarding staff so that they are informed before receiving calls from the public.

C. Councilwoman Cuchens: None

D. Councilman Farris

1. Splash Pad

- Councilman Farris discussed the location of the Splash Pad as it was submitted in the FRDAP Grant application. There have been members of the Community who feel the Sand Volleyball Courts would not be the appropriate place for the Splash Pad. Councilman Farris suggested that the grant be withdrawn and have the Splash Pad relocated and paid for through the City. Council discussion ensued.
- Councilman Farris passed the gavel to Councilwoman Brannon to make a motion.

Council Action: Councilman Farris made a motion to withdraw the FRDAP Grant for the splash Pad. Councilwoman Green seconded the motion. Four (4) ayes, (Brannon, Farris, Green, McCormick); one (1) nay (Cuchens); motion carried.

Councilman Farris made a motion to approve proceeding with the Splash Pad project and to direct Engineering Staff to move forward with the RFP Process as budgeted for in the City of Freeport Parks & Recreation Budget. Councilwoman Green seconded. Four (4) ayes, (Brannon, Farris, Green, McCormick); one (1) nay (Cuchens); motion carried.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

- City Attorney Adkinson noted for the record that prior action regarding the vote to approve the FRDAP Grant from the Council may be rescinded by Councilman Farris who voted for the grant previously.
- Councilwoman Brannon passed the gavel back to Councilman Farris.

E. Councilwoman Green

1. Sewer Traylor

- City Attorney Adkinson and Sewer Operator Hilgenberg updated the Council on the Sewer Traylor regarding the trailer being sold as new and later discovering it may be used. Documentation is showing discrepancies in the VIN Numbers as well as the title. Council authorized Legal to draft a letter to the manufacturer addressing these issues.

Council Action: Councilwoman Green made a motion to direct City Legal Staff to draft a letter to the manufacturer of the Sewer Trailer regarding the discrepancies in the documentation showing the trailer was sold as new. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Hammock Bay Street Signage

- New directional Yield signs have been installed in Hammock Bay. Councilwoman Green requested that legal staff explain who has jurisdiction to install the signs.
- City Attorney Adkinson explained that the streets in Hammock Bay are City streets and the signs installed by the HOA must be removed. City Planner Latilda Hughes-Neel will advise the HOA that they must be removed.

3. Freeport Family in Crisis

- The Jackson family has lost their home to a fire. Freeport Elementary School is accepting donations and a Go-Fund-Me account has been set up to accept donations.

F. Councilman McCormick: None

XII. Public Comment

- A member of the public advised the Council that US Business 331 has not been mowed since June.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
December 12, 2017 Minutes

- Mr. Gary Grimm approached the podium regarding parking on the streets in Hammock Bay.

XIII. Adjournment

Councilman Farris adjourned the meeting at 12:40 p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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).