



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
January 9, 2018 Minutes

I. Meeting Opened

The January 9, 2018 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, Parks Director Charles Simmons, Water Department Office Assistant Stacy Ward, Billing Supervisor Jennifer Douglas, City Engineer Alex Rouchaleau, 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: None

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid
2. Revenue & Expenditures for November 2017
2. November 7, 2017 Workshop Minutes
3. December 12, 2017 Council Meeting Minutes

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

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

Additions:

- Sewer – Sewer Maintenance Technician Recommendation

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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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- Farris – NWFLC Legislative Dinner Approval
- Farris – Legislative Days Travel Approval

Deletions: None

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

VIII. Staff Reports

A. City Clerk Matters

1. Staff recommendation for RFP 2017-04 Human Resources Consultant - Quest Management Consultants, Inc.

Council Action: Councilwoman Cuchens made a motion to direct Staff to check all references submitted for both Quest Consultants as well as Landrum HR, revise the score sheets as needed and report the findings back to Council at the January 25, 2018 Council Meeting. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Staff recommendation for RFP 2017-03 Document Management System Recommendation is MCCI Laserfiche Cloud Solutions.

Council Action: Councilwoman Cuchens made a motion to award RFP 2017-03 to MCCI Laserfiche Cloud Solutions. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. Clerk Podraza presented a newly formatted Employee Application to Council. Council discussion ensued, and staff was directed to add verbiage within the application regarding Statute 112.3135 *Restriction on employment of relatives*, rather than having the verbiage as a separate attachment. The updated application will be presented at the next Council meeting.
4. Chelco has requested the City of Freeport pay for the two Street Lights at the entrance Waterview Cove. This item was tabled until more information could be located and presented to Council.

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5. Clerk Podraza request approval to apply for the Inland Florida/Rural Florida Co-Op Program 2018 Grant for marketing and economic growth purposes for the City. The amount that will be awarded if approved is \$5,000.00

Council Action: Councilwoman Cuchens made a motion to approve the City Clerk to apply for the Inland Florida/Rural Florida Co-Op Program 2018 Grant. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

B. Finance Department: None

C. Planning & Zoning Dept.: None

D. Legal Matters

1. Schedule City Charter Workshop

Council Action: Councilwoman Brannon made a motion to approve scheduling a Council Workshop regarding the City Charter on February 22, 2018 at 5:30 PM. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. City Attorney Adkinson updated the Council on the Washington St. Traffic Issues and Franks Cash & Carry.

E. Parks Dept.

1. Parks Director Charles Simmons updated the Council on the following:
 - Signage for Boat Ramps have been installed
 - Basket & Tennis Court Resurfacing will begin in March
 - Investigating the installation of Speed Bumps on East side of Sports Complex
 - Laird Park storm water Issues
 - Survey of Wetlands for Trails Grant
 - Splash Pad elevations and as-builts

F. Engineering

1. City Engineer Alex Rouchaleau reported to the Council that it will be necessary to re-bid Laird Park Storm Water Improvements. The bids received were over budget.

Council Action: Councilwoman Cuchens made a motion to approve Dewberry Preble-Rish to re-

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bid for the Laird Park Storm Water Improvements. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. City Engineer Alex Rouchaleau presented the Renewal of Potable Water Well Permit Proposal to Council. Current permits will expire in June. Permitting will be for 10 years.

Council Action: Councilwoman Brannon made a motion to approve the Dewberry Preble-Rish Renewal of Potable Water Well Permits Proposal as presented and to proceed with the permitting application process for a total amount of \$5,200.00. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. City Engineer Rouchaleau presented the SCOP Blueberry Road Resurfacing proposal for professional services.

Council Action: Councilwoman Brannon made a motion to approve the Dewberry Preble-Rish SCOP Blueberry Road Improvements Proposal for Professional Services for a total amount of \$37,330.97 as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

G. Water Dept.

1. Water Department Report: None

H. Sewer Dept.

1. Recommendation for Sewer Maintenance Technician – Randy Hare

Council Action: Councilwoman Cuchens made a motion to approve the recommendation to hire Randy Hare as a Sewer Maintenance Technician. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Recommendation for Sewer Maintenance Technician – Rodney Neal Jr.

Council Action: Councilwoman Cuchens made a motion to approve the recommendation to hire Rodney Neal Jr. as a Sewer Maintenance Technician. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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IX. Old Business

1. Clerk Podraza presented the previously approved Florida Communities Trust Grant agreement and attachments. City Attorney Adkinson advised the Council on the motions that would be needed to execute the agreement as well as all addendums to the agreement.

Council Action: Councilwoman Cuchens made a motion to approve the Florida Communities Trust Grant Confidentiality Agreement. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Cuchens made a motion to approve the Florida Communities Trust Grant Agreement and addendums and approve explicit signature authority to Council President Eddie Farris on behalf of Mayor Russ Barley in the event of his absence. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

Council Action: Councilwoman Cuchens made a motion to provide express authority for City Clerk Podraza to act as an Agent on behalf of the City of Freeport for the Florida Communities Trust Grant process and procedures. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Clerk Podraza presented the current Pending List.
 - City Attorney Adkinson updated the Council on Brandon Oaks, the Road Agreement, the No Wake Zone Ordinance and the Sewer Trailer.
 - Clerk Podraza advised the Council that a hard copy of the Draft Personnel Policies & Procedures will be made available to the Council by the end of the day.

X. New Business

A. North Street Traffic Issues

- The North Street Traffic Issue was tabled until the next Council Meeting.

B. Grant Application Policy

- Councilman Farris requested that a policy be put in place so that Councilmembers are not personally involved in handling grants during the application process and management of the grants. Council discussion ensued.

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- City Attorney Adkinson recommended that Council make a motion to appoint one staff member as the point of contact for all grants. This could be changed by Council vote on a case by case basis if necessary but by appointing one person the Council would eliminate multiple people involved.
- Councilman Farris passed the gavel to Councilwoman Brannon to make the following motion.

Council Action: Councilman Farris made a motion to appointed City Planner Latilda Hughes-Neel, as the single point of contact and administrator for all grants approved by City Council beginning January 9, 2018 and forward. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

C. Councilwoman Brannon: None

D. Councilwoman Cuchens: None

E. Councilman Farris

1. Farris – NWFLC Legislative Dinner Approval

Council Action: Councilwoman Brannon made a motion to approve Councilman Farris and the Mayor to attend the North-West Florida League of Cities Legislative Dinner in Tallahassee on January 30, 2018 and one-night hotel accommodations. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

2. Farris – Legislative Days Travel Approval

Council Action: Councilwoman Brannon made a motion to approve Councilman Farris to attend the Legislative Florida League of Cities Legislative Action Days in Tallahassee February 21, 2018. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

F. Councilwoman Green: None

G. Councilman McCormick: None

XI. Public Comment: None

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XII. Adjournment

Councilman Farris adjourned the meeting at 10:25 a.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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