



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
April 10, 2018 Minutes

**I. Meeting Opened**

The April 10, 2018 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, and Councilman William “Boots” McCormick

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Water Supervisor Larry Tuggle, Parks Director Charles Simmons, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs, and City Engineer William Menadier.

**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 Guest**

- Lindy Woods, MSN Westonwood Ranch

**IV. Approval of Consent Agenda**

1. Bills Paid
2. March 13, 2018 Regular Council Meeting Minutes
3. March 13, 2018 Workshop – Workforce Housing Minutes
4. March 22, 2018 Regular Council Meeting Minutes

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

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

Additions:

- Councilwoman Green – Landfill Resolution
- Planning – Technical Assistance Grant Opportunity
- Engineering – Welcome Signs
- Engineering – Bay Area Sewer

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**Deletions:**

- Water – Water line extension in Brandon Oaks

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

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

**VII. Lindy Woods, Rodeo Video Presentation**

- Ms. Woods extended her thanks to the City of Freeport for the use of the Sports Complex property for the Westonwood Ranch Rodeo and shared a video highlighting the event.

**VIII. Staff Reports**

**A. City Clerk Matters**

1. Code of Ordinances Chapter 3 & 4

- Chapter 3 – Alcoholic Beverages

*Codified correctly to form*

- Chapter 4 – Animals

Clerk Podraza informed the Council that in 2004 the City entered into an interlocal agreement, in which animal control services would be provided by Walton County. In 2008, Walton County adopted a replacement Animal Control Ordinance #2008-24. The City approved continued service under this new Ordinance with a letter dated July 30, 2008 and signed by Mayor Mickey Marse.

The current City Code Book reflects Ordinance 89-2 which provides that the City will have an appointed animal control agent and identifies animal control violations within the City. The interlocal agreement is not identified in the City of Freeport Code.

The Interlocal agreement also includes Growth Management Services which are to be provided to the City by Walton County. These services also need to be updated as it has been identified, this agreement was prior to the City having its own Planning Department.

Clerk Podraza will work with the City Legal Team to correct the interlocal agreement and Chapter 4 of the City Code regarding Animals.

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- Councilwoman Brannon requested that the City Clerk and Legal Staff review Ordinance 1969-14 regarding Council Districts. City Attorney Adkinson will contact the Supervisor of Elections, to ensure the City process is reviewed and brought up to date, prior to the 2018 Election Cycle.

**B. Finance Department**

1. Finance Officer Sara Bowers presented the DOT Promissory Note FPN 22067-1-56-03 replacing the promissory note executed August 28, 2015.

*Council Action: Councilwoman Brannon made a motion to approve the revised promissory note from the Florida Department of Transportation FPN No. 220679-1-56-03, which reduces the note by a total amount of \$240,982.00 along with the number of annual installments to eighteen (18). Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**C. Planning & Zoning Dept.**

1. City Planner Hughes-Neel presented the LDC Amendment Ordinance, regarding the location of Pharmacies for 2<sup>nd</sup> Reading. City Attorney Adkinson announced that this is a Public Hearing. Council discussion ensued. There were no comments from the public.

*Council Action: Councilwoman Brannon made a motion to approve Land Development Code Amendment to Article 3: Land Use and Zoning, Ordinance No. 2018-01 – Pharmacy Locations in Specific Zoning Districts. Councilwoman Cuchens seconded the motion. Four ayes, (Brannon, Cuchens, Farris, Green); one nay, (McCormick).*

2. City Planner Hughes-Neel presented the Planning & Development Review Board Code of Conduct that was approved unanimously by the Planning Board. City Attorney Adkinson advised that the Code of Conduct would need to be approved by the Council. Council discussion ensued.

Planning Board Chairman Gary Adams approached the podium to address the Council regarding the Code of Conduct and the reasons that it was presented and approved by the Planning Board.

Council requests this be continued to the May 8, 2018 Regular Meeting and requested more information from the Planning Board regarding the item and their reasons for adopting the Code of Conduct.

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*Council Action: Councilwoman Cuchens made a motion to continue the Planning Board Code of Conduct until the May 8, 2018 Council Meeting. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

3. Community Planning Technical Assistance Grants

City Planner Hughes-Neel requested Council approval to pursue Community Planning Technical Assistance Grants through the Department of Economic Opportunity. Planner Hughes-Neel explained that the City qualifies for these grants and informed the Council of the benefits and opportunities available to the City if approved for funding. Council discussion ensued.

*Council Action: Councilwoman Cuchens made a motion to approve the City Planner to apply for the Department of Economic Opportunity Technical Assistance Grants. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

D. Legal Matters

1. City Attorney Clay Adkinson presented a Resolution of Cooperation between Alaqua Animal Refuge and the City of Freeport. Ms. Laura Hood of the Alaqua Animal Refuge provided information to the Council at the March 13, 2018 Council Meeting, regarding the Alaqua Animal Refuge expansion project currently underway. Ms. Hood reviewed the benefits of the City of Freeport partnering with Alaqua. Council directed Legal Staff to draft a resolution expressing support for the Alaqua Animal Refuge.

*Council Action: Councilwoman Cuchens made a motion to approve Resolution No. 2018-03 expressing support for Alaqua Animal Refuge's Proposed Expansion and Pursuit of Triumph Gulf Coast Funds for said expansion. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

2. Draft Ordinance for Impact/Capacity Fees

City Attorney Adkinson advised, that the Council did not approve Legal Staff to draft an Impact/Capacity Fee Ordinance and therefore has not provided one as indicated in the agenda. However, the last audio of the meeting did indicate Legal Staff to draft an ordinance addressing the removal of grinder pump pressure service infrastructure, as part of the sewer installation process. In an abundance of caution, Attorney Adkinson presented a draft Ordinance for first reading, amending Ordinance 91-3, adding section 20-104 to the Freeport, Florida, Municipal Code, said section to be entitled "Requirements

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for Low-pressure Service”. Council discussion ensued.

Councilwoman Brannon requested that a Workshop be scheduled to address the grinder pump services so that Sewer Staff is available, and the public will have an opportunity to be present for the discussion. Mayor Barley announced that the Sewer Department Supervisor is not present due to illness. Attorney Adkinson advised that the Workshop should include all Department Heads. The meeting should be noticed to include Capacity/Impact Fees, Grinder Pumps, and the current Customer Maintenance Agreement.

*Council Action: Councilwoman Cuchens made a motion to schedule a Workshop to address the following: Tap Fees, Impact/Capacity Fees, Grinder Pumps, and Customer Maintenance Agreement on Tuesday, April the 24<sup>th</sup> at 6:30. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

E. Parks Dept.

1. Sports Complex Canine Rules

Parks Director Charlie Simmons requested direction from the Council regarding the rules for Dogs in the Sports Complex. Council discussion ensued regarding the current park rules and ADA Service Dog laws. Council directed staff to post more signage at the Sports Complex and to continue with the current policy that dogs are not allowed in the park. Legal Staff will provide the ADA language regarding service animals to Staff for their information.

2. Waiver of Fees Procedures

Parks Director requested information on the Waiver of Fee Procedures on non-profit Travel Ball organizations. Council discussion ensued. No action was taken regarding this item.

3. Request approval to advertise for Pool Staff

*Council Action: Councilwoman Cuchens made a motion to approve advertising for Pool Lifeguards & Pool Attendants. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

4. Pool Hours & Fees

Parks Director Charlie Simmons presented the current pool fees that were approved by Council in 2017.

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*Council Action: Councilwoman Cuchens made a motion to approve the current pool fees that were adopted in 2017. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

The Pool will open Memorial Day Weekend through Labor Day weekend 2018.

*Council Action: Councilwoman Cuchens made a motion to approve the Parks Director and the Mayor to hire Pool Lifeguards and Pool Attendants without Council Approval of recommendations. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

3. Parks Director updated the Council on the following:
- Westonwood/Sheriff's Department Rodeo
  - Basketball & Tennis Court Resurfacing
  - Cross Walk between Tennis Court and Soccer Field
  - Sheriff's Department Work Crew
  - Irrigation System
  - Aerated Fields
  - Public use of Football Fields

F. Engineering

City Engineer William Menadier updated the Council on the following:

- Grinder Pumps to be addressed at the Council Workshop on April 24<sup>th</sup>
- Welcome Sign DOT Permits have been received
- City Engineer Menadier requested clarification from the Council regarding the Bay Area being added to the Phase 1 Planning Study for application of SRF Program Funding. Council discussion ensued. Menadier will provide a table listing all the Engineering projects and information about each project. SRF Representatives will be invited by Planning Department Staff to attend a Workshop to present to the Council.
- Engineering Staff requested a Special Meeting to approve the addition of the Bay Area to the SRF Phase 1 Planning Study.

*Council Action: Councilwoman Cuchens made a motion to hold a Special Council Meeting, regarding the Bay Area Addition to SRF Phase 1 Planning Study, on April 24, 2018 at 6:00 pm. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

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G. Water Dept.

1. ~~Water line extension in Brandon Oaks~~

**IX. Old Business**

A. Sewer Reclaim System

- Councilwoman Cuchens requested that the Council consider hiring someone to come in and run the Sewer Reclaim System project. Council discussion ensued regarding outsourcing the project. Mr. Jay Odom addressed the Council regarding the current permitting of the Sewer Plant and the Reclaim System. Mr. Gary Adams addressed the Council regarding the permitting classification. Engineer Menadier also addressed the Council regarding the Reclaim System. Discussion continued, and the Council directed staff to advertise an RFQ for a project specific consultant, to help the City identify where the problem lies with the Sewer Plant Reclaim System.

*Council Action: Councilwoman Cuchens made a motion to advertise a project specific RFQ for a consultant to evaluate the Sewer Plant Reclaim System. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

B. Capacity Fees

This item was moved to the April 24, 2018 6:30 Workshop.

C. Pending Project List

Clerk Podraza presented the Pending List and updates on the following items were provided by staff:

- Attorney – Road Agreement with Walton County
- Clerk – HR Consultant
- Clerk – Strategic Plan
- Councilwoman Brannon - requested a list of customers who have Sewer Loan Agreement with the City
- Attorney – Sewer Trailer update
- Planner – Safe Routes to School Grant

**X. New Business**

- A. Councilwoman Cuchens presented information regarding a grant education forum hosted by US Senators Bill Nelson and Marco Rubio. City Planner Hughes-Neel informed the Council that she

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will be attending the forum.

**B. Councilwoman Green**

1. Councilwoman Green presented the Landfill Resolution opposing the expansion of the Waste-Pro Construction and Demolition Debris Disposal facility.

*Council Action: Councilwoman Brannon requested approval of Resolution No. 2018-04 Expressing Strong Opposition to any Proposed Expansion of the Construction and Demolition Debris Disposal Facility on State Highway 20, West of the City. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**XI. Public Comment**

Mr. Tim Ard addressed the Council regarding the Veterans Memorial Fund Raiser for the Walk of War Memorial.

Mr. Ard also informed the Council that the Veterans Memorial was selected as one of the stops by the Nationwide Annual Tour of Honor, Motorcycle Riding tour. This is a very prestigious honor and a banner has been placed in the memorial, welcoming the riders as they visit sporadically over the next year.

Mr. Jay Odom announced that he has 50 extra Camellia Bushes that he will be happy to donate to the City for a landscaping project. Please contact him if interested.

**XII. Adjournment**

Mayor Barley adjourned the meeting at 7:04 p.m.

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FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

ATTEST

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

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