



City of Freeport
REGULAR COUNCIL MEETING
6:30 p.m./Council Chambers/Freeport City Hall
August 24, 2017 Minutes

I. Meeting Opened

The August 24, 2017 Regular Council Meeting was called to order at 6:30 p.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, City Planner Latilda Hughes-Neel, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett, Billing Supervisor Jennifer Douglas, and City Engineer William Menadier.

II. Mayor Barley requested a moment of silence for Senator Evers who passed away Monday, August 21st.

III. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

IV. Recognition of Guests

- Mayor Barley introduced Scott Sexton, Director of Operations, CRC Data Technologies

V. Public Comment on Consent Agenda: None

VI. Approval of Consent Agenda

1. Pay all Bills in Order
2. Expense/Revenue as of July 31, 2017 (FYI Only)

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

VII. Consideration of Additions/Deletions to Agenda

Additions

1. Legal – 1st Reading of Ordinance to amend scrivener’s error on Ord. 2016-07

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2. Finance – Mowers
3. Planning – Planning Board Appointment
4. Councilman Farris – Key Access Codes
5. Councilman Farris – Appointment of Triumph Board Representative
6. Councilwoman Green – Hiring Process

~~Deletions:~~ None

VIII. 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.

IX. Staff Reports

A. City Clerk Matters

1. Phone System & Fiber Optic Solutions
 - a. Uniti Fiber
 - b. Cytracom Phone System
- Clerk Podraza and Scott Sexton of CRC Data presented the Uniti Fiber Optics and Cytracom Phone System agreements to the Council.

Council Action: Councilman Farris made a motion to approve the Uniti Fiber Optics agreement as presented for a sixty (60) month term at \$570.00 per month with no installation fees and Cytracom Phone System and Equipment agreement as presented for a total monthly reoccurring cost of \$796.62 with an installation fee of \$1,559.85 to include City Hall, the Water Plant office and the Sewer Plant Office. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

B. Finance Officer

1. Budget Items Memo
 - a. Council Salary
- Finance Officer Sara Bowers advised the Council that staff was directed to request Council Action regarding the Council's salary. Discussion ensued and Council agreed with Councilwoman Green's proposal to give the total aggregated salary increase for all the Councilmembers to the Mayor as well as the proposed 3% increase to his salary and the Council salaries remain the same. This would be to compensate his role as City

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Administrator and because of the number of hours he gives the city which total over 40 hours a week.

Council Action: Councilwoman Green made a motion to approve adding the proposed 3% increase to the Mayor's salary as well as the 3% aggregated amount from all five (5) Council Members, previously budgeted, to the Mayor's salary for the 2017/2018 Budget year. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

b. Department Head Retirement Classification

- Finance Officer Sara Bowers advised the Council that staff was directed to request Council Action regarding changing the retirement class from regular to senior management for the Mayor and Department Heads. The cost will be a total of \$46,040.

Council Action: Councilman Farris made a motion to provide Senior Management Classification to City Department Heads with the FRS Retirement Fund for a total yearly increase of \$46,040.00. Councilwoman Green seconded the motion. Four ayes, (Brannon, Farris, Green, McCormick); one nay, (Cuchens); motion carried.

2. Mowers

- Finance Officer Sara Bowers presented three quotes for two (2) new zero turn commercial mowers. One mower will be for the Parks Department and one will be for Grounds.
- Staff was directed to contact Southern Power to see if they would match the price of Stateline Equipment LLC in order to stay with a local company.

C. Planning & Zoning Dept.

1. Lafayette Creek Landing Phase I Final Plat

- City Planner Latilda Hughes-Neel advised the Council that the Final Plat is ready for signature. Please be sure to sign prior to leaving City Hall.

2. Planning Board Appointment

Council Action: Councilwoman Green made a motion to appoint Ricky Fannin to the City of Freeport Planning Board. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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D. Legal Matters

1. Ordinance Amending Ordinance No. 16-07
 - City Attorney requested approval for first reading and advertisement for an Ordinance reflecting a correction to the Wastewater Ordinance No. 16-07 eliminating the 5000-gallon minimum language.

Council Action: Councilman Farris made a motion to approve first reading and Public Hearing for adoption of the Ordinance to be numbered, amending Ordinance No. 01-08 and 16-07, and Chapter 20 Article III, Division 1, Entitled "SEWER", Section 20.171, Entitled "RATES", of the Freeport, Florida Municipal Code and providing an effective date. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

E. Parks Dept.: None

F. Engineering

1. Engineering Update Report
 - City Engineer Cliff Knauer presented the Engineering Update Report on the following:
 - a. 331 Tie-In Project
 - b. Business 331 Sidewalks
 - c. Annual Water Tank Inspections
 - d. Wastewater Treatment Plant Permit Renewal Complete
 - e. Preliminary Engineering Report for new WWTP
 - f. Welcome Signs
 - g. No Wake Zone
 - h. State Revolving Fund (SRF) DEP Grant

2. Direct Purchase Request (Taylor Power Systems)

Council Action: Councilman Farris made a motion to approve the purchase order request from Taylor Power Systems for the Freeport Wagon Wheel Water Well project for a total pre-tax amount of \$57,707.00 and a total tax savings of \$3,512,42. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

3. Impact Fee Study

- City Engineer Knauer made recommendations to the Council regarding moving from an Impact Fee to a Capacity Fee. This research was a directive from the Council to Staff at a

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previous Workshop.

4. DEO Economic Growth Fund
 - City Engineer Knauer briefed the Council on the US 331 Phase I Water and WWTP Expansion projects which they recommend be submitted for the DEO Economic Growth Fund Grant application.

Council Action: Councilman Farris made a motion to direct City Engineering staff to submit grant applications to the DEO Economic Growth Fund, for the US 331 Phase I Water Project and the WWTP Expansion Project as well as smaller projects that will be broken out of the 331 Phase I Water Project. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

5. CIP Update
 - City Engineer Knauer updated the Council on the City Capital Improvement Plan. Several projects need to come off the list as completed. An updated list will be provided to the Council for ranking and for additions for 2017/2018 CIP. Council will email their suggestions and rankings to the City Clerk.

G. Water Dept.: None

H. Sewer Dept.: None

X. Old Business: None

XI. New Business

A. Mayor Russ Barley

1. Charlie Simmons for Interim Parks Director
 - Mayor Barley advised the Council that Mr. Charlie Simmons has accepted the position of Interim Parks Director. The salary agreed upon is \$28,000.00 per year.

Council Action: Councilman Farris made a motion to hire Mr. Charlie Simmons as full-time interim Parks Director for a salary of \$28,000.00 per year. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

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2. Walton County Economic Development Alliance Financial Support
 - Mayor Russ Barley discussed the request for a 5% increase to the financial support of the Walton County Economic Development Alliance.

Council Action: Councilwoman Cuchens made a motion to approve a 5% increase for financial support of the Walton County Economic Development Alliance for a total amount of \$3,780.00. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.

B. Councilwoman Brannon

- Councilwoman Brannon discussed the Florida League of Cities 2017 Annual Conference which she attended along with Councilman Farris, Councilwoman Green and Councilman McCormick.
- Councilwoman Brannon announced that the North-West Florida League of Cities Board Member Gil Ziffer will be sworn in as the Florida League of Cities President.
- Councilwoman Brannon advised the Council that on Tuesday, August 22, 2017, Congressman Gaetz visited Hammock Bay along with his father Senator Gaetz.

C. Councilwoman Cuchens

1. Triumph update
 - Councilwoman Cuchens briefed the Council on the Triumph Gulf Coast Board Meeting that she was requested to attend by Mayor Barley. The meeting was held on August 16th in Panama City. Councilwoman Cuchens will provide the notes she prepared from the meeting to the City Clerk.
2. Opportunity Florida update
 - Councilwoman Cuchens attended an Opportunity Florida Meeting on Wednesday. The discussion was regarding Site Selection Meetings that were held by the *Rural Area of Opportunity* (RAO) group, who traveled to Dallas, Atlanta, and Chicago to discuss site selections and opportunities with companies who would like to relocate to the South.
3. FRDAP Grants
 - The City of Freeport has been given an opportunity to re-apply for a FRDAP Grant for a splash pad at the Sports Complex. A decision must be made by December 29, 2017.

D. Councilman Farris

1. Appointment of Triumph Board Representative

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Council Action: Councilman Farris made a motion to appoint Councilwoman Brannon as the City of Freeport Triumph Board Representative. Councilwoman Green seconded the motion.

Council discussion ensued.

Councilman Farris withdrew his motion. Councilwoman Green withdrew her second. No action was taken.

2. Key Access Codes

- Councilman Farris discussed the incident of a security code that was given out by an employee.

Council Action: Councilman Farris made a motion that the employee who gave out their security code be given a letter of reprimand. Councilwoman Brannon seconded the motion.

Council discussion ensued.

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

E. Councilwoman Green

1. Hiring Policy

- Councilwoman Green expressed her concerns with the hiring process and requested that staff ensure that all the processes are complete before the request to hire is brought before the Council.

F. Councilman McCormick: None

XII. Public Comment

- Tim Ard approached the podium and requested that Veteran's Day Holiday be moved from Monday November 13th to Friday, November 10th. This will coordinate with other local government entities who will be involved in the Veteran's Day Ceremony and will be in concurrence with Walton County and the School Board who are also off on Friday as opposed to Monday.

Council Action: Councilwoman Cuchens made a motion to change the Veteran's Day Holiday from Monday, November 13, 2017 to Friday, November 10th in concurrence with other local

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

- Shawn Loubriel approached the podium regarding the Brandon Oaks Septic Issues.
- Steven Gilliam approached the podium regarding employee policies and water capacity for the growth of the City.

XIII. Adjournment

Mayor Barley adjourned the meeting at 9:00p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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