



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
January 8, 2019 Minutes

I. Meeting Opened

The January 8, 2019 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, Councilman Eddie Farris, Councilwoman Amanda Green, Councilwoman Elizabeth Haffner and Councilman William “Boots” McCormick.

Staff present: City Clerk Rebecca Podraza, Clerk Assistant Lori Cox, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Parks Director Charles Simmons, Sewer Supervisor Robert Fawcett, Water Supervisor Larry Tuggle, Finance Officer Sara Bowers, Finance Assistant Joyce Sunday, and City Engineer Alex Rouchaleau.

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, MSN Founder, President Westonwood Ranch, Inc.

IV. Public Request for Placement on Agenda

1. Ms. Lindy Wood with Westonwood Ranch, Inc. in conjunction with the Walton County Sherriff’s Department requested approval for the 2nd annual 2019 Charity Rodeo

Council Action: Councilwoman Brannon made a motion to approve the 2nd annual 2019 Charity Rodeo to be held March 22nd through 23rd, with nightly shows at 7:00 pm at the Freeport Sports Complex. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

V. Public Comment on Consent Agenda: None

VI. Approval of Consent Agenda

1. Bills Paid
2. Regular Meeting December 11, 2018

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

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McCormick); motion carried.

VII. Consideration of Additions/Deletions to Agenda

Additions

- City Planner – Annexation Initiative
- Parks Director – Walton Education Foundation Fee Waiver
- Parks Director – Recycle Bins

Deletions

- Councilwoman Brannon – DOT Road Improvement Update

VIII. Approval of Agenda with Additions/Deletion

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, Farris, Green, Haffner, McCormick); motion carried.

IX. Staff Reports

A. City Clerk Matters

1. Florida Communities Trust Grant Contract Extension

Council Action: Councilwoman Green made a motion to approve the Florida Communities Trust Grant, First Amendment to the Option Agreement for Sale and Purchase for the Florida Communities Trust Grant Project # 16-015-UA17 and to authorize the Mayor to sign the agreement. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Pending List

- City Clerk Podraza presented the pending list. Moving forward, the completed projects will be moved to a completed project list in order to provide a tracking method for future reference.

B. Finance Department

1. Request to Solicit Bids for Interim Financing for USDA/RD Sewer Plant Project
 - Finance Officer Bowers and Attorney Clay Adkinson presented the Invitation to Bid.
 - The Invitation to bid will include requests for twelve months as well as 24 months

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financing and request that rates be valid until February 15th. Council will review the bids and select the winner at the February 12, 2019 Council Meeting.

Council Action: Councilman Farris made a motion to approve Staff to advertise the Invitation to Bid as presented, for Interim Financing for the USDA/RD Sewer Plant Project, in the amount of \$7,319,000.00. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. State Revolving Fund Loan Agreement Amendment
 - Finance Officer Bowers presented the Amendment to the State Revolving Fund (SRF) Loan Agreement. This loan is for the planning phase for water improvements along US 331. Council action to approve the amendment and authorize the Mayor to sign the document was requested. This document has been approved to form by the City Attorney.

Council Action: Councilman Farris made a motion to approve the proposed amendment No. two (2) of the State Revolving Fund (SRF) Loan Agreement and authorize the Mayor to sign the document as presented. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Finance Officer Bowers presented a Disconnection Policy for Council review. Council discussion ensued.
 - Penalty forgiveness will be given to any payments received with a postmark on or before the 15th of the month.
 - Council directed staff to add six (6) month financing language to the payment plan portion of the policy under section No. 1 - General Rule.

Council Action: Councilman McCormick made a motion to approve the Disconnection Policy as presented, with six (6) month financing language added. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Resolution 2016-05 will be updated to reference to the newly adopted policy at the January 24th Council Meeting.
4. Finance Officer Bowers presented a Bad Debt Policy for Council to review. Council discussion ensued.
 - Customers applying for utilities, who do not provide a social security number will be

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charged double the deposit.

- Council directed staff to work on a Billing Policy and Procedures Manual with the future Utility Billing Manager, to include utility applicant background credit check and procedures on water and sewer applicants.

Council Action: Councilwoman Haffner made a motion to approve the Bad Debt Policy as presented with language to double the deposits for applicants who do not provide a Social Security Number. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Planning & Zoning Dept

1. Planner Hughes-Neel presented a Special Event Permit for the 8th Annual Apple Classic 5K & 10K benefitting Walton Education Foundation

- Request for waiver of application fee

Council Action: Councilman Farris made a motion to approve the Request for waiver of fees for the Special Event Permit for the 8th Annual Apple Classic 5K & 10K, February 3, 2019 from 7:00 am to 12:00 pm, benefitting the Walton Education Foundation. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Request for approval of event

Council Action: Councilman Farris made a motion to approve the Special Event Application for the 8th Annual Apple Classic 5K & 10K, February 3, 2019 from 7:00 am to 12:00 pm, benefitting the Walton Education Foundation. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Planning Technician Position Recommendation

- Planner Hughes-Neel requested approval of the recommendation to appoint Brooke Jackson to be the new full-time Planning Technician. Ms. Jackson is currently serving as the temporary part-time Planning Technician. Ms. Jackson has eleven and a half years of local government experience. She has six more years than the next most qualified candidate who applied for the position. With the experience that Ms. Jackson has, Planner Hughes-Neel requested she be appointed to the position at mid-range of the salary bracket for this position which is \$35,000.00 annually.

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Council Action: Councilman Farris made a motion to approve the recommendation to appoint Brooke Jackson as the new City Planning Technician with an annual salary of \$35,000.00 per year. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Parkview @ Hammock Bay LSA Ordinance – 2nd Reading/Adoption

Council Action: Councilman Farris made a motion to approve 2nd reading and adoption of the Parkview @ Hammock Bay LSA Ordinance No. 2019-01. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Parkview @ Hammock Bay RZ Ordinance – 2nd Reading/Adoption

Council Action: Councilwoman Brannon made a motion to approve 2nd reading and adoption of the Parkview @ Hammock Bay RZ Ordinance No. 2019-02. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

5. Parkview @ Hammock Bay PDP – Resolution

Council Action: Councilman Farris made a motion to adopt the Parkview @ Hammock Bay PDP Resolution No. 2019-01. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

6. CHELCO SSA Ordinance – 1st Reading/Advertise for 2nd Reading

- Mr. Jeff McInnis presented the Small-Scale Amendment.
- Mr. Scott Jenkins presented the data analysis.

Council Action: Councilman Farris made a motion to hold first reading and advertise for second reading and adoption of the Chelco SSA Ordinance. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

7. CHELCO RZ Ordinance – 1st Reading/Advertise for 2nd Reading

Council Action: Councilman Farris made a motion to hold first reading and advertise for second reading and adoption of the Chelco RZ Ordinance. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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8. Wyscape SSA Ordinance – 1st Reading/Advertise for 2nd Reading
- Mr. Jeff McInnis presented Small Scale Amendment.
 - Mr. Scott Jenkins presented the data analysis.

Council Action: Councilman Farris made a motion to hold first reading and advertise for second reading and adoption of the Wyscape SSA Ordinance. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

9. Wyscape RZ Ordinance – 1st Reading/Advertise for 2nd Reading

Council Action: Councilman Farris made a motion to hold first reading and advertise for second reading and adoption of the Wyscape RZ Ordinance. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

10. Annexation Initiative

- Planner Hughes-Neel requested direction from the Council regarding the continuation of the Annexation Initiative. Council requested a Workshop be scheduled to discuss the initiative in further detail.

Council Action: Councilwoman Brannon made a motion to approve a Workshop for March 28, 2019 at 5:30 p.m. regarding the Annexation Initiative. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

D. Parks Department

1. Fee Waiver for the 8th Annual Apple Classic 5K & 10K benefitting Walton Education Foundation – Covered under Planning Department
2. County Recycle Bin

Council Action: Councilman Farris made a motion to approve the Parks Director's request to move the Recycle Dumpster from the Old City Hall, and add a cardboard only recycle bin at the City Sewer Plant Property near the Hammock Bay Storage Area. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

E. Legal Matters

1. 2nd Reading and Adoption of the Capacity Fee Ordinance

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- City Attorney Adkinson advised the Council that after listening to the audio of the December 11th meeting, that the Council indicated they would like the Capacity Fee Ordinance to be effective February 1st. In order to be compliant with the advertisement of the Ordinance, second reading and adoption will need to be postponed until the January 24th Council Meeting.

2. Attorney Adkinson presented the Coppins Monroe HR Agreement

Council Action: Councilman Farris made a motion to approve the Coppins Monroe Retention Agreement for Legal Services as presented, to provide general HR legal services on an as-needed basis to the City of Freeport. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

F. Engineering

1. Engineering proposal for East Bay Loop Water Main Upgrade

Council Action: Councilwoman Brannon made a motion to approve the East Bay Loop Water Main Upgrade proposal for a lump sum amount of \$105,000.00. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Engineering proposal for Lafayette to N. Jackson Force main Upgrade

Council Action: Councilman Farris made a motion to approve the Lafayette to N. Jackson Force Main Upgrade proposal for a lump sum amount of \$56,000.00. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. FDOT Beautification Grant – Scope and Engineering Proposal

- Engineer Rouchaleau advised the Council that the design will be for the entire route that has been identified but will be focusing on the front of City Hall and the adjoining property.
- Councilwoman Brannon requested that beautification of the Welcome signs be focused on as well and requested an update on when they would be installed.
- Engineer Rouchaleau advised that a deposit has been sent for the fabrication of the signs and it could take up to 6 weeks for them to be ready to install.

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- Planner Latilda Hughes-Neel requested that she be included in the discussions regarding design so that she can ensure the architect understands the requirements to meet the City Code.

Council Action: Councilman Farris made a motion to approve the FDOT Beautification Grant Engineering Proposal as presented for a lump sum amount of \$5,800.00. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Projects to submit for 2019 – 2020 Legislative Appropriations
 - Engineer Rouchaleau presented the Capital Improvement Plan for 2019/2020 and advised the Council that the City needs to submit the Legislative Appropriations by the end of January 2019. The four projects will need to be selected at the January 24th Meeting.
 - Planner Hughes-Neel will advise which streets on the list have not been accepted by the City for maintenance and are still under the developer.
 - Council should advise Planner Hughes-Neel of the roads they feel need work so that one list can be created for Council to Workshop after Legislative Appropriations have been done.
 - Engineering will resubmit the projects that were selected in 2018, except for the Sewer Plant which has been approved. This will be presented at the January 24th Meeting. 2019 rankings will be completed with the CIP in February or March.
 - Attorney Adkinson and Engineer Rouchaleau updated the Council on the two easements that need to be obtained for the SRF Project.

X. Old Business

A. City Manager

1. Council requested that the City Attorney and City Clerk bring back a job description and advertisement for review at the next Council Meeting.

XI. New Business

A. Mayor Russ Barley

1. Christmas Parade Permitting Requirements

Council Action: Councilwoman Brannon made a motion to approve the first weekend of December to be designated as the date with which the City holds the Annual Christmas Parade and festivities each calendar year here-forward unless otherwise amended or changed by the

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City Council. Councilman Farris seconded the motion. All ayes; motion carried.

B. Councilwoman Brannon

1. ~~DOT Road Improvement Update~~

C. Councilwoman Haffner

1. Employee Compensation/Raise
 - Councilwoman Haffner presented the current and proposed hourly rates for current employees. Council discussion ensued, and the salary ranges will be addressed closer to budget time.
2. 2019 Goals
 - Councilwoman Haffner requested City Clerk Podraza review the current status on the Staff Strategic Plan. Podraza presented the presentation that was given to Council in 2018 and advised that staff is currently working on a manual. Staff will continue to work on the plan and it will be presented again closer to budget time.

XII. Public Comment

A. Mrs. Cecilia Grimm

1. Mrs. Grimm addressed the Council regarding road repairs on Whitman Way and Twain Trail in Hammock Bay and requested an update on when the repairs will be completed. Staff will contact the contractor who agreed to schedule the work to be done.
2. Mrs. Grimm addressed the Council regarding a disparaging comment that was made about her by the Mayor at the last meeting. The time stamp of the recorded comment is: 3:04:12

XIII. Adjournment

Mayor Barley adjourned the meeting at 11:09 a.m.

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FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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