



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
February 12, 2019 Minutes

I. Meeting Opened

The February 12, 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, Assistant Clerk Lori Cox, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Planning Technician Brooke Jackson, Parks Director Charlie Simmons, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, 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. Public Comment on Consent Agenda: None

IV. Approval of Consent Agenda

1. Bills Paid
2. Revenue and Expenditures as of December 31, 2018
3. Regular Council Meeting January 24, 2019

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

V. Consideration of Additions to Agenda

1. Clerk – Reschedule Workshop for City Manager

VI. Approval of Agenda with Additions

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

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VII. Public Request for Placement on Council Agenda

1. Rhonda Skipper & Brian McBroom, Walton County Tax Collector
 - Mr. McBroom addressed the Council regarding the new Tax Collectors Office located in the Freeport Commons on Highway 20. Rhonda Skipper was unexpectedly unable to attend the meeting. Mr. McBroom introduced Ms. Patty Kirkland and Ms. Ashley Simmons, who will be staffing the Tax Collectors Office. The new location will be opening early in May 2019.

2. Kelly Layman
 - Ms. Kelly Layman presented an update to the Council on the Jackson County Deep Injection Well.
 - Ms. Layman provided information regarding the non-profit organization, *Safe Water for Walton*, and the work they are doing to ensure Walton County water sheds are protected.
 - Mr. Ronnie Bell with Waste Management addressed the Council on the Community Meeting being held in Jackson County on Tuesday, February 19, 2019 at 6:00 pm in Marianna, where experts will present on the new process to treat the leachate wastewater of landfills.
 - Ms. Layman presented information to the Council regarding *Safe Water for Walton's* signature project: "Operation Medicine Cabinet."

3. James Allen Davis – Water Bill
 - Mr. Davis addressed the Council regarding his high water bill. Council discussion ensued and the documentation presented was reviewed. The irrigation system has been found to be connected to the City water system, which is in violation of City Code.
 - Council advised Mr. Davis to present proof of the system being detached from his irrigation system within sixty (60) days. The city will then set up a payment plan for the back balance of his bill at that time.

Council Action: Councilwoman Haffner made a motion to approve a six-month payment plan with Mr. James Allen Davis, contingent on proof to be provided to the City within 60 days, showing that the irrigation system at the residence is disconnected from the City water system. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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VIII. Staff Reports

A. City Clerk Matters

1. Clerk Podraza presented the ADA Compliance Policy for approval.

Council Action: Councilwoman Brannon made a motion to approve the ADA Compliance Policy as presented and approval to work with Legal staff to continue the development of the policy, as well as assist with bringing the city website into Conformance Level "Priority 1" of the W3C's accessibility ratings and to authorize staff to work with a third party website development team to test the system and bring the website into ADA Compliance. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Clerk Podraza presented the Clerk Assistant Job Description approved at the January 24, 2019 Council Meeting. The Job Description was approved as non-exempt however the Assistant Clerk has been paid in an exempt status since October 1, 2018. Discussion ensued and Council would like for the Clerk Assistant position to remain non-exempt until discussions are further held at the Human Resources Workshop to be scheduled.

Council Action: Councilwoman Green made a motion to follow through with Council's previous motion of a non-exempt status for the Assistant Clerk position and agree to look at this again at the Human Resources Workshop. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Clerk Podraza presented the Employee & Supervisor Performance Review Forms and supporting documentation. Councilwoman Brannon suggested that the forms be reviewed by the City Labor Attorney, Coppins Monroe. Council concurred and the Clerk will send them to the Labor Attorney for review and bring back his recommendations.

Council Action: Councilman McCormick made a motion to approve tabling the Employee & Supervisor Performance Review forms and supporting documents, until they have been reviewed by the City Labor Attorney. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Workshop Request – Human Resources
 - Council scheduled a Workshop for Human Resources on Thursday, March 7, 2019 at 6:00 pm.
 - Council scheduled a Workshop for City Manager Discussion on Wednesday, February 27, 2019 at 6:00 pm

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5. Marketing Services & Trademark of 331 Logo
- Clerk Podraza presented pricing from Frances Roy for marketing services, as well as the cost to trademark the “Live Here, Grow Here” branding tagline for Highway 331.

Council Action: Councilwoman Brannon made a motion to approve the quote presented from Frances Roy Marketing Firm, to trademark the “Live Here Grow Here” branding tagline for Highway 331, for a total amount of \$500.00. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

6. Pending List
- Clerk Podraza presented the pending list and advised the Council that the completed projects are grayed out so that a motion may be made to move the projects to the completed list.
 - Councilman Farris requested information about the Animal Control Code item that is recommended by the City Attorney to be removed. Attorney Adkinson feels that the County and City are cooperating and therefore, this item can be moved to the completed list and brought back if problems arise. City Planner Hughes-Neel concurred that the assistance the County is currently providing is very good.
 - Per Councilwoman Green’s request, Engineer Rouchaleau provided an update on the Brandon Oaks Project. The Project is complete, and the property owners have been provided the warranty paperwork and notices of completion. Attorney Adkinson recommends a formal letter of completion be sent from the Mayor to the County advising that the project is complete.

Council Action: Councilman Farris made a motion to approve the Mayor to send a formal letter of completion, notifying the County that the Brandon Oaks Sewer Project is complete. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

Council Action: Councilwoman Brannon Made a motion to approve the grayed-out projects on the pending list presented to be moved to a Completed Project List for future reference. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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B. Finance Department

1. Interim Financing Bid Results
 - Finance Officer Sara Bowers advised the Council that after consultation with the City Attorney, staff recommends rejecting all bids and staff will advise the bidders. Staff recommends re-advertise at a date when commencement can be ascertained by USDA.
 - Staff and Legal recommend that the City borrow from its own funds for the Interim Financing.

Council Action: Councilwoman Brannon made a motion to reject all bids for the USDA Grant/Loan Interim Financing. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Finance Assistant
 - Finance Officer Bowers is requesting a pay increase for the Finance Assistant, Joyce Sunday.

Council Action: Councilman Farris made a motion to approve a rate of pay increase for Joyce Sunday to \$35,000.00. Councilwoman Haffner seconded the motion.

Council discussion ensued regarding the employee evaluation and request that this be completed.

Four ayes, (Brannon, Haffner, Farris, McCormick); one nay, (Green)

3. Finance Officer Bowers advised the Council that the City received its insurance premium reimbursement from Florida Municipal Insurance Trust in the amount of \$9,840.00.

C. Planning & Zoning Dept

1. CHELCO Small Scale Amendment Ordinance – 2nd Reading

Council Action: Councilwoman Brannon made a motion to approve second reading and adoption of the Chelco Small Scale Amendment Ordinance No. 2019-04. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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2. CHELCO Zoning Amendment Ordinance – 2nd Reading

Council Action: Councilwoman Brannon made a motion to approve the second reading and adoption of the Chelco Zoning Amendment Ordinance No. 2019-05. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Wyscape Small Scale Amendment Ordinance – 2nd Reading

Council Action: Councilman Farris made a motion to approve the second reading and adoption of the Wyscape Small Scale Amendment Ordinance No. 2019-06. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Wyscape Zoning Amendment Ordinance – 2nd Reading

Council Action: Councilwoman Brannon made a motion to approve the second reading and adoption of the Wyscape Zoning Amendment No. 2019-07. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

5. Annexation Initiative

- Planner Hughes-Neel presented the Council with an update on the Annexation Initiative and map of the current municipal boundaries for Council review.

IX. Old Business

A. Blueberry Road Improvements

- City Engineer Alex Rouchaleau informed the Council that the project is complete and under warranty.
- Councilwoman Brannon expressed concerns with the drainage and the restriping and does not feel the Contractor did a very good job.
- Engineer Rouchaleau will address concerns Council has with H&T while the City is under the year warranty. Unfortunately, the striping cannot be fixed.
- Finance Officer Bowers advised that projects will be brought before Council from now on so that they are aware when projects are complete, and the payout will be made.

Council Action: Councilwoman Haffner made a motion to pay H&T Contractors for the completion of the Blueberry Road Improvements. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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B. Camera Quote - Security outside City Hall

Council Action: Councilwoman Brannon made a motion to approve the purchase of three new outdoor bullet cameras and the cost of wiring and labor from A to Z Security & Sound, for a total of \$2,095.00. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Election Voting Location

- City Attorney Adkinson advised the Council about a conversation he had with Mr. Bobby Beasley, Supervisor of Elections, regarding Mr. Beasley's concerns with moving the voting location to the City Community Center from City Hall. Discussion ensued and Council directed the Mayor to contact Mr. Beasley and extend an invitation to tour the Community Center to address his concerns to see if they may be resolved.

D. Legal Updates

- Attorney Adkinson updated the Council on the following:
 - Logo Trademark
 - Sewer Trailer
 - Road Agreement with Walton County
 - Hammock Bay Parking
 - RFQ for Engineering

X. New Business

A. Mayor Russ Barley

1. Utility Billing Manager Salary Approval

Council Action: Councilwoman Haffner made a motion to approve the Utility Billing Manager Salary of \$43,000.00 per year as budgeted. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

B. Councilwoman Brannon

1. Resolution in support of Bill 0097-00

- Staff was directed to draft a resolution regarding the *Higher Penalties for damage to Monuments & Memorials* for Council review at the next meeting.

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C. Approval of Finance Assistant Pay Increase Effective Date

Council Action: Councilman Farris made a motion to approve the Finance Assistant pay increase to begin with the next pay period beginning February 18, 2019. Councilwoman Haffner seconded the motion. Four ayes, (Brannon, Farris, Haffner, McCormick); one nay, (Green); motion carried.

D. Councilwoman Haffner

1. Billing Department Flow Chart
 - Councilwoman Haffner presented the Utility Billing Organizational Chart for Council discussion. Council discussion ensued and Council clarified that all matters concerning the Billing Department must flow through the newly appointed Utility Billing Manager.

Council Action: Councilwoman Haffner made a motion to approve the Billing Department Organizational Chart as presented. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

XI. Public Comment

Mr. Miller addressed the Council with concerns about the lighting on 83 A. City Planner Hughes-Neel advised Mr. Miller that the road is a County Road. Mayor Barley will assist Mr. Miller with contacting the proper department at the County.

XII. Adjournment

Mayor Barley adjourned the meeting at 10:57 a.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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