



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
April 09, 2019 Minutes

I. Meeting Opened

The April 9, 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 City Clerk Lori Cox, City Attorney Clayton Adkinson, City Planning Director Latilda Hughes-Neel, Planning Technician Brooke Jackson, Parks Director Charlie Simmons, Water Office Assistant Stacy Ward, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, Finance Assistant Joyce Sunday, Utility Billing Manager Debbie Roberts, 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. Council Workshop 20190328
3. Regular Council Meeting 20190328

Council Action: Councilman Farris 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/Deletions to Agenda

Additions

1. Planning – City Grounds Landscaping Project
2. Parks – Right-of-way Maintenance
3. Parks – Parks Bid for John Deere Tractor
4. Engineering – Phase 1 Wastewater Improvements
5. Councilwoman Green – School Board Meeting
6. Mayor – Workshop for Document Remediation & Website ADA Compliance

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In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk’s office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

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REGULAR COUNCIL MEETING
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April 09, 2019 Minutes

VI. Approval of Agenda with Additions

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

VII. Scott Seagle, Esq. Attorney at Law, Coppins Monroe

1. Exempt/Non-Exempt Florida Labor Standards
 - Attorney Seagle provided information to the Council about the Florida Labor Standards Act regarding exempt and non-exempt classification of employees. He also explained time keeping for exempt status employees and overtime.
 - Mr. Seagle outlined the legal opinion letter that he provided to the City on March 14th regarding exemption status and timekeeping of two current employees.

VIII. Edwin Eddy, Senior Advisor, Florida City County Managers Association (FCCMA)

1. Consideration of a City Manager for the City of Freeport
 - Mr. Eddy presented the Council with a memo and senario outlining what he believes would best fit the needs of the City with the inclusion of a City Manager. This would be outlined by Ordinance and would comply with the current City Charter.

Council Action: Councilwoman Green made a motion to authorize Senior Advisor Edwin Eddy and City Attorney Clay Adkinson, to develop an Ordinance consistent with the City Charter, to describe the role and responsibilities of a City Manager for Council consideration. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

IX. Staff Reports

A. Engineering

1. 331 North Sewer/Water – Approval to work with Developers
 - Engineer Rouchaleau requested approval to work on the planning of Sewer/Water infrastructure from 331 North to Hwy 20 with Owls Head, Owls Head Farms and The Preserve Developers.

Council Action: Councilman Farris made a motion to approve Planning and Engineering Staff to work with Developers on the 331 North Sewer & Water planning and development. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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2. Bay Loop West Sewer Improvements – Approval to use City funds for design & construction.
 - Engineer Rouchaleau requested Council authorization to move forward with the Bay Loop West Sewer Improvements proposal of design for approval at the next Council Meeting. Impact Fees are eligible to be used for this project.

Council Action: Councilwoman Brannon made a motion to authorize Engineering Staff to move forward with the Bay Loop West Sewer Improvements proposal of design and approval to use City funds for design & construction, for a total project preliminary cost of \$334,500.00, for which Impact Fees are eligible to be used. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Phase 1 Wastewater Improvements
 - Engineer Rouchaleau presented the Phase 1 Wastewater Improvements Upgrades contract.

Council Action: Councilman Farris made a motion to approve the Phase 1 Wastewater Improvements Upgrades contract with J&P Construction Company, Inc. for a total amount of \$2,703,260.00. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

B. Parks

1. Right of Way Maintenance
 - Parks Director Charlie Simmons presented the Southern Hospitality Lawn Care, LLC Proposal and Contract for Maintenance of the following City right-of-way areas:
 - Business 331 (From Beard Equipment to Hwy 20)
 - Blueberry Rd.
 - 4 Mile Rd.
 - Old Jolly Bay (From 331 to 4 way at Mallard Creek Rd.)
 - N. Jackson
 - S. Jackson

Council Action: Councilman McCormick made a motion to approve the Southern Hospitality Lawn Care, LLC Proposal and Contract for Maintenance of the City right-of-way areas for a total annual amount of \$4,900.00, to be paid in monthly installments of \$7,000.00 per month. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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9:00 a.m./Council Chambers/Freeport City Hall
April 09, 2019 Minutes

2. Parks Department bid for John Deere Tractor
 - Parks Director Charlie Simmons requested approval to purchase a John Deere 4044R Compact Utility Tractor.

Council Action: Councilwoman Green made a motion to approve the Smith Tractor Company bid for a John Deere 4044R Compact Utility Tractor for a total amount of \$38,788.16. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Billing

1. Utility Billing Manager Debbie Roberts presented a draft 30/60/90 Day Policy & Form Letters and requested approval of the policy as well as a script for a 45-day phone call.

Council Action: Councilwoman Green made a motion to approve the 30/60/90 Day Policy, Form Letters and 45-day Past Due Phone Call Script as presented. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Utility Billing Manager Roberts presented a draft Bad Check Policy for approval.

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

3. Utility Billing Manager Roberts presented a draft Utility Bill Adjustment/Bill Dispute Policy for approval.

Council Action: Councilwoman Haffner made a motion to approve the Utility Bill Adjustment/Bill Dispute Policy as presented. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Utility Billing Manager Roberts presented a draft Customer Account Policy for approval.

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

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D. Planning & Zoning Dept

1. Planning Director Latilda Hughes-Neel presented the Lafayette Creek Landing Phase 2B Final Plat Approval. The Final Plat has been approved to form by the City Attorney.

Council Action: Councilman Farris made a motion to approve the Lafayette Creek Landing Phase 2B Final Plat as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Planning Updates

- Planning Director Latilda Hughes-Neel updated the Council on the following:
 - Annexation Initiative
 - Impact/Capacity Fees
 - Walton County School District Traffic Issues on 331/Hwy 20
 - Affordable Housing Strategic Plan
 - Water/Sewer Strategic Planning with Engineering staff
 - Code Enforcement (New Dumpsters)
 - Walton County Board of County Commissioners Meeting - Renaming the Library
 - Triumph Board Meeting

3. City Grounds Landscaping Project

- Planning Director Hughes-Neel requested approval to plant twelve (12) fourteen-foot Crepe Myrtles along the fence between the old Ball Field and the Pool parking lot as well as the fence behind the Community Center. Protected Tree Mitigation funds are available to cover the cost.

Council Action: Councilwoman Brannon made a motion to approve the purchase of twelve (12) fourteen-foot Crepe Myrtles for the total amount of \$3,440.00 for City Hall property. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

X. Old Business: None

XI. New Business

A. Mayor Russ Barley

1. Election May 7th
 - Supervisor of Elections Bobby Beasley has requested the use of the City Hall Council Chambers to conduct the one day only Election on May 7, 2019. Council discussion ensued regarding the use of City Hall and keeping Poll Workers from entering

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unauthorized office areas.

Council Action: Councilman Farris made a motion to approve the Supervisor of Elections office the use of the City Hall Council Chambers for the May 7, 2019 Election, contingent upon the restriction of Poll Workers to the public areas only. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Workshop for ADA Website Compliance & Document Remediation
 - Mayor Barley requested approval to schedule a Workshop for a presentation by Omni Commander, a company out of San Destin, to come and present on ADA Compliance and the City's current website and documentation remediation. Council discussion ensued and requested that the City's current website design company be included in the invitation to present at the Workshop.

Council Action: Councilman Farris made a motion to approve a Workshop regarding the City ADA Compliance of the Website and Document Remediation on May 6, 2019 at 6:00 pm. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

B. Councilwoman Green

1. School Board Meeting
 - Councilwoman Green requested Council approval to attend and speak at the Walton County School Board meeting regarding the coming grown and development of Freeport.

Council Action: Councilwoman Haffner made a motion to approve Councilwoman Green to attend and speak at the Walton County School Board Meeting. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Councilman McCormick

1. Water/Sewer Franchise Agreement Discussion
 - Councilman McCormick requested discussion regarding the City Water & Sewer Franchise Agreement between the City of Freeport and the Walton County Board of County Commissioners. Council discussion ensued and determined from Legal Staff that no action is needed on the Part of the City at the current time.

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XII. Public Comment: None

XIII. Adjournment

Mayor Barley adjourned the meeting at 10:31 a.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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