

City of Freeport
REGULAR COUNCIL MEETING MINUTES
June 11, 2019

I. Meeting Called to Order

The meeting was called to order at 9:00 a.m. by Mayor Barley in Council Chambers of Freeport City Hall.

Council members present: Mayor Russ Barley, Councilwoman Elizabeth Haffner, Councilman Boots McCormick, Councilman Eddie Farris, Councilwoman Elizabeth Brannon and Councilwoman Amanda Green.

Staff members present: City Attorney Clay Adkinson, Clerk Assistant Lori Cox, Parks Asst. Travis Digges, Planning Director Latilda Neel, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, Utilities Billing Manager Debbie Roberts, Finance Assistant Joyce Sunday, 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 – none

IV. Request for Placement on the City Council Agenda

1. Mr. Joel Glenn Clary-Glenn Funeral Homes & Crematory

- Incorrectly invoiced for water usage
- Water reconnect time over an hour

Mr. Glenn described his water service incident.

Councilwoman McCormick expressed his personal apologies for the incident.

Board Action: none.

2. Victor Cora – Census Bureau

- 2020 Census presentation
- Complete Count Committee Foundation & Proclamation

Mr. Cora presented a Power Point presentation to the Council.

Board Action: none.

3. Leigh Moore – Scenic Walton

- Introductory Presentation of Scenic Walton, Local Non-Profit Organization

Board Action: none.

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V. Public Comment on Consent Agenda – none

VI. Approval of Consent Agenda

1. Bills Paid
2. Regular Council Meeting Minutes March 12, 2019 (corrected)

Clerk Assistant Lori Cox pointed out that an earliest draft had the wrong month listed for the corrected minutes, but this had been fixed.

Board Action: Councilwoman Haffner motioned to approve the consent agenda. Councilman Farris seconded the motion. All ayes; motion carried.

VII. Consideration of Additions/Deletions to Agenda

City Engineer Alex Rouchaleau: Addition of Parking Lot bids
City Attorney Clay Adkinson: Add DeFuniak Springs Letter of Support, Delete the Tenewitz Abandonment /reschedule the Tenewitz Abandonment to the June 27 FCC Meeting.
Councilwoman Green: Add Meeting with Representative and Senator
Mayor Barley: Add Update on City Hall, Assistant Clerk Duties

Ed Tenewitz asked that the Abandonment request not be continued. City Attorney Adkinson stated that the City had received a large amount of correspondence from neighboring property owners at the last minutes; additionally, the attorney representing the neighbor to the west requested a continuance so that he could be present to present his client's objections.

VIII. Approval of Agenda with Additions/Deletions

Board Action: Councilman Farris motioned to approve the additions/deletions to the agenda. Councilwoman Green seconded the motion. All ayes; motion carried.

IX. Staff Reports

A. Water

1. Water Meter Update

Water Supervisor Tuggle requested permission to bid out installation of 800+ meters. Finance Officer Sara Bowers verified that there are funds in the Water budget to cover the cost.

Board Action: Councilwoman Haffner motioned to approve the bid request. Councilwoman Brannon seconded the motion. All ayes; motion carried.

B. Sewer – none.

C. Parks – none.

D. City Clerk

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1. Revised Personnel Policy Section 10C - Termination Appeal

Clerk Assistant Lori Cox presented the revised Termination Appeal language from the City of Freeport Policies & Procedures Manual for review/approval.

Board Action: Councilman Farris motioned to approve the revised Termination Appeal language. Councilwoman Haffner seconded the motion. All ayes; motion carried.

E. Finance Department

1. Budget Amendment

Finance Officer Bowers requested approval to move \$15,000 to cover professional services and the grant match for the Barrier-Free Park.

Board Action: Councilwoman Green motioned to approve the budget amendment. Councilwoman Brannon seconded the motion. All ayes; motion carried.

F. Billing

1. 2019 Read Route Schedule

Billing Manager Roberts presented a 2019 Read Route Schedule.

Board Action: none

2. Data Prose Bill Change to Color

Billing Manager Roberts requested permission to have the water/sewer bills printed in color in order to draw attention to notices or delinquent amounts, etc.

Board Action: Councilwoman Green motioned to approve the request to print the bills in color. Councilwoman Haffner seconded the motion. All ayes; motion carried.

3. Billing Updates

a. Davis – 731 Waterview Cove

Billing Manager Roberts confirmed that the irrigation system at 731 Waterview Lane has been capped off and the water has been turned back on.

Board Action: none.

b. ADG confirmed training June 17-21

Billing Manager Roberts updated the Council on scheduled training.

Board Action: none.

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G. Planning & Zoning Dept.

1. Comp Plan/LDC Amendment Updates

Planning Director Neel went over the Future Land Use Map Amendment and Zoning Map Amendment required for the Barrier-Free Park. Neel also went over items for a Land Development Code textual amendment. The Council added clarification for clearing on farms/non-development properties, prohibiting pole signs throughout the City and clarifying grandfathering language and an architectural standard for the 331 Corridor; to require brick split face block, stucco or siding to clad metal buildings installed on 331 whether the building can be seen from US 331. All the items will come back to the Council for review/approval by ordinance after review/recommendation by the Planning & Development Review Board.

Board Action: none.

H. Legal Matters

1. City Manager Ordinance 2nd Reading and Adoption

City Attorney Adkinson presented the draft of the Ordinance to create the Freeport City Manager

Board Action: Councilwoman Brannon motioned to approve Ordinance 2019—11 as drafted. Councilwoman Green seconded the motion. All ayes; motion carried.

2. Approval of Tap and Impact Fee Resolutions

- Wayne Jones Impact Fee Resolution

Board Action: Councilman Farris motioned to approve Resolution 2019-08 regarding impact fees paid by Wayne Jones. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- Jay Odom Impact Fee Resolution

Board Action: Councilwoman Haffner motioned to approved Resolution 2019-09 regarding impact fees paid by Jay Odom. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- Ronnie Brannon Sr. Impact Fee Resolution

Board Action: Councilman Farris motioned to approve Resolution 2019-010 regarding impact fees paid by Ronnie Brannon Sr. Councilwoman Haffner seconded the motion. All ayes; motion carried.

3. City of Freeport “Anchor Here Grow Here” Trademark Update

City Attorney Adkinson requested that the Council approve Mayor Barley to sign the trademark application for the “Anchor Here, Grow Here” phrase.

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Board Action: Councilman Farris motioned to approve the Mayor to sign the trademark application. Councilwoman Brannon seconded the motion. All ayes; motion carried.

4. ~~Notice of Abandonment and Resolution for Tenewitz (Bayview Dr.)~~

This item was deleted from the agenda and rescheduled for June 27, 2019.

4. Letter of Support for DeFuniak Springs

City Attorney Adkinson informed the Council that the City of DeFuniak Springs is trying to obtain a waiver from FRDAP in order to remove a FRDAP-funded park on Gene Hurley Road in order to resolve safety issues at the adjoining city airport.

Board Action: Councilwoman Green motioned to have the Mayor sign a letter of support. Councilman Farris seconded the motion. All ayes; motion carried.

I. Engineering

1. Lafayette Boardwalk Extension

City Engineer Alex Rouchaleau requested authorization for the Mayor to sign the County's permit application to extend the Lafayette Creek Boardwalk at the Marse Landing Park.

Board Action: Councilwoman Green motioned to authorize the Mayor to sign the county application. Councilwoman Brannon seconded the motion. All ayes; motion carried.

2. Developer's Agreement for US 331 North Sewer

City Engineer Alex Rouchaleau presented the Developer's Agreement for the 331 North Sewer Project. City Attorney informed the Council that the Developer presented a proposed revision to the agreement the day before and some discussion would need to occur. Adkinson recommended that the agreement be tabled to the June 27 council meeting.

Board Action: Councilwoman Green motioned to table the agreement to the June 27 council meeting. Councilwoman Brannon seconded the motion. All ayes; motion carried.

3. Barrier-Free Driveway/Parking Lot Bids

City Engineer Alex Rouchaleau requested approval to accept the low bid from CW Roberts for \$36,866.00 with the alternative bid of \$2,400 for parking space striping.

Board Action: Councilwoman Brannon motioned to accept the CW Roberts bid. Councilman Farris seconded the motion. All ayes; motion carried.

4. US 331 Utility Improvement Submission to Legislation

City Engineer Alex Rouchaleau requested approval to submit the US 331 Utility Improvements package to the Legislature for potential appropriation funding.

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Board Action: Councilwoman Green motioned to submit the package to the Legislature. Councilman Farris seconded the motion. All ayes; motion carried.

X. Old Business

1. Pending List
 - Q & A List for Website

Clerk Assistant Lori Cox requested that the Council review the Q&A for the Website and send any additional items, changes to her directly and she will have the final list on the June 27, 2019 FCC Agenda.

Board Action: none.

2. CenturyLink WIFI Bid

Clerk Assistant Lori Cox presented the bids she had received to place wifi at the Freeport Regional Sports Complex. Cox initially gave a bid but then withdrew; not interested in the project. Lori will bring additional information back to the next meeting.

Board Action: none.

3. Strategic Plan-Department Organizational Development Worksheets

Clerk Assistant Lori Cox presented the Staff Strategic Plan for review by the Council. Councilwoman Green asked that this item be tabled to the next meeting; she had not had adequate time to review the Plan.

Board Action: Councilman McCormick motioned to table the Staff Strategic Plan to the June 27, 2019 FCC Meeting. Councilwoman Brannon seconded the motion. All ayes; motion carried.

XI. New Business

A. Mayor Russ Barley

- Update/City Hall

Mayor Barley praised the Parks and Recreation Department for changing out lights at the City Hall complex.

Board Action: none.

- Clerk Assistant Duties

Mayor Barley noted that the Clerk Assistant had been asked to submit a list of her priority duties. The Mayor read the list of her duties into the record:

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- Records Requests
- Meeting Minutes
- Meeting packets
- Verifying Invoices
- E-Mail
- Clerk Assistant Records Management & ADA Compliance

Board Action: none.

B. Councilwoman Brannon - none

C. Councilman Farris

1. Security Cameras for Blount House

Councilman Farris noted a number of break-ins at the Blount House. He will come back to the Council with cost estimates to add security lighting, etc. at the Blount House.

Board Action: none.

2. Security Light at Community Center

Councilman Farris requested that a brighter light be placed at the Community Center. The difference in prices is \$6.00 for what is there now and \$14.60 for a brighter stronger light.

Board Action: Councilman Farris motion to pay \$14.60 a month to Chelco for a stronger security light at the Community Center. Councilwoman Haffner seconded the motion. All ayes; motion carried.

3. Clerk Assistant to Attend FACC Conference June 23-26th, 2019

Councilman Farris noted that the Clerk Assistant is scheduled to attend the FACC Conference June 23-26, 2019. Farris stated that he felt that she needed this training. Mayor Barley noted that she is already registered to attend.

Board Action: none.

D. Councilwoman Green

1. Architectural Standards

Councilwoman Green noted that this item had been discussed under Planning.

Board action: none.

2. Meeting with Representative Drake and Senator Gainer.

Councilwoman Green reported on the meeting and brief tour with Rep. Drake and Sen. Gainer. She thanked Alex for his help with infrastructure information.

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Board Action: none.

E. Councilwoman Haffner

1. Sports Complex Playground

Councilwoman Haffner asked about the possible of shades/sun sails being placed strategically over playground equipment at the Sports Complex due to the equipment getting very hot. Parks Asst. Digges stated that Parks Director Charlie Simmons is already pricing the shades and plans to install them this budget year.

Board Action: none.

F. Councilman McCormick - none

XII. Public Comment – none.

XIII. Adjournment

Councilwoman Brannon motioned to adjourn. The meeting adjourned at 11:27 a.m.

CITY OF FREEPORT

Mayor

ATTEST:

Clerk Assistant