



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

I. The 2019 State of the City Address was presented by Mayor Russ Barley.

II. Meeting Called to Order

The meeting was called to order at 6:38 p.m. by Mayor Barley in the Council Chambers of Freeport City Hall.

Council members present: Mayor Russ Barley, Councilwoman Amanda Green, Councilman Eddie Farris, Councilman William “Boots” McCormick, Councilwoman Elizabeth Haffner.

Council members absent: Councilwoman Elizabeth Brannon.

Staff members present: City Attorney Clayton Adkinson, Clerk Assistant Lori Cox, Parks Director Charlie Simmons, Planning Director Latilda Neel, Planning Technician Brooke Jackson, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, Utility Billing Manager Debbie Roberts, Finance Assistant Joyce Sunday, City Engineer Alex Rouchaleau.

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 the 2019 queens, Miss Walton County - Jasmine Gomillion, Future Little Miss Walton County - Kristan Sunday, Little Miss Walton County - Julie Moen, Junior Miss Walton County - Tinleigh Tripp, Future Little Miss DeFuniak Springs - Karina Castillo, Young Miss DeFuniak Springs - Kinsley Craig, Young Miss Walton County - Calie Brackin, Teen Miss DeFuniak Springs - Harmony Heitger.

V. Request for Placement on the City Council Agenda

1. Kevin Boyer and Adam Nelson with Warren Averett (City’s financial auditors)
 - Presented the 2018 financial audit and noted that the City is in sound fiscal condition.

Council Action: none.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

2. ~~Dunlap & Shipman, PA for Mr. & Mrs. Charles McDonald~~
- Mayor Barley announced that this item was removed at the request of involved attorneys and will be further addressed in a special meeting. Planning Director Neel is working with both parties to set a date of the meeting.

Council Action: none.

VI. Public Comment on Consent Agenda – none.

VII. Approval of Consent Agenda

1. Bills Paid
2. Revenue and Expenditure Report thru May 31, 2019
3. Regular Council Meeting Minutes May 23, 2019
4. Special Council Meeting Minutes June 3, 2019
5. Regular Council Meeting Minutes June 11, 2019
6. Council Workshop Minutes June 11, 2019

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

VIII. Consideration of Additions/Deletions to Agenda

Councilwoman Haffner: Addition: June cut-offs to Billing.

Planning Director Neel: Delete: Old Business item 1, ~~Notice of Abandonment Resolution for Tenewitz.~~

IX. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman Haffner motioned to approve the additions/deletions to the agenda. Councilwoman Green seconded the motion. All ayes; motion carried.

X. Staff Reports

- A. City Clerk – none.
- B. Finance
 1. Date & time of next budget workshop
 - Finance Director Bowers requested a date be set for the next budget workshop. Consensus was July 11th, 2019 at 6:00 p.m.

Council Action: Councilman Farris motioned to approve July 11th, 2019 at 6:00 p.m. for the next budget workshop. Councilwoman Haffner seconded the motion. All ayes; motion carried.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

C. Billing

1. Updates

Utility Billing Manager Roberts announced that an ADG representative was on site last week to provide training on streamlining processes. A representative from Sensus was also present to address billing and handheld meter issues. Discussion ensued about accounts that had been corrected.

- Councilwoman Haffner informed Council that she had spoken with water customers, Mr. and Mrs. Rowsey, to inform them that a meter employee had been written up for accidentally cutting off their water. Councilwomen Haffner and Green apologized for the error.
- Mrs. Rowsey approached the podium and inquired about re-connection process if a disconnect error were to occur after-hours. Water Supervisor Tuggle explained that account status is verified first, then the on-call water employee is sent to the address if warranted.

Council Action: none.

D. Planning & Zoning Department

1. Ships Chandler Phase I Development

- Planning Director presented an overview of the Ships Chandler Phase I development process. Neel stated that the project had been reviewed and approved by the Planning Board and Mr. Peter Wright is ready to begin Phase I.
- Scott Jenkins, Engineer for Peter Wright introduced himself and presented similar information on the project.

Council Action: Councilman Farris motioned to approve the project as presented. Councilwoman Haffner seconded the motion. All ayes; motion carried.

2. Marina Village Phase II FLUM Amendment/1st Reading

- Planning Director gave an overview of project. Neel expressed that some of the property owners attended the Planning Board meeting and had concerns.
- Mr. Matthew Parker, representative from JP Engineering for the project approached the podium and gave an overview of the presented project.
- Councilwoman Haffner asked Mr. Parker to address property owner concerns. Discussion ensued amongst Council, Mr. Parker, Neel and property owners. Mr. Parker presented the zoning maps and explained the project plans.

Council Action: Councilman Farris motioned to approve first reading of the ordinance for the large-scale amendment and advertisement for the second reading at the August 22nd, 2019 meeting. Councilman McCormick seconded the motion. All ayes; motion carried.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

3. Marina Village Phase II Re-Zoning/1st Reading
 - Planning Director Neel presented overview of project.

Council Action: Councilman McCormick approved to hold first reading of the proposed ordinance and advertise for 2nd reading at the August 22nd, 2019 meeting. Councilwoman Green seconded the motion. All ayes; motion carried.

4. Marina Village PDP Revision
 - Planning Director Neel presented information on the PDP amendment master plan. She will bring this back at the August 22nd, 2019 meeting after second readings of the ordinances.

Council Action: none.

5. Record Plat – Verandas Phase 1-B-1
 - Planning Director Neel presented the townhome as-built plat.

Council Action: Councilman Farris motioned to approve the signing of the as built plat. Councilwoman Haffner seconded the motion. All ayes; motion carried.

E. Legal

1. Resolution - FL Wastewater System Revenue Bonds

Council Action: Councilman Farris motioned to approve resolution 2019-11. Councilman McCormick seconded the motion. All ayes; motion carried.

F. Engineering

1. SRF Phase I - Easement
 - City Engineer Rouchaleau presented the proposed utility easement along Earl Godwin Rd. in Hammock Bay. The easement is being provided by the developer to facilitate the installation of the proposed forcemain due to conflicts with existing utilities.
 - Engineer Rouchaleau informed Council that he is discussing an additional utility easement with the developer outside the existing right of way along Hammock Trail West.

Council Action: Councilman Farris motioned to approve the execution of the easement. Councilman McCormick seconded the motion. All ayes; motion carried.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

2. Developer's Agreement for US 331 North Sewer
 - Engineer Rouchaleau stated that the agreement in the packet was not the current due to ongoing discussions and revisions.

Council Action: Councilman Haffner motioned to approved tabling the Developer's Agreement for US 331 North Sewer to the July 9th, 2019 meeting. Councilwoman Green seconded the motion. All ayes; motion carried.

3. Updates
 - Engineer Rouchaleau provided a brief update on the SRF Phase I Wastewater Improvements project and the Freeport USDA WWTF Expansion and Upgrade project.

G. Water

1. Meter Update
 - Water Supervisor Tuggle informed Council he is trying to get all meters changed out to one size and consistent meter. He explained that there is 528 additional meters that need to be replaced. Total project with installation cost is \$ 292,572.00 that has been accounted for in the Water fund.

Council Action: Councilwoman Haffner made a motion to approve the purchase of the additional 528 meters needed. Councilman Farris seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Haffner motioned to take the funds for the additional water meters from the water fund. Councilman McCormick seconded the motion. All ayes; motion carried.

H. Sewer

1. Bypass Pump
 - Sewer Supervisor Robert Fawcett presented information on the purchase of a bypass pump that was budgeted for. He requested approval to purchase a quieter pump with sound enclosure capable of handling 85 decibels. The pump would cost an additional \$5,850.00. Finance Officer Sara Bowers would bring a budget amendment back at next meeting to transfer funds from Sewer Miscellaneous Expense to Equipment Major Expense.

Council Action: Councilman Farris motioned to approve the purchase of the bypass pump. Councilwoman Haffner seconded the motion. All ayes; motion carried.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

3. Class B Operator Pay Rate
- Sewer Supervisor Fawcett updated Council that it has been difficult to hire a Class B Operator at the current pay rate. Fawcett requested that the hourly pay rate be increased to \$24.00 in order to get someone with experience.

Council Action: Councilwoman Haffner motioned to change to hourly pay rate for the Sewer Class B Operator position to be within the \$24.00 to \$26.00 dollar an hour range. Councilwoman Green seconded the motion. All ayes; motion carried.

I. Parks- none.

X. Old Business

1. ~~Notice of Abandonment and Resolution for Tenewitz (Bayview Dr.)~~
2. Intersection Safety Improvement Follow Up
(Approve Mayor to send letter to Dawn McKee w/ DOT Maintenance).
- City Engineer Rouchaleau presented a draft letter requesting assistance from FDOT to fund three roadway safety improvement projects.

Council Action: Councilman Farris motioned to approve the Mayor to sign and send letter to FDOT. Councilwoman Haffner seconded the motion. All ayes; motion carried.

3. Strategic Plan-Department Organizational Development Worksheets

Council Action: Councilwoman Green motioned to table item to the next meeting due to Councilwoman Brannon being absent. Councilman McCormick seconded the motion. All ayes; motion carried.

4. Centurylink WIFI Bid
- Clerk Assistant Lori Cox updated Council on details of WIFI at the Sports Complex. The WIFI would consist of two modems, one for employees and one for visitors. The WIFI would encompass a 200 ft. radius around the concession stands and would have the option to be cut off at park closing hours.

Council Action: Councilwoman Green motioned to approved adding WIFI at the Sports Complex through Centurylink and to establish WIFI shut-off time to be at park closing hours. Councilwoman Haffner seconded the motion. All ayes; motion carried.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

5. Roadway Safety Projects
 - *Error – Duplicate item to # 2 under Old Business*

XI. New Business

- A. Mayor Russ Barley
- B. Councilwoman Brannon
- C. Councilman Farris
- D. Councilwoman Green
- E. Councilwoman Haffner
- F. Councilman McCormick
 1. 2020 Census Resolution
 - Councilman McCormick discussed the purpose and importance of the 2020 Census Committee. He will bring back the specifics of committee members at the next meeting.

Council Action: Councilman McCormick motioned to adopt 2020 Census resolution 2019-12. Councilwoman Green seconded the motion. All ayes; motion carried.

XII. Public Comment - none.

XIII. Adjournment

Councilwoman Haffner motioned to adjourn. The meeting adjourned at 8:07 p.m.



City of Freeport
REGULAR COUNCIL MEETING
6:30 PM/Council Chambers/Freeport City Hall
June 27, 2019 Minutes

CITY OF FREEPORT



Mayor

Attest:



Clerk Assistant