



City of Freeport
REGULAR COUNCIL MEETING
9:00 AM/Council Chambers/Freeport City Hall
August 13, 2019 Minutes

I. Meeting Called to Order

The meeting was called to order at 9:04 a.m. by Mayor Russ Barley. The meeting was held in the Council Chambers of Freeport City Hall.

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

Council members absent: Councilwoman Elizabeth Haffner.

Staff present: City Attorney Clay Adkinson, Planning Director Latilda Neel, Parks Director Charlie Simmons, Utility Billing Manager Debbie Roberts, Finance Officer Sara Bowers, Sewer Supervisor Robert Fawcett, Water Supervisor Larry Tuggle, City Engineers Alex Rouchaleau and Cliff Knauer, Clerk Assistant Lori Cox, Admin Assistant Will Alley.

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

Mayor Barley introduced and welcomed Lt. Adam Faulk as the new Walton County Sheriff's Office District Commander for the city of Freeport.

IV. Request for Placement on the City Council Agenda

1. Zack Bryant
 - Status of Oar House & Oyster Bar and discuss process.

Zack Bryant nor a representative was not present. City Attorney Clay Adkinson advised Council that Mr. Bryant's request to be placed on the agenda had occurred prior to scheduling a Special Planning Meeting where the development project will be addressed on August 20, 2019.

2. Sally Hamer
 - Water bill @ 401 Clubhouse – request for alleviation of high bill.

Sally Hamer nor a representative was present. Councilman McCormick requested the matter be opened for discussion. Mayor Barley explained that the customer's high water bill was due to the irrigation being connected to the city water system. Discussion ensued about sending an irrigation disconnect letter to the new residing water customer since Ms. Hamer no longer lived there.

Council Action: Councilman Farris motioned to deny alleviation of High Bill Request. Councilman McCormick seconded the motion. All ayes; motion carried.



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Council Action: Councilwoman Green motioned for an Irrigation Disconnect letter to be sent to the new customer. Councilwoman Brannon seconded the motion. All ayes; motion carried.

V. Public Comment on Consent Agenda – none.

VI. Approval of Consent Agenda

1. Bills Paid
2. July 11, 2019 Budget Workshop Minutes
3. July 25, 2019 Budget Workshop Minutes
4. July 25, 2019 FCC RCM Minutes
5. August 1, 2019 FCC SCM Minutes

Council Action: Councilwoman Brannon motioned to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes; motion carried.

VII. Consideration of Additions/Deletions to Agenda

Additions

- Legal – City Parks Ordinance

VIII. Approval of Agenda with Additions/Deletions

Council Action: Councilman McCormick motioned to approve the Agenda with the specified Addition as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.

IX. Staff Reports

A. Water

1. Request to purchase service meters on a quarterly basis.
 - Water Supervisor Tuggle explained that it has been hard to keep up with the growth of the city under the current purchasing policy. Tuggle requested to be able to purchase meters on a quarterly basis so meters are in stock. Tuggle stated that last week sixty meters were installed within six days.

Council Action: Councilman Farris motioned to approve Water Service Meters purchased on a quarterly basis. Councilman Brannon seconded the motion. All ayes; motion carried.

2. New service meters for the Latitude Apartments in Hammock Bay.
 - Water Supervisor Tuggle advised Council that the new service meters for the Latitude Apartments were going to cost \$16,550.00. Tuggle requested to be able to purchase them all at one time.

Council Action: Councilwoman Brannon motioned to approve the purchase of the New Service Meters. Councilwoman Green seconded the motion. All ayes; motion carried.



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B. Sewer- none.

C. Parks - none.

D. Clerk's Office

1. RFQ for State Lobbyist

- Clerk Assistant Lori Cox requested direction from Council on the intent to hire a State Lobbyist and inquired about an RFQ or RFP timeline.
- City Attorney Adkinson informed Council that an advertisement for solicitation of lobbying services would be adequate. Adkinson advised that the legislative session begins in January and a Lobbyist would have to be retained in September in order to meet submission deadlines.
- Councilwoman Green informed Council that her research found most firms are willing to begin work in September and accept payment after the budget cycle begins October 1st. Green agreed that if city projects do not get handled soon the city would miss opportunities for next year.

Council Action: Councilman Farris motioned to approve advertising for Governmental Lobbying and Consulting Services. Councilwoman Green seconded the motion. All ayes; motion carried.

3. Social Media Policy Workshop

- Clerk Assistant Cox requested to hold a Social Media Policy Workshop in order to ensure compliance with Florida Sunshine and Public Records laws.

Council Action: Councilwoman Green motioned to approve holding a Social Media Policy Workshop on September 10, 2019 immediately following the regular meeting. Councilwoman Brannon seconded the motion. All ayes; motion carried.

4. FACC Fall Conference Attendance Approval

- Clerk Assistant Cox requested approval to attend the FACC conference in October.

Council Action: Councilwoman Brannon motioned to approve Clerk Assistant Cox to attend the FACC conference in October. Councilman Farris seconded the motion. All ayes; motion carried.

E. Finance

1. Capitalization Threshold

- Finance Officer Sara Bowers requested to establish a formal Capitalization Policy and presented a recommendation for one.

Council Action: Councilwoman Brannon motioned to approve the Capitalization Policy as presented. Councilman Farris seconded the motion. All ayes; motion carried.



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2. Employee Health & Dental Insurance
 - Finance Officer Bowers presented the renewal of employee paid dental and city paid \$50,000 term life insurance.

Council Action: Councilman Farris motioned to approve the Dental and Term Life Insurance for Employees as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- Finance Officer Bowers advised Council that employees were having a difficult time finding physicians under the current Blue Select healthcare plan. Bowers presented quotes for Blue Option plans that would be more likely to be accepted by providers.

Council Action: Councilwoman Brannon motioned to approve the Florida Blue Option plan #6. Councilman Farris seconded the motion. All ayes; motion carried.

- Bowers advised Council that an employee assistance program was available under the new health plan; costs for 3 yearly visits per employee were \$6.00 a month or 6 visits for \$9.00 a month for all employees. Council consensus was the program would be a good option for employees for the price.

Council Action: Councilwoman Brannon motioned to accept the employee assistance program for 6 visits per year. Councilman Farris seconded the motion. All ayes; motion carried.

3. Budget Workshop
 - Bowers asked Council if an additional budget workshop would be desired. August 15, 2019 at 5:30 pm was suggested.

Council Action: Councilman Farris motioned to hold an additional Budget Workshop on August 15, 2019 at 5:30 pm. Councilwoman Green seconded the motion. All ayes; motion carried.

F. Billing

1. Change to New Account Policy Approval
 - Utility Billing Manager Debbie Roberts requested adding the requirement of “providing a copy of a signed lease agreement” to the New Account Policy. New customers renting would need to provide a copy upon the opening a new account.

Council Action: Councilwoman Green motioned to accept addition to the New Account Policy. Councilwoman Brannon seconded the motion. All ayes; motion carried.



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3. Disconnection Policy
 - Billing Manager Roberts brought back minor changes to section 2. Time and Notice of Disconnection, 3. Administration Fee and 4. Restoration of Services within the Disconnection Policy. Policy changes were discussed at the last Council meeting and approved by City Attorney Adkinson.

Council Action: Councilwoman Brannon motioned to approve the changes in the Disconnection Policy. Councilman Farris seconded the motion. All ayes; motion carried.

G. Planning- none.

H. Legal

1. City Parks Ordinance Update
 - City Attorney Clay Adkinson requested to work with Parks Director Simmons and Planning Director Neel to build a draft form of a City Parks Ordinance and bring back for Council review. The Parks Ordinance is on the city's pending list to accomplish.

Council Action: None.

2. City Manager Job Description
 - City Attorney Adkinson asked for direction on the pending job description for the City Manager position.
 - Council consensus was to ask Mr. Eddy with the Florida League of Cities to provide Council with an essential functions job description and to attend an upcoming Council meeting for discussion.

Council Action: none.

I. Engineering

1. Commercial Rate Study Update
 - City Engineer Rouchaleau presented an update on the Commercial Rate Study. Rouchaleau noted that the City's commercial rates and rates for mobile home parks are less than residential rates and the fee schedule does not promote water conservation. Rouchaleau then discussed data:
 - Water and sewer financials from 2013-2018 audits.
 - Comparison of nearby utility rates to those of the City of Freeport
 - The City's water and sewer Capital Improvement ProjectsIn summary Rouchaleau noted that commercial rates and mobile home park water and sewer rates should be updated to match the City's current residential rates. Rouchaleau also recommended incorporating an automatic annual increase into the rates to account



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for the cost of materials and labor and to budget for a full Residential and Commercial Rate Study and Capacity Fee Study for FY 2020-21.

Council Action: none.

2. Master Lift Station Emergency Repairs Update
 - City Engineer Rouchaleau gave an update on the manhole repairs at the Master Lift Station. Repairs are almost complete, Rouchaleau still plans to submit the repair costs as an SRF contract change order.
3. Wastewater Treatment Plant Facility Update
 - City Engineer Rouchaleau briefed Council on the treatment plant progress. City staff met with him to go over the optimization study and went over the equipment selection to fine tune facility design. Rouchaleau added that once 30% of the design is complete, he will provide more information, conceivably at one of the September Council meetings.

Council Action: none.

X. Old Business

1. 2020 Census Committee Board Approval
 - Clerk Assistant Lori Cox presented the list of 2020 Census Board members to Council. Appointers and members selected are as follows: Amanda Green - Jeffrey Powell, Elizabeth Brannon - Magaly Whitener, Eddie Farris - Beth Jackson, Boots McCormick - Rick Gonzalez, Elizabeth Haffner - Heather Jeanneret.

Council Action: Councilwoman Green motioned to approve the 2020 Census Board Committee Selections. Councilwoman Brannon seconded the motion. All ayes; motion carried.

2. Policy and Procedure Manual (Q. Public Access to Email)
 - Clerk Assistant Cox presented verbiage to add to Section Q within the Policy and Procedure Manual. Verbiage requested was, "The City reserves the right to block any and all content regardless of any provision herein" regarding use of city computers.

Council Action: Councilwoman Brannon motioned to approve the additional verbiage to Section Q within the Policy and Procedure Manual. Councilman Farris seconded the motion. All ayes; motion carried.

3. CRC Update on content restriction
 - Clerk Assistant Cox invited Jeffery Wyles with CRC Data Tech to the podium to update Council on the progress of internet access restrictions for city computers.
 - Wyles gave a detailed presentation and description of the current restrictions and progress on the project.



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Council Action: none.

XI. New Business

A. Mayor Russ Barley

B. Councilwoman Brannon

C. Councilman Farris

D. Councilwoman Green

1. School Traffic

- Councilwoman Green updated the Council on the traffic situation for the elementary and middle schools. School Board members as well as the Superintendent understand traffic concerns with the city's rapid growth. The School Board is currently looking into the traffic patterns and are trying to be of help with the situation.

E. Councilwoman Haffner

F. Councilman McCormick

XII. Public Comment – none.



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XIII. Adjournment

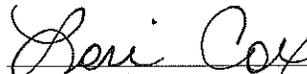
Councilwoman Brannon motioned to adjourn. The meeting was adjourned at 10:20 a.m.

CITY OF FREEPORT



Mayor

ATTEST:



Clerk Assistant