



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

**I. Meeting Called to Order**

The meeting was called to order at 6:31 p.m. by Mayor Russ Barley.

Council Members Present: Mayor Barley, Councilwoman Amanda Green, Councilman William “Boots” McCormick, Councilwoman Elizabeth Haffner.

Council Members Absent: Councilman Eddie Farris, Councilwoman Elizabeth Brannon.

Staff Present: City Attorney Clay Adkinson, Finance Officer Sara Bowers, Utility Billing Manager Debbie Roberts, Sewer Supervisor Robert Fawcett, Sewer Plant Lead Operator Bridget Hilgenberg, Water Supervisor Larry Tuggle, Planning Director Latilda Neel, Finance Assistant Joyce Sunday, Planning Technician Brooke Jackson, Clerk Assistant Lori Cox, Water Office Manager Stacy Ward, City Engineer Alex Rouchaleau, Parks Director Charlie Simmons, Johnny McCormick, Jurgen Kallenbach, Barbara Moore, Ernie Godwin, Nicole Martin.

**II. Invocation and Pledge of Allegiance**

The Invocation was given by Councilwoman Haffner followed by the Pledge of Allegiance to the American Flag.

**III. Employee Recognition**

Mayor Russ Barley began with recognizing the following employees for their time of service with the City of Freeport: Bridget Hilgenberg, Robert Fawcett, Larry Tuggle, Latilda Neel, Johnny McCormick, Nichole Martin, Stacy Ward, Ernie Godwin, Jurgen Kallenbach, Joshua McKay, Barbara Moore.

**IV. Request for Placement on the City Council Agenda**

1. Carolyn Knight/Premiere Performers Academy of the Arts
  - Ms. Knight requested permission to install an A/C unit in old City Hall at renter’s expense. Council expressed several concerns with the installation of an A/C unit.
  - Councilwoman Green told Ms. Knight that a self-contained unit would more likely be the best option and offered to email her some information.

*Council Action: None.*

**V. Public Comment on Consent Agenda – none.**

**VI. Approval of Consent Agenda**

1. Bills Paid
2. FY 2018-2019 Revenue/Expenditure Report
3. FY 2019-2020 Public Budget Hearing Minutes September 5, 2019

*Council Action: Councilwoman Haffner motioned to approve the Consent Agenda. Councilman McCormick seconded the motion. All ayes, motion carried.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

**VII. Consideration of Additions/Deletions to Agenda**

Mayor Barley: Addition of Special Council Meeting – Billing

Clerk's Office: Addition of City Manager Job Description

Planning: Addition of City Facilities Community Updates

Parks: Addition of Updates

**VIII. Approval of Agenda with Additions/Deletions**

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

**IX. Staff Reports**

A. Clerk's Office

1. Ranking selection of Lobbying Firm Proposals
  - Clerk Assistant Cox presented Council with Lobbying Firm Proposals and Ranking forms.

*Council Action: Councilwoman Haffner motioned to approve the council rankings with Liberty Partners being the preferred consultant. Councilwoman Green seconded the motion. All ayes; motion carried.*

2. City Manager Job Description

- Clerk Assistant Cox presented Council with a City Manager Job Description along with contact information for Mr. Buzz Eddy with the Florida League of Cities.

*Council Action: None.*

B. Finance – none.

C. Billing – none.

D. Planning & Zoning Department

1. Recreation Board Recommendation – FRDAP Grant for Barrier Free Park
  - Planning Director Neel updated Council on the Recreation Board's recommendation to move forward with a \$50,000 FRDAP grant proposal.

*Council Action: None.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

2. Request to Add Barrier Free Park/FRDAP Grant to Capital Improvements Projects.
  - Planning Director Neel requested to add the Barrier Free Park to the Capital Improvements Projects and adding the funding source as the FRDAP grant.

*Council Action: Councilwoman Haffner motioned to approve adding the Barrier Free Park to the CIP and listing the funding source as the FRDAP grant. Councilwoman Green seconded the motion. All ayes, motion carried.*

3. City Facilities Community Updates
  - Planning Director Neel presented Updates to the City Facilities project. Neel proposed a 4,000 sf Community Center as Phase III of the project. She also requested for the Planning, Parks and Engineering departments to move forward to seek funding opportunities.

*Council Action: Councilwoman Haffner motioned to allow the Planning, Parks and Engineering Departments to find funding opportunities for the project. Councilman McCormick seconded the motion. All ayes; motion carried.*

E. Legal – none.

F. Engineering

1. WWTF – Design and Permitting Update
  - Mr. Jones and Mr. Villhauer with Dewberry Engineers provided an update to the 30% design and permitting status of the proposed 1.5 MGD Wastewater Treatment Plant Upgrades.

*Council Action: Councilwoman Green motioned to allow the Mayor to sign an application to FDEP for major modification to the Wastewater Treatment Facility. Councilwoman Haffner seconded the motion. All ayes; motion carried.*

2. WWTF Optimization Study
  - Mr. Jones & Mr. Villhauer with Dewberry Engineers presented the results of the Freeport Wastewater Treatment Facility Process Optimization Study. The study concluded that the existing wastewater treatment facility is have difficulty meeting the reuse permit's turbidity limits.
  - The proposed solution is to rehabilitate the filters at a cost of approximately \$55,000 and to implement a wasting regimen and enter contract with Greensouth Solution for hauling sludge. The cost would be approximately \$90,000 over the course of 3-4 months with a monthly reoccurring cost of approximately \$10,000 per month until the next wastewater treatment facility dewatering building and equipment are constructed and online.



**City of Freeport**  
REGULAR COUNCIL MEETING  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

- In addition, it was recommended that the City budget an additional \$1,000 per month to perform additional plant monitoring and sampling outside of the permit required sampling.

*Council Action: Councilwoman Haffner motioned to approve the recommended list presented by Dewberry. Councilwoman Green seconded the motion. All ayes; motion carried.*

3. Approval for SRF Phase I Water Loan/Grant Agreement for Design and Engineering Proposal
  - Mr. Rouchaleau presented the SRF Phase I Water Loan Agreement for Design. Total loan and grant amount are \$163,400.00 with additional \$1,000 for capitalized interest. The design portion of the project is 50% grant, 50% loan. Construction is 80% grant and 20% loan. Repayment begins June 15<sup>th</sup>, 2021.

*Council Action: Councilwoman Haffner motioned to execute the Loan Agreement. Councilman McCormick seconded the motion. All ayes; motion carried.*

- Rouchaleau presented the Engineering proposal for Phase I Water design for approval.

*Council Action: Councilman McCormick motioned to approve the Engineering Design Proposal. Councilwoman Green seconded the motion. All ayes; motion carried.*

4. SRF Phase I Wastewater Improvements – J&P Change Order #2 and Chelco Electric Quotes
  - Rouchaleau presented Change Order #2 with J&P Construction and Chelco Quotes. The change order would cover the deteriorated manhole at the existing master lift station. SRF is allowing it to be included in the project scope and for the City to get reimbursed for it. The change order also includes upsizing of pumps and the removal and replacement of conduit due to utility conflict. The total amount in the change order is \$42,524.00 and adds an additional 28 days to the project.

*Council Action: Councilwoman Haffner motioned to approve the J&P change order in the amount of \$42,524.00. Councilman McCormick seconded the motion. All ayes; motion carried.*

- Rouchaleau requested approval for the Chelco quote to remove conduit from the roadway lighting and reinstall it in the amount of \$6,532.72.

*Council Action: Councilwoman Haffner motioned to approve the \$6,532.72 quote for conduit removal and reinstallation from Chelco. Councilwoman Green seconded the motion. All ayes; motion carried.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

5. FY 2020-21 Legislative Appropriations – Project Applications
- Mr. Rouchaleau stated that the City has submitted the application for the US 331 Water and Sewer Improvements south of S.R. 20 to the legislature.
  - The Council requested that Dewberry coordinate with the Liberty Partners and return with recommendations at the next Council meeting.

*Council Action: None.*

6. US 331 North Utility Easement / Developer's Agreement
- Rouchaleau tabled to the next Council meeting.

*Council Action: None.*

7. Bear Creek Bridge Project
- Mr. Rouchaleau requested Council to delegate a City representative to attend a Walton County Board of County Commissioners meeting. Councilwoman Green volunteered to attend.

*Council Action: None.*

G. Water – none.

H. Sewer – none.

I. Parks

1. Update

- Park Director Charlie Simmons gave Updates on the following:
  - Concession/Bathroom/Storage area
  - Pool Parking lot

*Council Action: None.*

**X. Old Business – none.**

**XI. New Business**

A. Mayor Russ Barley

1. New Hire - Request for PTO Policy Exemption
- Request to allow new hire Larry Quatlebomb to use PTO prior to 90-day probation or to allow PTO donation of 40 hours of PTO if he needs to return to close on the sale of his house.
  - Discussion ensued and Council decided to wait until the situation arises.



**City of Freeport**  
REGULAR COUNCIL MEETING  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

*Council Action: None.*

2. Special Meeting

- Mayor Barley, on behalf of Councilman Farris, requested to hold a Special Council meeting to discuss billing issues mentioned on social media.
- Discussion ensued and Council consensus was that a meeting is not necessary.

*Council Action: None.*

B. Councilwoman Brannon

C. Councilman Farris

D. Councilwoman Green

E. Councilwoman Haffner

F. Councilman McCormick

1. City of Freeport Fuel System

- Councilman McCormick presented a case for installing City Fuel Tanks for use by City equipment to move towards being more self-sufficient in the case of a natural disaster.

*Council Action: Councilwoman Green motioned to allow Councilman McCormick to explore funding and bring information back to Council. Councilwoman Haffner seconded the motion. All ayes; motion carried.*

**XII. Public Comment**

1. Janice McLean

- Resident Janice McLean approached the podium to address the Council. Prior to the meeting Ms. McLean approached Clerk Assistant Cox and requested her letter be part of the record. See attachment.



**City of Freeport**  
REGULAR COUNCIL MEETING  
6:30 PM/Council Chambers/Freeport City Hall  
September 26, 2019 Minutes

**XIII. Adjournment**

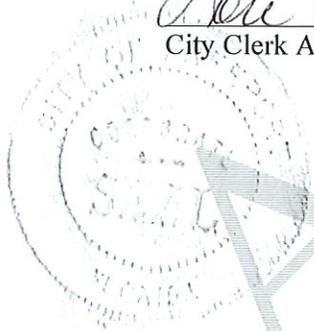
Mayor Barley motioned to adjourn. Meeting adjourned at 7:54 p.m.

CITY OF FREEPORT

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk Assistant



APPROVED

Good evening Council.

My name is Janice McLean. I am speaking tonight to express my disappointment and concern with the lack of involvement by this City Council and Mayor.

In the past month, you, our elected officials, have shown that you do not understand the importance of relationship building with our County and State elected officials. Three opportunities presented themselves in our county in the last 30 days. The Gulf Coast Triumph Board held their last Board meeting in Freeport inside our city limits and not one of you attended. The Secretary of the DOT came to Walton county and held a public meeting and also looked at a project in Freeport and not one of you attended. Lastly Senator Gainer and Representative Drake were in Walton County for their legislative delegation meeting yesterday which was open to the public. I attended and not one of you were there.

As a former Council Member I understand the responsibilities of the position and expect all of you to do more. Building relationships is critical and there is far more to being on the City Council than just attending Council meetings. You owe our City more.