



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

**I. Meeting Called to Order**

The meeting was called to order at 9:00 a.m. by Mayor Barley 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, Councilwoman Elizabeth Haffner.

Staff members present: City Attorney Clay Adkinson, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, Planning Director Latilda Neel, Parks Director Charlie Simmons, Water Office Assistant Stacy Ward, Planning Technician Brooke Jackson, Admin Assistant Will Alley, Clerk Assistant Lori Cox, City Engineers Alex Rouchaleau and Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilman Farris followed by the Pledge of Allegiance to the American Flag.

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

1. Michael Clark – Project near Freeport well (Wagon Wheel Rd.)
  - Mr. Michael Clark approached the podium and voiced his concerns to the Council regarding a proposed gun range in the vicinity of the City of Freeport Well on Wagon Wheel Road. Mr. Clark referenced an article he submitted in the meeting packet; “Choosing Between Guns and the Environment” and expressed concerns with lead, mercury and arsenic from guns shells contaminating nearby soil and groundwater.
  - Mr. Clark requested Council to voice their concerns to Walton County.

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

**V. Approval of Consent Agenda**

1. Bills Paid
2. Revenue/Expenditure Report FY 2018-2019
3. Regular Council Meeting Minutes September 26, 2019
4. Regular Council Meeting Minutes October 8, 2019
5. Special Council Meeting Minutes, October 21, 2019
6. Regular Council Meeting Minutes, October 24, 2019

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



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

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

Councilwoman Green: Addition of traffic at old post office  
Addition of new Christmas lights  
Addition of gun range/well issue for discussion

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

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

**VIII. Staff Reports**

A. Water – none.

B. Sewer

1. Purchase of By-Pass Pump

- Sewer Supervisor Robert Fawcett requested approval to purchase a budgeted By-Pass Pump in the amount of \$45,850.00.

*Council Action: Councilwoman Green motioned to approve the purchase of the By-Pass Pump. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

C. Parks

1. Purchase of Utility Vehicle ATV & 3 Wheel Ball Field Machine Approval

- Parks Director Charlie Simmons requested approval for a new budgeted John Deere Gator for the Parks Department from Beard Equipment in the amount of \$21,038.28.

*Council Action: Councilman Farris motioned to approve the purchase of equipment from Beard Equipment as presented. Councilwoman Haffner seconded the motion. All ayes; motion carried.*

2. Updates

- Parks Director Simmons updated council on the following projects:
  - Striping on pool parking complete
  - Trusses for the concession stand are set
  - Paving at the trails is almost complete
  - Exercise equipment is in
  - Planning Departments new office close to completion.
- Parks Director Simmons requested permission to reach out to the community about a possible July 4th event and bring back information to Council.
- Council concensus was getting information on a July 4th event is a good idea.
- Parks Director Simmons remarked that the Veteran's Day event went well.



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

D. City Clerk

1. Social Media Policy

- Clerk Assistant Cox presented the revised Social Media Policy. Councilwoman Green expressed concern over disclaimer verbiage on personal Facebook pages. Council discussion ensued and consensus was to change verbiage in the policy to require elected and appointed officials to place a disclaimer within the “Bio” section of personal pages and employees are encouraged to do the same.

*Council Action: Councilwoman Green motioned to approve the Social Media Policy with the disclaimer corrections. Councilwoman Haffner seconded the motion. All ayes; motion carried.*

- Clerk Assistant Cox requested permission to create the City of Freeport Facebook Page.

*Council Action: Councilwoman Green motioned to approve the creation of the City of Freeport Official Facebook page. Councilman Farris seconded the motion. All ayes; motion carried.*

E. Finance

1. Purchasing Policy Updates

- Finance Officer Bowers requested updating the Purchasing Policy to require departments purchasing items for other departments to do so through a budget amendment approved by City Council.

*Council Action: Councilwoman Haffner motioned to approve the update to the Purchasing Policy as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

- Finance Officer Bowers requested the addition of the Budget Amendment Policy as attachment A to the Purchasing Policy.

*Council Action: Councilwoman Haffner motioned to approve the addition of the Budget Amendment Policy as attachment A to the Purchasing Policy. Councilman Farris seconded the motion. All ayes; motion carried.*

- Finance Officer Bowers requested the addition of the Capitalization Threshold within the Purchasing Policy.

*Council Action: Councilwoman Haffner motioned to approve the Capitalization Threshold addition to the Purchasing Policy. Councilman Farris seconded the motion. All ayes; motion carried.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

2. Asset Deletions

- Finance Officer Bowers presented Asset Deletion forms from various departments for items deemed as surplus.

*Council Action: Councilman Farris motioned to approve asset deletions as presented. Councilwoman Brannon seconded the motion. Discussion ensued. Consensus was to have the paperwork properly filled out for record purposes. All ayes; motion carried.*

3. USDA WWTP Reconstruction/Expansion Project

- Finance Officer Bowers requested to use Sewer Impact fees to provide cash flow to Sewer Operating until the City is reimbursed through USDA.

*Council Action: Councilwoman Brannon motioned to approve the use of Sewer Impact fees to provide cash flow for Sewer Operating. Councilman Farris seconded the motion. All ayes; motion carried.*

4. Security Plus Upgrade

- Finance Officer Bowers requested to transfer from Safety Funds to General Operating to pay for budgeted internet security plan upgrade.

*Council Action: Councilman Farris motioned to approve the transfer of \$4,872.00 from Safety Funds to General Operating for internet security plan upgrade. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

5. Budget Amendment #2

- Finance Officer Bowers presented a budget amendment for current FY 2020 for Parks concession stand/storage building. Bowers requested transferring allotted funds for the project from 2018/2019 FY Reserves to Building Improvements and Trails Grant in the amount of \$17,380.00

*Council Action: Councilwoman Brannon motioned approve Budget Amendment #2; transfer from Reserves to Building Improvements and Trails Grant in the amount of \$17,380.00. Councilman Farris seconded the motion. All ayes; motion carried.*

F. Billing – none.



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

G. Planning

1. LDC Text Amendments Ordinance – 1<sup>st</sup> Reading/Request to advertise for 2<sup>nd</sup> Reading-Adoption.
  - City Planner Neel requested approval to hold first reading and advertise for second reading-adoption of the LDC Text Amendments Ordinance; Animal Regulations, Transportation Systems, and Definitions.
  - Councilwoman Green queried on the standards in the Traffic Engineering Handbook regarding section 5.01.02 (C) Protection and Use of Rights-of-Way.
  - Neel explained that right of way protection standards is written into the Land Development Code but the Technical Construction Standards Manual no longer contains the traffic engineering that it previously had. The City is using the Institute of Transportation Engineers “Traffic Engineering Handbook”.
  - Councilwoman Green inquired about the right of way, utilities and vehicle safety at the stormwater pond at the Latitude Apartments on Hammock Trail East. Green also inquired if a guardrail needed to put in the right of way.
  - City Engineer Cliff Knauer approached the podium and informed Council that DEP requires stormwater ponds with a side slope of 3:1 or steeper to have fencing, at 4:1 no fencing is required. Knauer offered to review the site and send his report to the Clerk to distribute to Council.

*Council Action: Councilman Farris motioned to approve the first reading of the LDC Text Amendments Ordinance and advertise for the Second Reading-Adoption at the December 10, 2019 meeting. Councilman McCormick seconded the motion. All ayes; motion carried.*

2. LDC South 331 Corridor Ordinance – 1<sup>st</sup> Reading/Request to advertise for 2<sup>nd</sup> Reading-Adoption.
  - City Planner Neel requested to hold first reading of the LDC South 331 Corridor Ordinance and advertise for Second Reading-Adoption.

*Council Action: Councilman Farris motioned to approve First Reading of LDC South 331 Corridor Ordinance and advertise for Second Reading-Adoption at the December 10, 2019 meeting. Councilman McCormick seconded the motion. Four ayes; Councilman McCormick, Councilman Farris, Councilwoman Brannon, Councilwoman Haffner. One nay; Councilwoman Green. Motion Carried.*

3. Special Event Permit Approval/Hammock Bay Festival of Lights.
  - City Planner Neel requested approval of the Hammock Bay Festival of Lights Special Event Permit November 23, 2019 from 3-6 p.m.

*Council Action: Councilwoman Haffner motioned to approve the Hammock Bay Festival of Lights Special Event. Councilwoman Brannon seconded the motion. All ayes; motion carried.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

H. Legal – none.

I. Engineering

1. Commercial Rate Study

- City Engineer Alex Rouchaleau presented the Commercial and Mobile Home Park Rate Study. A full in-depth study will be done before the sewer plant is constructed in FY 2021.

*Council Action: Councilwoman Green motioned to accept the Commercial and Mobile Home Park Rate Study as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

2. Engineering Proposal for Washington St. Resurfacing and Stormwater Improvements

- Engineer Rouchaleau presented the Engineering Proposal for Washington Street Resurfacing and Stormwater improvements. Project will be ready to bid in March 2020 and the paving portion of the project will be coordinated with the County to save costs.

*Council Action: Councilwoman Haffner motioned to approve the Engineering Proposal for Washington Street Resurfacing and Stormwater Improvements. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

3. Engineering proposal for Barrier Free Park Phase I Improvements

- Engineer Rouchaleau presented an Engineering proposal for the Barrier Free Park Phase I Improvements to begin around March 2020.

*Council Action: Councilwoman Brannon motioned to approve the Engineering proposal for Barrier Free Park Phase I Improvements. Councilwoman Haffner seconded the motion. All ayes; motion carried.*

4. SRF Phase I Wastewater Improvements – Chelco electric service cost to Hammock Bay lift Station.

- Rouchaleau presented the Chelco proposal for the Hammock Bay Lift Station underground electric service in the amount of \$22,028.53.

*Council Action: Councilwoman Haffner motioned to approve the Chelco proposal for electric service to the Hammock Bay Lift Station. Councilwoman Brannon seconded the motion. All ayes; motion carried.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

5. WWTF Screw Press pilot study/demonstration – approval of \$5,000 mobilization cost
  - Rouchaleau explained that a Screw Press pilot study would be optimal to ensure that it will work well with the sewer equipment, a mobilization cost would be incurred to do so.

*Council Action: Councilwoman Green motioned to approve the Screw Press mobilization fee. Councilwoman Haffner seconded the motion. All ayes; motion carried.*

**IX. Old Business**

1. Pending List
  - Clerk Assistant Cox presented the updated Pending List.

*Council Action: None.*

2. Job Description for Admin Floater/Technical Support
  - The Job Description was presented for Council discussion. Mayor Barley requested a motion to accept the Job Description.

*Council Action: Councilman Farris motioned to accept the Job Description as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

3. Marcum Agreement – Forensic Audit
  - City Attorney Adkinson explained that the agreement was a continued scope of services. Discussion ensued over services and travel cost verbiage in the agreement. Adkinson advised adding a “not to exceed \$50,000 plus travel expenses” clause.

*Council Action: Councilwoman Haffner motioned to approve the Marcum Agreement with the addition of “not to exceed \$50,000 plus travel expenses” clause. Councilwoman Brannon seconded the motion. After discussion and amendment, the following motion was adopted: To approve the Marcum Agreement with the clause “not to exceed \$50,000, inclusive of travel expenses...”. All ayes; motion carried.*

**X. New Business**

- A. Mayor Russ Barley
- B. Councilwoman Brannon



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

C. Councilman Farris

1. Courtesy Mass E-Mails

- Councilman Farris discussed Courtesy Mass E-mails and explained they were originally sent out as meeting reminders prior to the city website. Farris said there is now a public misconception that the email notice is the official meeting announcement and recommended elimination of the list since meetings are posted on the website and other official areas within City Hall.
- Adkinson recommended limiting the e-mails to media only and for the Clerk Assistant and City Planner to combine e-mail lists and send one final e-mail notice of discontinuation and direct the email list group to the website for future meeting information.

*Council Action: Councilman Farris motioned to eliminate the Courtesy Mass E-mails with the exception of the media. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

D. Councilwoman Green

1. Kylea Laird/ Hwy. 20 Traffic Pattern

- Councilwoman Green stated that the traffic pattern at Kylea Laird & Highway 20 is dangerous and suggested contacting the sheriff's office to request help with directing traffic.
- Councilman Farris offered to contact the sheriff's office.

2. Christmas Lights

- Councilwoman Green requested an update on the Christmas Lights.
- Parks Director Simmons informed Council that he met with Chelco, flagged 19 poles and the project is on schedule for completion on the 18<sup>th</sup>.

3. Sewer Department

- Councilwoman Green requested a temporary Project Manager to inform Council on City projects.
- Council discussed the idea of a Utility Director as well as having someone in-house take on the role.
- Councilwoman Green recommended having someone in-house take on the responsibility.
- City Attorney Adkinson recommended having the Mayor ask Department Heads for interest and no job description would not be necessary.

*Council Action: Councilman McCormick motioned to approve the Mayor to go to Department Heads with the Project Manager position. Councilwoman Brannon seconded the motion. All ayes; motion carried.*



**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

Gun Range

- Councilwoman Green recommended writing a letter to the County Commissioner and Planning Board regarding the proposed gun range in the vicinity of the City of Freeport well on Wagon Wheel Road.
- Planning Director Neel offered to write letter of concern for signature by the Mayor.

*Council Action: Councilwoman Green motioned to approve City Planner Neel to write the letter of concern. Councilman McCormick seconded the motion. All ayes; motion carried.*

E. Councilwoman Haffner

F. Councilman McCormick

**XI. Public Comment**

- Chase Barfield, Freeport merchant and resident approached the podium to discuss the proposed signage changes within the Land Development Code. Barfield expressed that Freeport merchants were not in favor of having their signage choices taken away and felt that the current Land Development Code works with code enforcement.
- Councilwoman Green explained there is misinformation in the public; the proposed changes apply to new signs only. She suggested creating a community board of merchants and residents to get all views on proposed changes.
- Councilman McCormick suggested that merchants keep the lines of communication open with Council on issues of concern.
- Councilwoman Brannon suggested letting opposition be known to Council members as she had not heard any up to this point.
- City Attorney Adkinson wanted the record to state that the City is not taking signs away.



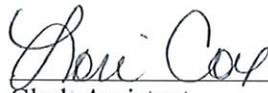
**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 AM/Council Chambers/Freeport City Hall  
November 12, 2019 Minutes

**XII. Adjournment**

Mayor Barley adjourned the meeting at 10:39 a.m.

CITY OF FREEPORT

  
\_\_\_\_\_  
Mayor Russ Barley

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