



City of Freeport
REGULAR COUNCIL MEETING
6:30 p.m./Council Chambers/Freeport City Hall
January 24, 2019 Minutes

I. Meeting Opened

The January 24, 2019 Regular Council Meeting was called to order at 6:30 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

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

Staff present: City Clerk Rebecca Podraza, Clerk Assistant Lori Cox, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Planning Technician Brooke Jackson, Parks Assistant Travis Diggs, Sewer Lead Operator Bridget Hilgenberg, Water Supervisor Larry Tuggle, Finance Officer Sara Bowers, City Engineer Alex Rouchaleau, and City Engineer Cliff Knauer.

II. Invocation and Pledge of Allegiance

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

III. Recognition of Guests: None

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid
2. Revenue and Expenditures as of November 30, 2018
3. Regular Council Meeting January 8, 2019

Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

VI. Consideration of Additions/Deletions to Agenda

Additions

- Engineering – Streets and Roads DOT Update
- Finance – Billing Manager
- Engineering – SRF Loan Agreement

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- Sewer – SRF AMFS Resolution
- Parks Director – Parks Updates
- Councilwoman Green – Triumph
- Councilwoman Green – Opportunity Florida Update
- Councilwoman Haffner – OWTPO Update
- Mayor – Security Cameras
- Mayor – Veterans Memorial Golf Tournament Sponsorship

Deletions

- Councilman Farris – City/County Interlocal Agreement – Streets

VII. Approval of Agenda with Additions/Deletion

Council Action: Councilman Farris made a motion to approve the Agenda with specified Additions and ~~deletions~~ as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

VIII. Staff Reports

A. Engineering

1. Four Mile Creek Park Improvements - Army Corps of Engineers Permit
 - Engineer Rouchaleau presented the Permit Application for the Four Mile Creek Parks Improvement.

Council Action: Councilwoman Brannon made a motion to approve the Four Mile Creek Park Improvements Permit Application as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Legislative Appropriation Projects
 - Engineer Rouchaleau presented the projects recommended to submit for Legislative Appropriation. Council discussion ensued and the following action was taken.

Council Action: Councilwoman Brannon made a motion to approve the following projects to be submitted for Legislative Appropriations in the order as presented below.

- U.S. 331 Sewer Utility Upgrades and Expansion
- U.S. 331 Water Utility Upgrades and Expansion
- Turn Lane at SR. 20 and Bay Loop East

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○ Bridge at Bear Creek along Bay Loop Road (83A)
Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Engineer Rouchaleau presented the schedules for East Bay Loop Water Main Upgrade and Lafayette to N. Jackson Force Main Upgrade projects. Project schedules will be presented of all approved projects moving forward.

4. Engineer Rouchaleau updated the Council on the SRF Phase I Improvements. Approval of Legal and Engineering staff to obtain easements in proper form and approval to bid project were requested.

Council Action: Councilwoman Brannon made a motion to approve Engineering and Legal staff to obtain the two (2) easements needed for the SRF Phase I Improvements Project. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

Council Action: Councilman Farris made a motion to approve Engineering Staff to bid the SRF Phase I Improvements Project. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

5. SRF Loan Agreement

- Engineer Rouchaleau presented the \$4,200,000.00 State Revolving Fund Loan Agreement.
- Attorney Adkinson requested information regarding:
Section 10.07., item no. 4 – **A clear site title certification shall be submitted no later than July 15, 2020.**
- Rouchaleau advised that this item is regarding the easements that need to be acquired for the project, which will need to be produced before the city may draw from the grant administrator. Engineering affirmed that they will work to get the easements complete within the next week.
- Attorney Adkinson stated that he provides legal authorization, pursuant to section 2.02 of the SRF agreement, based on the review conducted of the conformity of the agreement and based on his prior opinion letter issued to the state of Florida, on the City's ability to acquire the loan.

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Council Action: Councilwoman Green made a motion to approve the State Revolving Fund Loan Agreement for project WW660321/SG660322 – Freeport Transmission Facilities. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

6. DOT/County Streets Update

- City Engineer Cliff Knauer updated the Council on the following:
 - Turn Lane on Bay Loop East. (Being submitted for Legislative Funding)
 - Striping on Business 331 and Hwy 331
 - Blueridge Parkway & Hwy 20 Intersection Issues

Council Action: Councilwoman Brannon made a motion to submit the Blueridge Parkway Project for Small County Outreach Program (SCOP) Grant funding. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Timing of light on left turn lane of Hwy 331 and Hwy 20
- Lighting on Marque Way at the Publix Intersection
- Extension of Bulldog Road to 331 - Mayor will meet with Engineer Knauer and the property owner Mr. Dunkin.
- Elementary School Turn Lanes needed north and south bound

Council Action: Councilwoman Brannon made a motion to direct the Mayor to send a letter to the County Commissioners regarding the turn lanes that are needed at the elementary school on Business 331. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Interlocal Agreement with County Re: Street Maintenance of City Streets

B. Sewer

1. SRF AMFS Resolution

- Clerk Podraza presented the State Revolving Fund Utility Asset Management & Fiscal Sustainability Plan Resolution.

Council Action: Councilman Farris made a motion to approve the State Revolving Fund Utility Asset Management & Fiscal Sustainability Plan Resolution No. 2019-02 as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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2. Sewer Department – Lead Operator Class B Request
 - Lead Sewer Operator Bridget Hilgenberg requested approval to add a new Lead Operator Position to the Sewer Department.
 - Hilgenberg also presented a new job description which requires a Class B Wastewater Operator License as well as two (2) years of experience in Reclaimed Wastewater Systems.

Council Action: Councilman Farris made a motion to approve the addition of a Lead Wastewater Operator Class B Position for the Wastewater Department. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Parks

1. Parks Director Assistant Travis Diggs presented updates on the following projects:
 - Splash Pad is 90% Complete
 - Kasey Park Playground Additions
 - Lights at the Sports Complex
 - Marse Landing Pressure Washing

D. City Clerk Matters

1. Clerk Podraza presented the CRC Data Technologies, Complete Care Service Agreement

Council Action: Councilwoman Brannon Made a motion to approve the Complete Care Service Agreement with CRC Data Technologies for managed IT services, for a monthly fee of \$2,375.00. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Clerk Podraza presented the Quest Management Consultants, LLC Agreement Renewal

Council Action: Councilwoman Haffner made a motion to discontinue the Quest Management Consultants, LLC Agreement and directed the Clerk's Office Staff to administer the Human Resource functions of the City. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Clerk Podraza provided recommendations for corrections to the Employee Policy and Procedures Manual within the Disciplinary Action and Separation sections.

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Council Action: Councilman Farris made a motion to approve the corrections to the Disciplinary Action and Separation sections of the Personnel Policies and Procedures Manual. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Clerk Assistant Job Description

- Clerk Podraza presented the Job Description for the Assistant City Clerk which was not included when the position was approved at budget time. Podraza requested for approval of the description as well as increasing the salary of the Assistant from \$30,900.00 to \$35,000.00 per year.

Council Action: Councilman Farris made a motion to approve the Assistant City Clerk Job Description as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

Council Action: Councilman Farris made a motion to approve the increase of salary for the Assistant Clerk for \$35,000.00 per year. Councilman McCormick seconded the motion.

Council discussion ensued regarding procedures in determining raises.

All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

E. Finance Department

1. Commercial Rate Study

Council Action: Councilwoman Green made a motion to approve Staff and Engineering to begin working together on a Commercial Rate Study. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. American Data Group Conference

Council Action: Councilwoman Green made a motion to approve Staff to attend the American Data Group Conference for continuing education and training on the ADG Accounting and Billing Software, for an approximate total of \$3,350.00 for both staff members to attend. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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3. Utility Billing Manager

Council Action: Councilman McCormick made a motion to approve a Special Meeting to interview the top five (5) candidates for the Utility Billing Manager position. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

Council Action: Councilwoman Brannon made a motion to approve a Special Meeting for February 4, 2019 at 6:00 pm to interview the top candidates for the Utility Billing Manager. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

F. Recognition was given to the Freeport Bulldogs 1st Place Boomer and Peewee Cheerleader Team Winners and a photograph taken with the Council. Trophies and photos will be displayed in the City Hall display case.

G. Class B Operator Job Description Approval

1. Council did not approve the job description when the position was approved earlier in the meeting. Mayor Barley requested that the description be approved.

Council Action: Councilwoman Haffner made a motion to approve the Job Description for the Wastewater Department Lead Wastewater Operator to include the requirement of a Class B License and two (2) years of Water Reclamation Facility experience. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

H. Effective Date for Clerk Assistant pay increase

1. City Attorney Adkinson asked that Council approve an effective date for the Assistant Clerk Pay increase for clarification to the City Finance Office.

Council Action: Councilman Farris made a motion to approve the Clerk Assistant pay increase to be effective next pay period. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

I. Legal Matters

1. Capacity Fee Ordinance – 2nd Reading and Adoption

- City Attorney Adkinson announced public hearing and opened the floor for questions and requested approval for second reading and adoption of the Capacity Fee Ordinance.

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Council Action: Councilman Farris made a motion to hold second reading and adoption of the Capacity Fee Ordinance No. 2019-03. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Amended Resolution 2016-05 to reflect Disconnection Policy
 - Attorney Adkinson recommended a motion to codify a stand-alone disconnection policy rather than amend the Resolution to provide for revision to the Water User Fees in and Outside City Limits Resolution No. 2016-05.

Council Action: Councilwoman Brannon made a motion to approve the codification of the Disconnection Policy approved on January 8, 2019 with Resolution No. 2019-03. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Attorney Adkinson updated the Council on the following:
 - Pending List Items
 - ADA Compliance Policy
 - Annexation Project
 - Hammock Bay Parking Enforcement
 - SRF USDA
 - Sewer Trailer title issue has been resolved

IX. Old Business

A. City Manager

1. Job Notice
2. Resolution
 - Clerk Podraza presented a sample Job Notice and Resolution for the City Manager position. Councilwoman Green presented a sample City Manager advertisement for discussion.

Council Action: Councilman McCormick made a motion to approve a Workshop to discuss the City Manager position. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

Council Action: Councilwoman Green made a motion to hold the City Manager Discussion Workshop on February 7, 2019 at 6:00 pm. Councilwoman Haffner seconded the motion. All

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ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

B. Project Time Line Request

- This item was discussed in the City Staff Meeting and Staff would like to see Engineering and City Attorney bring updates on their projects to the Council Meetings on a regular basis.

X. New Business

A. Freeport Fuel Prices

- Clerk Podraza presented an email from a resident to the Mayor which included a letter from the City of Panama City Beach to several representatives in Tallahassee regarding high fuel prices.

Council Action: Councilman Farris made a motion to direct the Mayor to draft a letter to Tallahassee Representatives regarding the disproportionate fuel prices in our area. Councilwoman Haffner seconded the motion. Four ayes, (Brannon, Farris, Green, Haffner); one nay, (McCormick); motion carried.

B. Mayor Russ Barley

1. Permission to purchase cameras for the front of City Hall

Council Action: Councilwoman Haffner made a motion to approve the Mayor to investigate the cost to have cameras purchased and installed in front of City Hall for security. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. Veterans Committee request for Sponsorship for Veterans Memorial Golf Tournament

Council Action: Councilman McCormick made a motion to approve a whole sponsorship in the amount of \$100.00 from the City of Freeport for the Veteran's Memorial Golf Tournament. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Councilwoman Haffner

1. IEMO Florida League of Cities Training

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Council Action: Councilwoman Brannon made a motion to approve travel for Councilwoman Haffner to attend the IEMO Florida League of City Training in October. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. OWTPO Meeting Update

- Councilwoman Haffner updated the Council on the Okaloosa/Walton Transportation Planning Organization meeting she attended.

D. Councilman Farris

1. Security Lights

Councilman Farris made a recommendation to install a Street light for security purposes on Robinwood and Hales Lane. The cost would be \$1,136.00 with a monthly cost of 14.47 per month.

Councilman Farris made a motion to approve a street light to be installed by Chelco Electric on Hales Lane and Robinwood Drive for a transformer installation fee of \$1,136.00 and a monthly cost of \$14.47. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Blueridge Parkway lights will be looked at during the budget process.

2. ~~City/County Interlocal Agreement – Streets~~

3. Website Q&A Page

- Councilman Farris suggested that a Q&A Page be developed on the website and recommended Barbara Moore to lead the project.

Council Action: Councilman Farris made a motion for Barbara Moore to develop a Q&A Content Page for the website. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

E. Councilwoman Green

1. Triumph Meeting

- Councilwoman Green briefed the Council on the Triumph Meeting regarding how the projects will be approved and the criteria for approval.
- Only projects in which jobs are guaranteed are being approved.

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2. Opportunity Florida Meeting
- Councilwoman Green informed the Council about the Opportunity Florida Meeting she attended. A Bill will be coming down from Legislature regarding septic tanks.

XI. Public Comment

1. Mr. Mark Traylor addressed the Council regarding infrastructure and jobs for our area.

XII. Adjournment

Mayor Barley adjourned the meeting at 8:56 p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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