



**City of Freeport**

**REGULAR COUNCIL MEETING MINUTES**

January 23, 2020, 6:30 PM  
Council Chambers, 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, Planning Director Latilda Neel, Planning Technician Brooke Jackson, Water Supervisor Larry Tuggle, Finance Officer Sara Bowers, Finance Assistant Joyce Sunday, City Engineer Alex Rouchaleau, Clerk Assistant Lori Cox

**1. Meeting Called to Order**

The meeting was called to order at 6:30 p.m. by Mayor Barley in the Council Chambers of Freeport City Hall.

**2. Invocation and Pledge of Allegiance**

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

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

a. Aaron Goddard & Mike Luecke

Mr. Aaron Goddard approached the podium to discuss sewer charges incurred from October 1, 2019 to January 2, 2020. He stated that he was not officially hooked up to city sewer during this period but was being charged for it. He believed that the initial process that was explained to him by staff is not what actually occurred, and charges were not consistent with consumption rates.

Mayor Barley informed him that Utility Billing Manager Debbie Roberts would be the one to discuss the policy but was not in attendance.

Discussion ensued and consensus was to bring back policy for discussion with Roberts at the next Council meeting.

Moved by: Councilman Farris  
Seconded by: Councilwoman Brannon

*Motion: To table the request for adjustment of fees without penalty from January 23, 2020 to the next Council meeting February 11, 2020.*

Carried

**4. Public Comment on Consent Agenda**

none.

**5. Approval of Consent Agenda**

Moved by: Councilman Farris  
Seconded by: Councilman McCormick

*Motion: To approve the consent Agenda as presented.*

Carried

a. Bills Paid

b. Revenue & Expenditure Report

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

a. Additions: none.

b. Deletions

1. Reclaim Water Agreement - City Engineer Alex Rouchaleau

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

Moved by: Councilwoman Brannon  
Seconded by: Councilman McCormick

*Motion: To approve the Agenda with the specified deletions as presented.*

Carried

**8. Staff Reports**

a. Water - none.

b. Sewer - none.

c. Parks - none.

d. City Clerk

1. Memorandum of Understanding - US Marine Corps/City of Freeport

Clerk Assistant Lori Cox presented a memorandum of understanding from Marine Forces Special Operations Command. The purpose of the memorandum was to get permission to conduct training within the boundaries of Freeport April 24-May 6, 2020. No firearms, real or simulated would be used during training, local law enforcement and city point of contact, William "Boots" McCormick would be notified prior to training.

Discussion ensued about the specifics of the training.

Councilwoman Green requested clarification on the use of firearms and helicopters during training.

Moved by: Councilman Farris

Seconded by: Councilman McCormick

*Motion: Table the Memorandum of Understanding to the February 11, 2020 Regular Council meeting until the Clerk Assistant can get further clarification on the use of firearms and helicopters.*

Carried

2. Set Special Meeting for Codification of Ordinances

Cox requested the Council to set a Special Meeting to review Ordinance codification. She sent in city Ordinances to Municode, the company that does the codification, and they requested more direction from the City on several issues. Cox mentioned she had sent the questions to the City Attorney for advisement and his recommendation was for Council to address the issues in a Special Meeting.

City Attorney Clay Adkinson confirmed his recommendation and stated he is concerned with some of Municode's editorial discretionary changes and felt it was best for the Council to be involved in updates and codification so there would be record of changes. Adkinson also informed Council that Municode has not updated our Land Development Code in years which is also problematic.

Moved by: Councilman Farris

Seconded by: Councilwoman Haffner

*Motion: To set Special Council meeting for February 27th, 2020 at 5:30 p.m. to review Ordinance codification.*

Carried

e. Finance - none.

f. Billing - none.

g. Planning

1. Special Event Permit - Apple Classic Run

Planning Director Latilda Neel presented a Special Event Permit for the Apple Classic Run to be held on Great Hammock Bend to raise money for the Walton Education Foundation. Request was made to hold the event and a waiver of the application fee since they are a non-profit organization.

Moved by: Councilwoman Haffner  
Seconded by: Councilman McCormick

*Motion: To approve the Special Event Permit for the Apple Classic Run.*

Carried

2. FBIP Agreement - Marse Landing

Neel presented the Florida Boating Improvement Program grant agreement. The grant is to construct and install dock at Marse Landing. The grant award amount is \$11,916.00.

City Attorney Adkinson approved agreement to form.

Moved by: Councilman Farris  
Seconded by: Councilwoman Haffner

*Motion: Approve Mayor Barley to sign the Florida Boating Improvement Program grant agreement.*

Carried

h. Legal

1. Direction on City Manager Vetting

City Attorney Clay Adkinson stated that it would be beneficial for staff to create a matrix of the nine City Manager candidates' qualifications that Mr. Eddy from the Florida League of Cities has selected to discuss in the February 4, 2020 Special Meeting.

Discussion ensued about qualifications and salary.

Councilwoman Haffner preferred to have a matrix of all the applicants to review.

Moved by: Councilman Farris  
Seconded by: Councilwoman Haffner

*Motion: To authorize staff and Mr. Eddy to compile a matrix of all City Manager applicants' qualifications with reasons an applicant should be considered outside of strict qualifications.*

2. Update

Adkinson informed the Council that the Highway 20 turning lane funding request was heard at its first committee hearing Wednesday. The project was well received and is now being passed to the House of Appropriations Committee.

Council Action: none.

i. Engineering

1. Deleted: WWTP Re-Use Water Agreement

2. 83A East Water Main Improvements Bid Results

City Engineer Alex Rouchaleau presented the bid results for the 83A East Water Main Improvements project. Rouchaleau informed the Council that all of the bids came in above the budgeted amount of \$650,000. Rouchaleau explained that he did increase scope of the project, up sized the water main and included more bores than originally planned for. In addition, he was significantly low on the conceptual cost. The low bidder for the project was R&B Contracting and the Dewberry office in Daphne has worked with them before. He requested that Council award the project to the lowest bidder based on value engineering. By taking out selected items and reducing the pipe 1000 feet, he felt that \$800,000 would be a reasonable cost to keep the project within scope.

Councilwoman Green asked Water Supervisor Larry Tuggle how he felt about the changes.

Tuggle explained the main goal was to get past all of the side streets; if 1000 feet of pipe was cut from the budget, he would be shy of two main streets; Island Grove Dr. and Beatrice Point Dr. but mentioned there isn't much residential on those streets. Tuggle would try to end the water lines at Bayside Drive.

Discussion ensued about the increased cost for the project, the completion time frame within the current and the next fiscal year.

Rouchaleau informed the Council that he cannot discuss any project changes or costs with the contractor until Council awards the bid to the lowest bidder; once that happens, he can bring back more options and cost estimates.

Moved by: Councilwoman Haffner

Seconded by: Councilman Farris

*Motion: To approve and award bid to the lowest bidder, R&B Contracting, contingent upon additional negotiations and value engineering to be conducted by Dewberry, subject to Council approval, and contingent on adequate funding in fiscal years.*

3. Sidewalk Master Plan Update

Rouchaleau gave Sidewalk Master Plan updates by stating that the City Facility Planning Committee has met, and they have received input from Hammock Bay on cross walks and funding ideas. The committee is also incorporating other areas within the city that are in need of cross walks. He will have costs and funding options at the next Council meeting.

Neel also added that the plan will have intersection lighting improvements; Publix intersection, Blue Ridge Pkwy and Highway 20 were noted as problem areas.

Discussion ensued about road striping problem areas as well.

Council Action: none.

9. **Old Business - none.**

10. **New Business**

a. Mayor Russ Barley

1. Interim Project Manager Draft Job Description

Mayor Barley asked Council for ideas and comments on the Project Manager job description presented.

Councilwoman Haffner approved of the job description.

Councilman McCormick asked if they needed to discuss the time frame of the position. Consensus was that the Project Manager would be handed over the newly appointed City Manager once in place.

Mayor Barley inquired on the boundaries to obtain information in the position and what compensation would be made.

Consensus was the person would have full scope authority to get information to ensure projects get done. Weekly or bi-weekly reports consisting of a project matrix would be acceptable.

Neel felt the matrix should include what contacts are involved in the project and an overview of what is currently going on and the completion date.

Discussion ensued about compensation and the ideal person having knowledge of what is going on within the city.

Mayor Barley informed Council that he had asked Neel and Simmons about the position. Neel stated she did not have time and Simmons was waiting to hear what Council decides about the position.

Discussion ensued regarding compensation for Simmons.

Moved by: Councilman McCormick  
Seconded by: Councilwoman Haffner

*Motion: To approve the Project Manager job description as presented.*

Carried

Moved by: Councilwoman Brannon  
Seconded by: Councilwoman Haffner

*Motion: To approve Mayor Barley to negotiate a twenty percent pay increase with Parks Director Charlie Simmons.*

Carried

2. Employee Recognitions

Mayor Barley informed Council that he received a call from Mr. Tommy Smith residing at 460 Waterview Cove. Mr. Smith wanted to commend two city staff members for outstanding service; Mac Gomes from the Billing Department and Caleb McCullough from the Water Department.

Council Action: none.

- b. Councilwoman Brannon
- c. Councilman Farris
- d. Councilwoman Green
- e. Councilwoman Haffner
- f. Councilman McCormick

11. **Public Comment - none.**

Neel informed the Council that the new Planning Receptionist, Marge Gay, was in the audience observing the meeting. She mentioned she was doing a good job.

12. **Adjournment**

Mayor Barley motioned to adjourn. The meeting adjourned at 7:55 p.m.

CITY OF FREEPORT

A handwritten signature in black ink, appearing to read "D. Barley", written over a horizontal line.

Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Aurei Coy", written over a horizontal line.

City Clerk Assistant

