Approved

City of Freeport

REGULAR COUNCIL MEETING MINUTES

March 10, 2020, 9:00 AM
Board of County Commissioners Board Room
Freeport Commons
842 Highway 20 E, Unit 118
Freeport, Florida 32439

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, Parks Director Charlie Simmons, Planning Director Latilda Neel, Planning Technician Brooke Jackson, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, Billing Manager Debbie Roberts, City Engineer Alex Rouchaleau, Interim City Clerk Lori Cox
Others Present	City Engineer Cliff Knauer

1. Meeting Called to Order

The meeting was called to order at 9:00 a.m. by Mayor Barley in the Walton County Commissioners Board Room.

2. Invocation and Pledge of Allegiance

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

3. Recognition of Guests - none.

4. Request for Placement on the City Council Agenda

a. Emily Rogers on behalf of Alan R. Gibson - Water Bill Issue

Emily Rogers on behalf of Mr. Gibson, approached the podium to discuss his water bill issue from 2018. She stated that Mr. Gibson's water consumption largely increased in

January of 2018 after a water leak was found by a city employee. In February of 2018, Mr. Gibson instructed the city to turn off the water until the leak could be repaired. Once the leak was repaired his bill continued to increase. According to Mr. Gibson, the water was not turned off when he initially requested it to be so Ms. Rogers asked the Council to cut Mr. Gibson's February 2018 bill in half and to write off the remaining higher bills for this reason.

The Council discussed with Billing and Parks staff as to the timeline of water leak, who made the leak repairs, and who authorized the water to be turned back on according to city documentation. Since staff had limited information and Water Supervisor Tuggle was not in attendance of the meeting, Council requested the agenda item to be tabled to the next council meeting.

Moved by: Councilwoman Haffner
Seconded by: Councilwoman Green

Motion: To table the outstanding bill to the next meeting to gather more data and to have Water Supervisor Tuggle and Meter Reader Thomas present at the meeting.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

b. Teresa McCaleb - Water Bill Issue

Ms. McCaleb approached the podium and explained to the Council that she had a friend previously staying on her property in a camper, when she went out to check her property, she noticed a water hose running full blast. This situation resulted in Ms. McCaleb receiving a $1739.99 water bill, she had requested that the Council allow her more time to pay the bill.

Moved by: Councilwoman Haffner
Seconded by: Councilman McCormick

Motion: To allow customer Teresa McCaleb to pay her $1739.99 bill over a twelve-month period.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

5. Public Comment on Consent Agenda - none.

6. Approval of Consent Agenda

No motion was made on the March 10, 2020 Consent Agenda and will be brought back at the next meeting for approval. Items needing approval are as follows:

a. Bills Paid from 2/26/2020

b. Regular Council Meeting Minutes - January 14, 2020 - corrected

c. Regular Council Meeting Minutes - January 23, 2020 - corrected

7. Consideration of Additions/Deletions to Agenda

a. DELETION: Attorney Client Session - JAB Holdings, LLV v. City of Freeport - Legal

Closed session will be rescheduled for March 26, 2020 at 6:00 p.m. due to the Court Reporter being sick.

b. ADDITION: Inmate Contract - Mayor

c. MOVE: City Manager Hiring Process from Old Business to First Order of Business

8. Approval of Agenda with Additions/Deletions

Moved by: Councilman Farris
Seconded by: Councilwoman Haffner

To approve the Agenda with the specified Additions and Deletions as presented.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

9. City Manager Hiring Process

Councilwoman Green opened discussion about the two City Manager candidates. She felt they both had a lot of potential but believed Ms. Ruder to be would be more in line for what the city needed for its first time City Manager.

Councilwoman Haffner believed Mr. Woerner was the stronger of the two candidates.

Councilman Farris felt that Mr. Woerner was the stronger candidate.

Councilwoman Brannon felt that Mr. Woerner was the stronger candidate.

Council consensus was to re-advertise the position since a 5-0 vote could not be reached. Council also discussed having more telephone or Skype interviews before paying for candidates to come for face to face interviews.

Moved by: Councilwoman Brannon
Seconded by: Councilwoman Haffner

Motion: To begin the negotiation process with City Manager candidate Marc Woerner.

Ayes (3): Councilwoman Brannon, Councilman Farris, and Councilwoman Haffner

Nays (2): Councilwoman Green, and Councilman McCormick

Defeated (3 to 2)

10. Staff Reports

a. Water - none.

b. Sewer - none.

c. Parks

1. Updates

Parks Director & Project Manager Charlie Simmons updated the Council on the following Parks projects:

- Recreation Trails - Simmons is waiting on the completion of landscaping and signage, anticipates grand opening to be the first of April.
- Marse Landing - Bathrooms have been reopened but will be locked during the week due to vandalism.
- Concession stand storage - Landscaping to be done this week then project will be complete.
- Night at the Park 3 - March 21, 2020 6:00-8:30 p.m. will be free to the public.
- Little League - Had a great opening day; the league represented the City well and has been a great help to the City with building press boxes and purchasing equipment.

Simmons gave an update on the following City projects:

- Sewer treatment plant - Screw press has been ordered
- Robert Fawcett, Mark McQuaig, Chris Lightfoot and Alex Rouchaleau make a great team and are working on the reuse project. The City is waiting on DEP instruction.
- City projects are listed on the white board in the conference room at City Hall and will be updated each week and the Council is welcome to come and review it anytime. The Pending List will be treated as a consent order.
- The City needs to be looking for property east of 331, north of SR-20 in preparation for an additional sewer plant in the near future. Simmons is looking into if further with the assistance of Planning Director Neel.
- Senator Gainer meeting - Mayor Barley has a good rapport with the Senator. The Mayor and Simmons spoke with the Senator about getting septic systems off of the bay, an important natural resource.

- American Legion property - Title underwriting will be back this week in hopes to close on the property the following week.
- Sports Complex parking - Simmons spoke to Jay Odom about a possible 5 to 6-acre parcel of property strictly for parking for events.
- Meetings with County Commissioners - Simmons wants to give Commissioners first-hand information on projects the City is doing. Simmons is meeting with Larry Jones tomorrow about city streets.

Councilman Farris mentioned that he has heard many compliments on the park. He thanked Simmons, park staff, Council and the Little League for making it possible. Farris asked Simmons if anything had been planned for the fourth of July.

Simmons is currently working on fourth of July plans and has several sponsors.

Councilwoman Haffner asked Simmons if he is going to discuss the library expansion with the County Commissioners.

Simmons said that he would talk to the Commissioners about the library also.

ADDITION: Inmate Contract - Mayor Barley discussed the inmate contract under the Project Manager and informed the Council that the contract is going to be up in May. The Sheriff's Department requested to renew the contract but wanted to change from a one year to a four-year contract with yearly automatic renewal and either party cancellation policy addition.

Simmons remarked that the Sheriff's Department crew does a great job and had no problem with entering into a longer contract with them.

Moved by: Councilman Farris
Seconded by: Councilwoman Haffner

Motion: Authorize staff to negotiate a contract with the inmate work crew for a four-year term with sixty-day cancellation with or without cause.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

d. City Clerk - none.

e. Finance - none.

f. Billing - none.

g. Planning

1. Future Wastewater Treatment Plant Site Update

Planning Director Latilda Neel informed the Council that she had been working on standing orders from the Council for the past two years to negotiate with the owner of The Preserve property for a future wastewater treatment plant location. Neel stated that a 26-acre parcel of land in the southeastern corner of the property was initially identified with the previous owner of The Preserve property as an ideal location. At that time, Dewberry had performed soil testing and determined it would be a good fit for a wastewater treatment plant, but now the property changed owners. She has reached out to the new owners and explained what the City's initial intent was. The engineers are in contact with the owners and are currently having discussions. She will give an update at the next meeting.

2. LDC Ordinance/Appendix B: Special Events/1st Reading - Staff to Advertise for 2nd Reading

Neel presented Appendix B: Special Event in the LDC Ordinance and requested approval.

Moved by: Councilwoman Green
Seconded by: Councilman Farris

Motion: To approve 1st Reading of the LDC Ordinance/Appendix B: Special Events and advertise for 2nd Reading.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

3. LDC Ordinance/Appendix I: 331 South Corridor Standards/1st Reading - Staff to Advertise for 2nd Reading

Neel presented Appendix I to create 331 South Corridor standards, she noted that the signage is consistent with standard requirements within the code and requested approval.

Moved by: Councilman Farris
Seconded by: Councilwoman Green

Motion: To approve 1st Reading of the LDC Ordinance/Appendix I: 331 South Corridor Standards and to advertise 2nd Reading.

Ayes (4): Councilwoman Green, Councilman Farris, Councilman McCormick, and Councilwoman Haffner
Nays (1): Councilwoman Brannon

Carried (4 to 1)

4. Special Event Request - Blood Drive

Neel presented the Special Event permit application by One Blood, the event would be held at the Lake Club in Hammock Bay on April 25 from 10 a.m. to 3 p.m. The applicant is requesting a waiver of fee since it is a nonprofit event.

Moved by: Councilwoman Haffner
Seconded by: Councilman McCormick

Motion: To approve the One Blood blood drive special event and waiver of fees.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

h. Legal - none.

i. Engineering

1. US 331 North Sewer Expansion - Easements

City Engineer Alex Rouchaleau presented easements received from The Preserve and Owl's Head Farms developers.

Moved by: Councilman Farris
Seconded by: Councilwoman Haffner

Motion: To accept the easements from Owls Head Commercial, LLC and 331 Freeport Partners, LLC as presented.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

2. US 331 North Sewer Expansion - Engineering Proposal

Rouchaleau presented the engineering proposal for design, permitting and construction phases of the US 331 North Sewer Expansion for approval.

Moved by: Councilwoman Green
Seconded by: Councilwoman Brannon

Motion: To approve the engineering proposal for the US 331 North Sewer Expansion as presented.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

3. SR-20 Forcemain Upgrade & Jolly Bay Road Repair - Bid Results and Award

Rouchaleau presented three bid results for the project and announced the low bidder to be North Florida Construction bidding the project for $297,619.00.

Moved by: Councilwoman Haffner
Seconded by: Councilman McCormick

Motion: To award the SR-20 Forcemain Upgrade & Jolly Bay Road Repair project to the lowest bidder, North Florida Construction for $ 297,619.00.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

4. SRF Phase I WW Improvements - Proposed change order 4

Rouchaleau presented a change order for Phase I Wastewater improvements. The first change was to add an additional 300 additional feet of forcemain going west of the master lift station. The second item was for the additional cost to go from an 8" to 10" pipe and increasing the valves and fittings.

Moved by: Councilman McCormick
Seconded by: Councilman Farris

Motion: To approve change order number 4 to J&P Construction for Phase I wastewater improvements as presented.

Ayes (5): Councilwoman Green, Councilwoman Brannon, Councilman Farris, Councilman McCormick, and Councilwoman Haffner

Carried (5 to 0)

11. Old Business

a. Pending List

Councilwoman Haffner asked if Simmons was now handling the Road Agreement with Walton County.

Attorney Adkinson confirmed that Simmons is now handling it and further noted that Hammock Bay Roads, on the Pending List can be folded into the Road Agreement with Walton County.

Councilwoman Haffner asked Interim City Clerk Cox about the next steps on the Park WIFI.

Cox stated that the next steps are to complete configuration and WIFI security.

Adkinson noted that Municode irrigation cross referencing and Ordinance Language could be combined as one project.

Councilwoman Haffner asked for updates on the Safe Routes to School Grant.

Neel explained that she is going to contact the schools, meet with principles and PTOs and set up an online survey that goes directly to DOT. She is currently working through the survey details. Neel is hoping to go before the school district and the County Commissioner next month to ensure they are still helping with the project.

Councilwoman Haffner asked about the status of the "Anchor Here Grow Here" logo.

Adkinson explained that the next step is to provide the trademark office information on how the City intends to use the logo in commerce or apply for a six-month extension.

Council discussed how, when and where to use the logo with staff.

Direction from Council is for staff to establish commercial trademark use with the marketing firm, Frances Roy.

Neel stated she would bring back a list of ideas.

b. MOVED: City Manager Hiring Process to First Order of Business; see above.

12. New Business - none.

a. Mayor Russ Barley

1. ADDITION: Inmate Contract

Contract discussed as last item under Parks/Project Manager above.

b. Councilwoman Brannon

c. Councilman Farris

d. Councilwoman Green

e. Councilwoman Haffner

f. Councilman McCormick

13. DELETION: Attorney Client Session - JAB Holdings, LLC v. City of Freeport *CLOSED TO THE PUBLIC*

14. Public Comment – none.

15. Adjournment

Mayor Barley motioned to adjourn. The meeting adjourned at 10:34 a.m.

Mayor

Interim City Clerk