



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
January 10, 2017 Minutes

I. Meeting Opened

The January 10, 2017 Regular Council Meeting was called to order at 9:00 AM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon, & Councilwoman Jennifer Laird.

Staff present: City Clerk Podraza, City Attorney Clay Adkinson, Parks Director Weiler, Parks Assistant Chris Campbell, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett, Billing Supervisor Jennifer Douglas, Finance Officer Sara Bowers, & City Engineer William Menadier.

II. Invocation and Pledge of Allegiance

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

III. Recognition of Guests: None

IV. Approval of Past Minutes

- December 13, 2016 Regular Council Meeting Minutes

Council Action: Councilwoman McLean made a motion to approve the December 13, 2016 Regular Council Meeting Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried.

V. Consideration of Additions/Deletions to Agenda

1. Additions:

- Staff Accountant – Budget Amendment #3
- Councilwoman Cuchens – Approve EFI Rural Marketing Co-Op Fund Grant Agreement

2. Deletions

- Planning & Zoning – Budgeted Funding for 331 Business Multi-modal Master Plan
- Councilman Farris - DOT Mowing Contract
- Councilman Farris - New Tractor & Mower for Maintaining City Streets
- Councilman Farris - Replacing the Road Side Gator for Parks & Street

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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VI. Approval of Agenda with Additions/Deletions

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; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Approval for additional funds to purchase Breakaway Bases

Council Action: Councilwoman Brannon made a motion to approve an additional \$500.00 for Breakaway Bases for the Sports Complex Ball Fields, which was approved not to exceed \$2,500.00 at the October 27, 2016 Regular Council Meeting. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Staff Accountant

1. Pay all bills in order

Council Action: Councilman Farris made a motion to pay all bills in order as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

2. HD Supply Meter Invoice

Council Action: Councilwoman Cuchens made a motion to approve payment of an additional \$7,212.86 included on the HD Supply invoice #G443954 for a total amount of \$397,962.86 which was approved not to exceed \$390,750.00 at the October 11, 2016 Regular Council Meeting. Councilwoman Laird seconded the motion. All ayes; motion carried.

C. Planning & Zoning Dept.

1. ~~Budgeted Funding for 331 Business Multi-modal Master Plan~~

D. Legal Matters

1. No Wake Zone Ordinance-Second Reading & Adoption

Council Action: Councilwoman McLean made a motion to approve the second reading and adoption of the No Wake Zone Ordinance 2017-01. Councilwoman Cuchens seconded the motion.

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At this time, City Attorney Adkinson announced for a Public Hearing and Mayor Barley opened the floor for public comment. No public comment was made and Mayor Barley called for the final vote.

All ayes; motion carried.

2. Non-Voting Mayor Ordinance-First Reading & Advertisement
 - City Attorney Adkinson explained the Council's consideration of going to a Non-Voting Mayor. An Ordinance has been drafted for first reading and advertisement for an Ordinance authorizing a referendum, concerning an amendment of Article II, Section 2, of the Charter Laws of the City of Freeport, addressing ***the Right of Mayor to Vote in Cases of Ties***.

Council Action: Councilwoman Cuchens made a motion to conduct first reading and proceed to second reading and public hearing for adoption of the Non-Voting Mayor Ordinance. Councilwoman McLean seconded the motion. Four ayes (Laird, Farris, Cuchens, McLean); one nay (Brannon); motion carried.

3. The following updates were provided by City Attorney Clay Adkinson.
 - City is waiting on Praestare for the final letter for execution on obtaining the City of Freeport's documents.
 - City is waiting on HD Supply for updated Meter Installation Agreement for execution.
 - Confirmed that Annexation Notices were mailed on Friday, January 6, 2017.

E. Engineering:

1. City Engineer William Menadier reviewed the Engineering Updates Report with the Council. Councilwoman Cuchens requested that Dewberry conduct a Workshop regarding the Impact Fee Study.

Council Action: Councilwoman Cuchens made a motion to hold a Workshop on Thursday, February 2, 2017 at 6:30 p.m. regarding the Impact Fee Study conducted by City Engineers. Councilman Farris seconded the motion. All ayes; motion carried.

F. Water Dept.

1. Recommendation for Water Maintenance Worker Trainee David Godwin

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Council Action: Councilwoman Cuchens made a motion to hire David Godwin as Water Maintenance Worker Trainee. Councilwoman Laird seconded the motion. All ayes; motion carried.

G. Sewer Dept.

1. Councilwoman McLean
 - Councilwoman McLean presented four options for Council to review regarding maintenance of Sewer Grinder Pumps. Council discussion ensued.

Council Action: Councilwoman McLean made a motion to adopt Option #2 as presented in the City of Freeport, Sewer Department Grinder Station Options which reads as follows:

Existing customers will continue to receive Grinder Pump Station Maintenance and Repair Services to be provided by the city, and will be charged \$7.00 per month.

But...

New customers as of March 1, 2017, will assume responsibility for the maintenance and repairs of their systems from the road to the house, after the City performs the installation and the system is working properly. The Customers will not be charged a monthly maintenance fee.

Councilman Farris seconded the motion. All ayes; motion carried.

- Sludge Drying Beds/Sewer Impact Fees

Council Action: Councilwoman McLean made a motion to approve the cost for construction of the new sludge drying beds and repairs of the existing drying beds, be taken from the Sewer Impact Fees, which were collected for the defined service area, as reflected by the letter from Dewberry Preble-Rish, to offset the construction costs of the project required by FDEP. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

H. Parks Dept.

1. Pool repairs and equipment
 - Parks Director Weiler presented the minimum requirements that would be needed to open the pool in 2017 which would be approximately \$8,700.00.
2. Parks Director Weiler informed the Council that the debris pile at the complex is scheduled to be burned during the week of Jan 16th.
 - Exact date to be determined by weather and Fire dept.

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3. Disc Golf Disability Permit
 - Parks Director Assistant Chris Campbell informed the Council of issues at the Sports Complex regarding golf carts being used on the Disc Golf Course. It was suggested that City Issued Disability Permits be provided to those with disabilities. This would allow disabled citizens to be identified from those who should not be riding carts in unauthorized areas. City Attorney Adkinson advised that this could open the City up to ADA legalities. It was decided to ask citizens with disabilities to display their handicap placard issued by the State of Florida on their golf carts when using the Disc Golf Course.

VIII. Old Business: None

IX. New Business

- A. Conducting Private Business on City Property
 1. Individuals and business are providing professional baseball clinics and tennis lessons at the Sports Complex. These individuals are not reserving the facilities or paying the required fees. City Attorney Adkinson advised that the City may need a policy in place either by Resolution or Ordinance. The City cannot bar all solicitation from City owned property; however, it can be regulated. Director Weiler was asked by Council to gather more information and table this item until the next Council Meeting.
- B. Mayor Russ Barley

Mayor Barley reminded the Citizens and the Council that the First Florida Bank will be holding their Ribbon Cutting Friday, January 13th at 8:30 am. They are located at the new Publix Complex.
- C. Councilwoman Brannon
 1. Legislative Matters
 - The December North West Florida League of Cities meeting and dinner was a huge success.
 - The Florida League of Cities University has various programs and opportunities including a Grants 360 Workshop on Friday, February 24th from 9:00 am to 4:00 pm. in Tallahassee.
 - Legislative Session convenes on March 7, 2017 and the last day of the regular session is going to be May 5, 2017.
 - The next NWFLC Meeting is going to be in Niceville on February 16, 2017. Information on this will be coming soon.
- D. Councilwoman Cuchens
 1. Grant updates
 - Unfortunately, the City of Freeport was not funded for the FRDAP Grant for the Unique Abilities Portion for the Sports Complex that was that was applied for.
 - Two FRDAP Grants are still pending.

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- Councilwoman Cuchens and Park's Director Weiler are currently working on the Florida Boating Improvement Grant for improvements at Marse Landing.
 - Councilwoman Cuchens and Park's Director Weiler will be attending the Grants 360 Workshop on Friday, February 24th from 9:00 am to 4:00 pm. in Tallahassee.
 - Councilwoman Cuchens and Park's Director Weiler have applied for a grant for the property next to City Hall for \$614,000.00 worth of property for which the City has been short listed. Councilwoman Cuchens and Director Weiler will be traveling to Tallahassee in February to do a presentation in regards to why the City of Freeport should be awarded the grant.
 - The City of Freeport has been awarded the Enterprise Florida Grant for \$10,000.00 for Website Design.
 - Councilwoman Cuchens thanked Parks Director Weiler for her hard work on assisting in the preparation of all these grants. It would not have been possible without her.
 - Parks Director Weiler applied for a \$4,000.00 *Walk With Ease* Grant and it has been approved. It's a great program designed to help people of 50 years of age and older to get out and moving and promote the use of Freeport parks.
2. Procedure for hiring a website designer.
- Councilwoman Cuchens asked Attorney Adkinson to explain the procedure that the City will need to follow, per the EFI Agreement, to hire a Web Design Company. Attorney Adkinson advised that the first thing the City of Freeport will need to do is advertise for Request for Proposals (RFP) for Website Design Services. Councilwoman Cuchens elaborated that these are State appropriations and a Florida vendor will be required to do the work. The RFP will be prepared by the City Clerk and reviewed by the Attorney to ensure the City complies with the Enterprise Florida Inc. Agreement.

Council Action: Councilwoman Cuchens made a motion for City Clerk Podraza to draft an RFP for Web Design, to be approved as to form by the City Attorney, and have a vendor ready to be approved at the January 26th or February 14th Regular Council Meeting. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Travel

- Councilwoman Cuchens requested approval for Parks Director Weiler and herself to travel on February 7, 2017 to Tallahassee to do the grant presentation for the Florida Communities Trust Fund Grant for the property next door to City Hall. Travel would include one night hotel stay.

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- Councilwoman Cuchens requested approval for Parks Director Weiler and herself to travel to Tallahassee on February 23, 2017 for the NWFLC University 360 Grant Writing Class on the 24th. Travel would include a one night hotel stay; the class is free.

Council Action: Councilwoman Laird made a motion to approve both travel dates and overnight expenses to Tallahassee for Parks Director Weiler and Councilwoman Cuchens to conduct the presentation for the Communities Trust Fund Grant on February 7, 2017 as well as travel to attend the NWFLC University 360 Grant Class being held on February 23, 2017. Councilman Farris seconded the motion. All ayes; motion carried.

- Councilwoman Cuchens will be traveling Thursday, January 12, 2017 to Tallahassee for the Florida Regional Council Association Meeting. Councilwoman Cuchens was selected to be on the Board for the Regional Planning Council for the State of Florida and this will be her first Board Meeting.

4. Approve Enterprise Florida Inc. Rural Marketing Co-Op Fund Grant Agreement

Council Action: Councilwoman McLean made a motion to approve the Enterprise Florida Inc. Rural Marketing Co-Op Fund Grant Agreement for Website Design. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

E. Councilwoman McLean

1. Councilwoman McLean informed the Council that she has been invited to Atlanta, GA to represent the Florida Riverway South Group at the Visit Florida Convention. Eight different Cities will be attending, including Dallas, Montreal, a city in Germany and Atlanta. There will be no cost to the City; travel is paid for by Visit Florida. Councilwoman McLean will have the opportunity to talk to other cities about the Choctawhatchee River and Apalachicola River which is the focus of the Florida River Way South.
2. Councilwoman McLean, Parks Director Weiler and Parks Director Assistant Campbell attended the River Way South meeting. Councilwoman McLean and Director Weiler spoke to the group about City of Freeport's Parks, boating and kayaking programs.
3. Councilwoman McLean has been invited to present at the next EDA Meeting to talk about Freeport growth and sewer system.

F. Councilman Farris

2. ~~DOT Mowing Contract~~
3. ~~New Tractor & Mower for Maintaining City Streets~~

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4. ~~Replacing the Road Side Gator for Parks & Street~~
- G. Councilwoman Laird
5. Merit Raise for Parks Director
- Councilwoman Laird requested Council discussion regarding the procedure for employee evaluations and merit raises. Council discussion ensued. Mayor Barley asked Council to table this item and he will bring back a recommendation for discussion.

X. Public Comment: None

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gaveled and the meeting adjourned at 11:00 a.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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