



Freeport City Council  
February 14, 2017  
Regular Council Meeting  
Package

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**City of Freeport**  
REGULAR COUNCIL MEETING  
9:00 a.m./Council Chambers/Freeport City Hall  
February 14, 2017 Agenda

- I. Meeting Called to Order**
- II. Invocation and Pledge of Allegiance**
- III. Recognition of Guests:** Scott Sexton & Jeff Anderson with CRC Data Technologies
- IV. Consideration of Additions/Deletions to Agenda**
- V. Approval of Agenda with Additions/Deletions**
- VI. Public Comment on Consent Agenda**
- VII. Approval of Consent Agenda *TAB 1: a - h***
  - a. January 23, 2017 Special Meeting
  - b. January 26, 2017 Regular Meeting
  - c. February 2, 2017 Workshop
  - d. Pay all Bills in Order
  - e. Budget Amendment #4 – Parks Master Plan: \$32,000 Rev. & Exp. Increase
  - f. Budget Amendment #5 – Sewer Vehicle Insurance Received
  - g. Budget Amendment #6 – Admin Election Expense \$1,000.00
  - h. Special Olympics Soccer and Softball – Request waiver of all fees
- VIII. Staff Reports**
  - A. City Clerk Matters
    1. Recommendation for Web Design Vendor *TAB 2*
    2. Recommendation for IT Service Contract – CRC Data Technologies *TAB 3*
  - B. Staff Accountant
  - C. Planning & Zoning Dept.
    1. Central Park @ Hammock Bay Phase II Plat
    2. Code Enforcement Cases to City Attorney
    3. Status/ Shared Funding for 331 Business Multimodal Path Conceptual Plan
    4. Freeport High School 5K @ Hammock Bay
  - D. Legal Matters
    1. Voting Mayor Ordinance Second Reading & Adoption *TAB 4*
    2. Resolution to Support access to BP oil spill funds by rural inland counties and communities in Northwest Florida *TAB 5*
  - E. Engineering
  - F. Water Dept.
  - G. Sewer Dept.
    1. Councilwoman McLean
      - Grinder pump agreement
      - Sewer connection agreement *TAB 6*
      - Price increase for grinder pumps – New price: \$1950.00

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- H. Parks Dept.
  - 1. Freeport City Pool Repairs – additional quotes **TAB 7**
  - 2. Old City Hall – request permission to put an exterior wall up at bay on left side.
  - 3. Pickleball update
- IX. Old Business**
- X. New Business**
  - A. Mayor Russ Barley
  - B. Councilwoman Brannon
    - 1. Legislative Matters
  - C. Councilwoman Cuchens
    - 1. Grant Updates
    - 2. Request CIP Update **TAB 8**
    - 3. Approval for DEP Recreational Trails Program Grant
    - 4. Computer for Council Use
    - 5. Strategic Plan Workshop
  - D. Councilwoman McLean
    - 1. Report on Northwest Florida Water Management Meeting (SWIM)
    - 2. Impact Fees Information **TAB 9**
    - 3. Request City Attorney to Conduct Ethics Training
  - E. Councilman Farris
    - 1. Street Lights and 3 Way Stop on Blue Ridge Park Way
  - F. Councilwoman Laird
- XI. Public Comment**
- XII. Adjournment**

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*Consent*  
*Agenda Items*

*TAB 1*

*a - h*



1-a

**City of Freeport  
SPECIAL MEETING**

6:30 p.m./Council Chambers/Freeport City Hall a  
January 23, 2017 Minutes

**I. Meeting Opened**

The January 23, 2017 Special Council Meeting was called to order at 6:30 PM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Mayor Russ Barley, Councilwoman Janice McLean, Councilwoman Kasey Cuchens, and Councilwoman Jennifer Laird.

Council members absent: Councilman Eddie Farris, and Councilwoman Elizabeth Brannon.

Staff members Present: City Clerk Podraza, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, and City Engineer Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

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

**III. Legislative Priorities to the Florida House for Potential Funding**

- Billy Williams, Restore Act Coordinator, approached the podium and explained the Special Meeting was called in regards to the legislative priorities that must be submitted to the Florida House, under Representative Drake, by February 7<sup>th</sup> for potential funding. The dead-line is directed by the new Florida House Speaker, Richard Corcoran.
- City Engineer Cliff Knauer approached the podium and discussed the eligible projects that should be considered and ranked for submittal. Council discussion ensued.

*Council Action: Councilwoman Cuchens made a motion to set and rank the four (4) legislative priorities projects as follows:*

1. *Phase I of the original design of the 331 Project in the approximate amount of 5.5 Million*
2. *Design, permitting & surveying of the Waste Water Treatment Plant*
3. *Water Line Upgrades to include fire hydrants*
4. *Sewer for Lagrange Road*

*Councilwoman McLean seconded the motion. All ayes; motion carried.*

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**City of Freeport**  
**SPECIAL MEETING**  
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January 23, 2017 Minutes

**IV. Adjournment**

Mayor Russ Barley adjourned the meeting at 7:06 pm.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST:

\_\_\_\_\_  
City Clerk

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1-b

**City of Freeport**  
**REGULAR COUNCIL MEETING**  
6:00 p.m./Council Chambers/Freeport City Hall  
January 26, 2017 Minutes

**I. Meeting Opened**

The January 26, 2017 Regular Council Meeting was called to order at 6:00 PM by Councilwoman Janice McLean. The meeting was held in City Council Chambers of Freeport City Hall.

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

Council members absent: Mayor Russ Barley

Staff present: City Clerk Podraza, City Attorney Clay Adkinson, Parks Director Weiler, Water Supervisor Larry Tuggle, Billing Supervisor Jennifer Douglas, Finance Officer Sara Bowers, & City Engineer 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. Recognition of Guests:**

1. Robert Jones, Jones-Phillips & Associates, Inc.
  - Mr. Jones presented the Proposed Revised Housing Assistance Plan
  - Mr. Jones presented the CDBG Relocation Plan

**IV. Approval of Past Minutes**

- January 10, 2017 Regular Council Meeting Minutes

*Council Action: Councilwoman Cuchens made a motion to approve the January 10, 2017 Regular Council Meeting Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

**V. Consideration of Additions/~~Deletions~~ to Agenda**

1. Additions:
  - First Reading of Moratorium on Cannabis Dispensing & Distribution Ordinance
  - Quotes for Picnic Tables
  - Wireless Scoreboards
2. ~~Deletions~~
  - Salary Administration & Performance Evaluations Policies

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**City of Freeport**  
REGULAR COUNCIL MEETING  
6:00 p.m./Council Chambers/Freeport City Hall  
January 26, 2017 Minutes

- FBIP Grant-Marse Landing
- Approval for Water Distribution Certification Course-Josh McKay
- Freeport Sports Complex
- Freeport Swimming Pool

**VI. Approval of Agenda with Additions/~~Deletions~~**

*Council Action: Councilwoman Cuchens made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

**VII. Staff Reports**

**A. City Clerk Matters**

1. Website Design RFP Update
  - Clerk Podraza updated the Council on the progress of the RFP for Web Design.
2. Consent Agenda

*Council Action: Councilwoman Cuchens made a motion for the City of Freeport to move to an agenda format which will include a Consent Agenda and adopt the standard form and rules for public comment that are embedded in the Sunshine Law in regards to this format. Councilman Farris seconded the motion. All ayes; motion carried.*

**B. Staff Accountant**

1. Pay all bills in order

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

**C. Planning & Zoning Dept.**

1. Recreation Board Appointment

*Council Action: Councilwoman Laird made a motion to appoint Gary Elmer as Councilwoman Cuchen's appointee to the City of Freeport Recreation Board. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

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January 26, 2017 Minutes

D. Legal Matters

1. Determine a policy for Customers wishing to opt out of the current Grinder Pump Agreement.

*Council Action: Councilwoman Cuchens made a motion for an Ordinance to be drafted for first reading, allowing customers to opt out of their current Grinder Pump Maintenance agreement with the City of Freeport and discontinue the \$7.00 monthly maintenance fee being charged to their account. Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Proposed Revised Housing Assistance Plan

- City Attorney Adkinson read the proposed revisions to the HAP as follows:  
Page 10, paragraph 3 is revised to clarify the eligibility of manufactured homes as replacement units for mobile homes;

Page 12, Paragraph B is revised to eliminate the posting requirement;

Page 13, second paragraph from the top beginning with "Sealed bids\_\_" to designate the Mayor or his/her representative to open bids;

Page 17, Paragraph C. Replacement is amended to allow manufactured housing as replacement units.

*Council Action: Councilman Farris made a motion to approve the 2017 revised CDBG Housing Assistance Plan (HAP) agreement as presented and to conform the agreement to City form. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

3. CDBG Relocation Plan

*Council Action: Councilwoman Cuchens made a motion to approve Supplemental Resolution Number 2017-01, supplementing the original Residential Anti-displacement and Relocation Assistance Plan Resolution Number 90-9. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

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January 26, 2017 Minutes

4. Temporary Cannabis Moratorium Ordinance

*Council Action: Councilman Farris made a motion to approve first reading and advertisement of the Temporary Moratorium Ordinance in regards to growing, cultivation, processing, manufacturing, dispensing, distribution, and wholesale and retail sale of medical cannabis, low-THC cannabis, and derivative products or any related activities for 240 days. Councilwoman Cuchens seconded the motion. Three ayes, (Cuchens, Laird, Farris) one nay, (Brannon); motion carried.*

E. Engineering

1. Engineering Update

- City Engineer Cliff Knauer presented the Engineering Update report.
- City Attorney Adkinson recommended a motion to approve Legislative Transmittal of the Freeport Project Priorities by ranking.

*Council Action: Councilwoman Cuchens made a motion to approve for transmittal to the Legislature, four (4) legislative priorities projects as follows:*

1. *Phase I of the original design of the 331 Project in the approximate amount of 5.5 Million*
2. *Design, permitting & surveying of the Waste Water Treatment Plant*
3. *Water Line Upgrades to include fire hydrants*
4. *Sewer for Lagrange Road*

*Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Small County Outreach Program for Rural Areas of Opportunity (SCOP) Grant

- City Engineer Knauer updated the Council on the SCOP Grant. Council was directed to send their suggestions for City Streets they feel need to be improved to the City Clerk.

3. Speed Table/Speed Bumps

- There have been several inquiries regarding the speed tables installed on South Jackson as to whether they are the correct product that the City approved. City Engineer Knauer clarified for the record that what was installed on South Jackson does meet the criteria required for a speed table and not a speed bump.
- Councilwoman McLean also inquired if the signs could be moved back further to give more warning that the speed tables are ahead. Engineer Knauer agreed to contact the CW Roberts and have the signs moved back further from the speed table.

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F. Water Dept.: None

G. Sewer Dept.

1. Councilwoman McLean

- Councilwoman McLean reviewed the proposed Sewer Finance and Connection Agreement with the Council. The proposal will be brought back to the Council on February 14, 2017 for approval. The agreement has been approved to form by the City Attorney.

H. Parks Dept.

1. Picnic Tables

*Council Action: Councilwoman Cuchens made a motion to approve the purchase of seven (7) rectangular concrete picnic tables and seven (7) ADA rectangular picnic tables in the amount of \$13,657.32 from The Park and Facilities Catalog. Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Painting at Complex

- Parks Director Weiler updated the Council on the painting at the Sports Complex. Sixty gallons of miss-tint high grade commercial paint was purchased for under \$100.00. The interior of all the bathrooms has been painted and painting Old City Hall will be the next project.
- Parks Director Weiler explained that there is a special prep process and paint that is needed for the Concession Stands. The paint for this project is just under \$700.00 and guaranteed for 20 years.

3. Pickleball

- Parks Director Weiler advised the Council that Freeport City Parks has been approached to hold Pickle Ball at the Sports Complex. Two of the tennis courts will be lined to be used for Pickle Ball. This is a great opportunity for the City of Freeport. This is a huge sport in the Panhandle.

**VIII. Old Business: None**

**IX. New Business**

A. Mayor Russ Barley

1. ~~Salary Administration & Performance Evaluations Policies~~

B. Councilwoman Brannon

1. Legislative Matters

- The Northwest Florida League of Cities Board of Directors Meeting will be held at the Dockside Oyster Bar & Café on February the 16<sup>th</sup> at 6:00 pm, dinner at 7:00. The Guest

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Speaker will be Allison Payne, Manager of the Advocacy, and Federal Programs with the Florida League of Cities.

C. Councilwoman Cuchens

1. ~~FBIP Grant Marse Landing~~

2. Request for matching funds to be applied for FCT grant/property purchase

- Councilwoman Cuchens requested Council approval of matching funds for the FCT Grant for a Barrier Free Park which would be located on the property West of City Hall. A commitment of \$10,000.00 per year, for three consecutive years, beginning in 2018 is required. Councilwoman Cuchens and Parks Director Weiler will be presenting what is called a *Project of Excellence* on February 8<sup>th</sup> to the Governing Board of the FCT Grant, to gain additional points for the grant application process.

*Council Action: Councilwoman Cuchens made a motion to approve \$10,000.00 per year, for three (3) consecutive years, beginning in the 2018 Parks & Recreation Budget, as reserve for the Barrier Free Park. Councilman Farris seconded the motion. All ayes; motion carried.*

3. CIP update if funds approved for FCT grant

*Council Action: Councilwoman Cuchens made a motion to update the Freeport Capital Improvement Plan under Section X. 2, **Property West of City Hall**, to reflect the matching funds allocated to the project contingent upon FCT Grant approval. Councilwoman Laird seconded the motion. All ayes; motion carried.*

4. ~~Request approval for Josh McKay to take certification Class for Distribution Operator License.~~

5. ~~Speed Table/Speed Bumps~~ **MOVED TO ENGINEERING**

D. Councilwoman McLean

1. Councilwoman McLean advised the Council that the Sludge Bed Project is 100% complete and the contractor did an excellent job.

E. Councilman Farris

1. Gator for Streets & Parks
  - Councilman Farris presented quotes for purchase of two gators which was approved at the January 10, 2017 Regular Council Meeting.

*Council Action: Councilman Farris made a motion to approve the purchase of a gator for the Parks Department, which has been budgeted for and a gator for Streets which will be taken from*

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 January 26, 2017 Minutes

*the Sidewalks budget line item out of the Streets Budget, from Wise Equipment in the amount of \$7,232.00 per gator. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

2. Update on mowing contract
  - Councilman Farris updated the Council on the mowing of 331 within the City limits and whether the City should out-source the work or keep it in house. So far only one company is interested and hopefully they will have a proposal ready for the February 14, 2017 meeting.

3. ~~Freeport Sports Complex~~

4. ~~Freeport Swimming Pool~~

F. Councilwoman Laird

1. Approve Quote for purchase of Scoreboard Controllers for \$1,625.00 for Fields 4 & 5

*Council Action: Councilman Farris made a motion to approve the purchase of two (2) Scoreboard Controllers for Fields 4 and 5 of the Sports Complex in the amount of \$812.50 each from Electro-Mech Scoreboard Company. Councilwoman Laird seconded the motion. All ayes; motion carried.*

X. **Public Comment: None**

XI. **Adjournment**

Councilwoman McLean called for a motion to adjourn. Councilwoman Cuchens motioned to adjourn. Councilwoman McLean gaveled and the meeting adjourned at 7:25 p.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST:

\_\_\_\_\_  
City Clerk

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1-C

**City of Freeport  
SPECIAL MEETING**

6:30 p.m./Council Chambers/Freeport City Hall a  
February 2, 2017 Minutes

**I. Meeting Opened**

The February 2, 2017 Special Council Meeting was called to order at 6:30 PM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

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

Staff members Present: City Clerk Podraza, City Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, and City Engineer Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

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

**III. Legislative Priorities to the Florida House for Potential Funding**

- Councilwoman Cuchens informed the Council that Parks Director Weiler attended the Division of Cultural Affairs and Historical Grant Funding Opportunities Workshop. Director Weiler had the opportunity to speak with Hillary Crawford and Doctor Yasha Rodriguez who represent the Division of Cultural Affairs. The City of Freeport is eligible for Direct Appropriations as a Rural Area of Opportunity (RAO) Designee, for potential Funding for a Cultural Arts Building. The request will be for \$500,000.00 and the building would be built on the additional City property at Hammock Bay. The project title is *The Freeport Cultural Center* and will be put directly through Representative Drakes Office. The deadline is Tuesday, February 7, 2017.

*Council Action: Councilwoman Cuchens requested permission to submit a Legislative Appropriation for a Cultural Arts Building in the amount of \$500,000.00. Councilman Farris seconded the motion. All ayes; motion carried.*

*Council Action: Councilwoman Cuchens requested the following update to the CIP: **Section V-Facilities #2-Civic Center/Cultural Arts Building to reflect to be scheduled within 5 years.** Councilwoman Laird seconded the motion. All ayes; motion carried.*

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**City of Freeport  
SPECIAL MEETING**

6:30 p.m./Council Chambers/Freeport City Hall a  
February 2, 2017 Minutes

**IV. Impact Fee Study**

- City Engineer Cliff Knauer presented the City of Freeport Impact Fee Study prepared by Dewberry Preble-Rish. The last study for the City was conducted in 2010.

*Council Action: Councilwoman Cuchens made a motion to accept the Impact Fee Study as presented. Councilwoman McLean seconded the motion. Four ayes (McLean, Cuchens, Farris, Laird); one nay (Brannon), motion carried.*

*Council Action: Councilman Farris made a motion to authorize Staff to provide notice of an intent to impose a new or increased Impact Fee up to the maximum Impact Fees stated in the study and to initiate the notice of proceeding. Councilwoman McLean seconded the motion. Four ayes (McLean, Cuchens, Farris, Laird); one nay (Brannon), motion carried.*

*Council Action: Councilwoman Cuchens made a motion to task City Staff including the City Attorney and City Engineer, to begin working on preparing a revised Impact Fee Ordinance and to present the Council with a proposal to update the list of projects, that may be removed from the list and to discuss with developers or interest owners on the existing list of a way to properly address those projects. Also to task staff with updating the Land Development Code related to the ERU Calculations. Councilwoman McLean seconded the motion. Four ayes (McLean, Cuchens, Farris, laird); one nay (Brannon), motion carried.*

**V. Adjournment**

Mayor Russ Barley adjourned the meeting at 8:18 pm.

**FREEPORT CITY COUNCIL**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST:

\_\_\_\_\_  
City Clerk

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**\*Check Detail Register©**

1-d

January 16-17

		Check Amt	Invoice	Comment
<b>10101 Payables</b>				
Paid Chk#	026973	1/25/2017	<b>ADVANCE AUTO PARTS</b>	
E 420-535-44610	Vehicle & Equip Maint	\$19.98	845263644686	SEWER OPERATIONS
	<b>Total ADVANCE AUTO PARTS</b>	\$19.98		
Paid Chk#	026974	1/25/2017	<b>Aqua Products</b>	
E 420-535-45200	Operating Supplies & Mat	\$1,249.77	20170019	SEWER OPERATIONS
E 420-535-45200	Operating Supplies & Mat	\$270.00	20170075	SEWER OPERATIONS
	<b>Total Aqua Products</b>	\$1,519.77		
Paid Chk#	026975	1/25/2017	<b>DISTINCTIVE CYCLES, INC.</b>	
E 001-572-45250	Grounds Maintenance	\$100.00	7210	POLARIS REPAIR
	<b>Total DISTINCTIVE CYCLES, INC.</b>	\$100.00		
Paid Chk#	026976	1/25/2017	<b>FERGUSON ENTERPRISES, INC.</b>	
E 410-533-45200	Operating Supplies & Mat	\$8,314.29	1215748	WATER PARTS
E 410-533-45200	Operating Supplies & Mat	\$984.01	1215752	WATER PARTS
E 420-535-45200	Operating Supplies & Mat	\$304.43	1215814	SEWER PARTS
E 410-533-45200	Operating Supplies & Mat	\$916.16	1216224	BACKFLOW COVER BAG
E 410-533-46000	System Improvement & Upgrade	\$41.06	1216951	WATER PARTS
	<b>Total FERGUSON ENTERPRISES, INC.</b>	\$10,559.95		
Paid Chk#	026977	1/25/2017	<b>GOULD, BRANDON</b>	
E 001-572-46365	Freeport Regional Sports Comp	\$711.91	1031	HALF PAYMENT TO START
	<b>Total GOULD, BRANDON</b>	\$711.91		
Paid Chk#	026978	1/25/2017	<b>Gulf Coast Pump &amp; Equipment</b>	
E 420-535-45205	Operating Supplies - LPS	\$3,520.00	021532	GRINDER CAN REPLACEMNT PUMPS
	<b>Total Gulf Coast Pump &amp; Equipment</b>	\$3,520.00		
Paid Chk#	026979	1/25/2017	<b>HEALTHMARK</b>	
E 410-533-42610	Employee Screening expense	\$38.50	27730	DAVID GODWIN
	<b>Total HEALTHMARK</b>	\$38.50		
Paid Chk#	026980	1/25/2017	<b>HYDRA SERVICES, INC.</b>	
E 420-535-46000	System Improvement & Upgrade	\$1,860.00	117570	LIFT STATION BILL NEVER REC'D
	<b>Total HYDRA SERVICES, INC.</b>	\$1,860.00		
Paid Chk#	026981	1/25/2017	<b>KINGDOM IMPRINTS</b>	
E 001-510-42600	Uniform Expenses	\$100.00	CFP-109	OFFICE JACKETS
E 420-535-42600	Uniform Expenses	\$258.00	CFP-109	SEWER T-SHIRTS
	<b>Total KINGDOM IMPRINTS</b>	\$358.00		
Paid Chk#	026982	1/25/2017	<b>Land s End Corporate Sales</b>	
E 410-533-42600	Uniform Expenses	\$62.85	SO-20170105-	JENNY'S JACKET-WATER
	<b>Total Land s End Corporate Sales</b>	\$62.85		
Paid Chk#	026983	1/25/2017	<b>MUNICIPAL CODE CORPORATION</b>	
E 001-510-45100	Office Supplies	\$1,673.23	00280857	ORDINANCE CODIFICATION
	<b>Total MUNICIPAL CODE CORPORATION</b>	\$1,673.23		
Paid Chk#	026984	1/25/2017	<b>PREBLE-RISH INC</b>	
E 001-510-43140	Engineering Services	\$1,925.00	3157	CALYPSO COVE RV PARK PAD
	<b>Total PREBLE-RISH INC</b>	\$1,925.00		
Paid Chk#	026985	1/25/2017	<b>QUILL</b>	
E 420-535-45100	Office Supplies	\$130.03	9244	COFFEE POT-SEWER
	<b>Total QUILL</b>	\$130.03		

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January 16-17

		Check Amt	Invoice	Comment
<b>Paid Chk# 026986 1/25/2017 RBM CONTRACTING</b>				
E 420-535-46000	System Improvement & Upgrade	\$107,422.34	FINAL INSTAL	SLUDGE BEDS
<b>Total RBM CONTRACTING</b>		\$107,422.34		
<b>Paid Chk# 026987 1/25/2017 SHERWIN-WILLIAMS</b>				
E 001-572-46365	Freeport Regional Sports Comp	\$2.99	6799-4	PARK-PAINT CUP
<b>Total SHERWIN-WILLIAMS</b>		\$2.99		
<b>Paid Chk# 026988 1/25/2017 Terminix Pest Control</b>				
E 420-535-44600	Bldg Maint & Furniture	\$35.00	361322882	SEWER -MONTHLY PEST CONTROL
<b>Total Terminix Pest Control</b>		\$35.00		
<b>Paid Chk# 026989 1/25/2017 The Water Spigot, Inc.</b>				
E 420-535-43135	Outside Lab Services	\$150.00	17-0115	SWERE-WEEKLY TEST
E 420-535-43135	Outside Lab Services	\$150.00	17-0116	SEWER-WEEKLY TEST
E 410-533-43135	Outside Lab Services	\$300.00	17-0121	WATER-COLIFORM
E 420-535-43135	Outside Lab Services	\$150.00	17-0147	SEWER WEEKLY TEST
<b>Total The Water Spigot, Inc.</b>		\$750.00		
<b>Paid Chk# 026990 1/25/2017 ZEB WATTS SEPTIC &amp; UNDERGROUND</b>				
E 420-535-45200	Operating Supplies & Mat	\$225.00	3634	SEWER-SEPTIC PIMPING
<b>tal ZEB WATTS SEPTIC &amp; UNDERGROUND</b>		\$225.00		
<b>10101 Payables</b>		\$130,914.55		

**Fund Summary**

<b>10101 Payables</b>	
001 General Fund	\$4,513.13
410 Water Fund	\$10,656.87
420 Sewer Fund	\$115,744.55
	<b>\$130,914.55</b>

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February 16-17

		Check Amt	Invoice	Comment
<b>10101 Payables</b>				
Paid Chk#	026991	2/2/2017	<b>Aqua Products</b>	
E 420-535-45200	Operating Supplies & Mat	\$711.50	20170099	sewer-parts
	<b>Total Aqua Products</b>	\$711.50		
Paid Chk#	026992	2/2/2017	<b>BARBARA MOORE</b>	
E 001-510-44000	Travel Expense	\$42.26	JAN	MAIL & BANK RUNS
	<b>Total BARBARA MOORE</b>	\$42.26		
Paid Chk#	026993	2/2/2017	<b>BAYOU AUTO GLASS</b>	
E 420-535-44610	Vehicle & Equip Maint	\$270.00	4980	sewer-vehicle windshield
	<b>Total BAYOU AUTO GLASS</b>	\$270.00		
Paid Chk#	026994	2/2/2017	<b>BEARD EQUIPMENT CO</b>	
E 001-572-43000	Operating Expense	\$79.84	826431	parks-chain saw repair
	<b>Total BEARD EQUIPMENT CO</b>	\$79.84		
Paid Chk#	026995	2/2/2017	<b>CASS DATA &amp; MAILING</b>	
E 410-533-44200	Postage	\$2,203.92	27644	WATER BILLS-POSTAGE
E 412-534-44200	Postage	\$300.54	27644	NB WATER BILL POSTAGE
	<b>Total CASS DATA &amp; MAILING</b>	\$2,504.46		
Paid Chk#	026996	2/2/2017	<b>CENTURY LINK</b>	
E 420-535-44100	Telephone Expense	\$232.02	FEB BILL	SEWER INTERNET
E 001-572-46365	Freeport Regional Sports Comp	\$369.42	FEB BILL	PARKS INTERNET BILL
E 410-533-44100	Telephone Expense	\$54.02	FEB BILL	WATER INTERNET
E 001-510-44100	Telephone Expense	\$481.89	FEB BILL	city hall internet
	<b>Total CENTURY LINK</b>	\$1,137.35		
Paid Chk#	026997	2/2/2017	<b>COX COMMUNICATIONS</b>	
E 001-510-44100	Telephone Expense	\$865.35	feb bill	city hall phone
	<b>Total COX COMMUNICATIONS</b>	\$865.35		
Paid Chk#	026998	2/2/2017	<b>DeFuniak Herald Breeze</b>	
E 001-510-44900	Administration Expense	\$29.25	794x	mayor voting notice
	<b>Total DeFuniak Herald Breeze</b>	\$29.25		
Paid Chk#	026999	2/2/2017	<b>DEWBERRY ENGINEERS INC</b>	
E 420-535-43140	Engineering Services	\$1,500.00	1383521	sludge drying beds
E 420-535-43140	Engineering Services	\$9,350.00	1383525	wwtp operating permit
E 420-535-46000	System Improvement & Upgrade	\$628.00	1383525	WWTP CONCEPT SITE PLAN
E 420-535-46400	Capital Outlay	\$200.00	1383530	srf-331 utility upgrades
E 001-510-43140	Engineering Services	\$560.00	1383531	welcome signs
E 420-535-43140	Engineering Services	\$614.00	1385777	potentail us331 wwtp
	<b>Total DEWBERRY ENGINEERS INC</b>	\$12,852.00		
Paid Chk#	027000	2/2/2017	<b>FERGUSON ENTERPRISES, INC.</b>	
E 420-535-45200	Operating Supplies & Mat	\$582.01	1216901	sewer parts
E 420-535-45200	Operating Supplies & Mat	\$28.59	1216901-1	sewer pipe
E 410-533-45200	Operating Supplies & Mat	\$68.11	1216943	water-parts
	<b>Total FERGUSON ENTERPRISES, INC.</b>	\$678.71		
Paid Chk#	027001	2/2/2017	<b>Florida Rural Water Associatio</b>	
E 410-533-44800	Membership Fees	\$560.00	42525	membership 1093
	<b>Total Florida Rural Water Associatio</b>	\$560.00		
Paid Chk#	027002	2/2/2017	<b>Frank s Cash &amp; Carry</b>	
E 001-510-44600	Bldg Maint & Furniture	\$32.56	jan statement	toilet seat-blount house
E 001-510-44900	Administration Expense	\$41.97	jan statement	billing stakes

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February 16-17

			Check Amt	Invoice	Comment
E 410-533-45200	Operating Supplies & Mat		\$124.92	jan statement	water-supplies
E 410-533-44600	Bldg Maint & Furniture		\$19.71	jan statement	water-bldg maint
E 410-533-43009	Miscellaneous		\$5.00	jan statement	water-keys
E 420-535-45200	Operating Supplies & Mat		\$937.54	jan statement	sewer- parts
E 001-572-43000	Operating Expense		\$114.69	jan statement	parks-parts
<b>Total Frank s Cash &amp; Carry</b>			<b>\$1,276.39</b>		
<hr/>					
Paid Chk# 027003	2/2/2017	<b>Freeport Auto Parts</b>			
E 420-535-44610	Vehicle & Equip Maint		\$115.35	dec bill	sewer auto parts
<b>Total Freeport Auto Parts</b>			<b>\$115.35</b>		
<hr/>					
Paid Chk# 027004	2/2/2017	<b>HOKE, ROBERT E.</b>			
E 001-510-43130	Outside Labor & Services		\$100.00	jan	security for council meeting
<b>Total HOKE, ROBERT E.</b>			<b>\$100.00</b>		
<hr/>					
Paid Chk# 027005	2/2/2017	<b>LATILDA R. HUGHES-NEEL</b>			
E 001-510-44000	Travel Expense		\$144.07	JAN	MILEAGE
<b>Total LATILDA R. HUGHES-NEEL</b>			<b>\$144.07</b>		
<hr/>					
Paid Chk# 027006	2/2/2017	<b>NWFL C STORES INC VI</b>			
E 001-572-43000	Operating Expense		\$369.30	jan2017	fuel-parks
E 410-533-45210	Gas & Oil		\$262.71	jan2017	fuel-water
E 420-535-45210	Gas & Oil		\$486.59	jan2017	fuel-sewer
<b>Total NWFL C STORES INC VI</b>			<b>\$1,118.60</b>		
<hr/>					
Paid Chk# 027007	2/2/2017	<b>ODIS BROWN A/C &amp; HEATING SVC</b>			
E 001-510-44600	Bldg Maint & Furniture		\$3,900.00	4413	FIX A/C CITY HALL
<b>Total ODIS BROWN A/C &amp; HEATING SVC</b>			<b>\$3,900.00</b>		
<hr/>					
Paid Chk# 027008	2/2/2017	<b>OKALOOSA GAS DISTRICT</b>			
E 001-510-44300	Utilities		\$30.10	FEB2017	GAS-SPORTS COMPLEX
E 001-510-44300	Utilities		\$15.89	FEB2017	GAS-CITY HALL
<b>Total OKALOOSA GAS DISTRICT</b>			<b>\$45.99</b>		
<hr/>					
Paid Chk# 027009	2/2/2017	<b>PORTLAND SELF STORAGE</b>			
E 001-510-43009	Miscellaneous		\$85.00	3013	STORAGE LOCKER
<b>Total PORTLAND SELF STORAGE</b>			<b>\$85.00</b>		
<hr/>					
Paid Chk# 027010	2/2/2017	<b>PRO CHEM, INC.</b>			
E 420-535-45100	Office Supplies		\$148.69	0629926-IN	SEWER-OFFICE SUPPLIES
<b>Total PRO CHEM, INC.</b>			<b>\$148.69</b>		
<hr/>					
Paid Chk# 027011	2/2/2017	<b>QUILL</b>			
E 001-510-45100	Office Supplies		\$187.40	3711978	ADMIN SUPPLIES
<b>Total QUILL</b>			<b>\$187.40</b>		
<hr/>					
Paid Chk# 027012	2/2/2017	<b>SAM R. BRUNER, PSM</b>			
E 001-510-43130	Outside Labor & Services		\$300.00	01-01-2017	Planning-final review of Central Park
<b>Total SAM R. BRUNER, PSM</b>			<b>\$300.00</b>		
<hr/>					
Paid Chk# 027013	2/2/2017	<b>SITE ONE LANDSCAPE SUPPLY</b>			
E 001-572-43000	Operating Expense		\$82.20	78992872	PARKS-PAINT
<b>Total SITE ONE LANDSCAPE SUPPLY</b>			<b>\$82.20</b>		
<hr/>					
Paid Chk# 027014	2/2/2017	<b>VERMEER</b>			
E 420-535-44610	Vehicle & Equip Maint		\$2,653.95	WN04681	SEWER VEHICLE MAINT
<b>Total VERMEER</b>			<b>\$2,653.95</b>		
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Paid Chk# 027015	2/2/2017	<b>WALTON CONSTRUCTION SERVICE</b>			

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February 16-17

		Check Amt	Invoice	Comment
E 410-533-45200	Operating Supplies & Mat	\$840.00	2017/012	WATER-LOT 14 HOLLY POINT
<b>Total WALTON CONSTRUCTION SERVICE</b>		<b>\$840.00</b>		
<hr/>				
Paid Chk#	027016	2/2/2017	<b>WASTE MANAGEMENT</b>	
E 001-510-44350	Garbage	\$76.25	8334180-4814-	TRASH-COMMUNITY CENTER
E 410-533-44350	Garbage	\$76.25	8334180-4814-	TRASH-WATER
E 420-535-44350	Garbage	\$76.26	8334182-4814-	SEWER-TRASH
E 001-510-44350	Garbage	\$114.37	8334183-4814-	TRASH-SWIMMING POOL
E 001-510-44350	Garbage	\$305.00	8334184-4814-	TRASH-SPORTS COMPLEX
<b>Total WASTE MANAGEMENT</b>		<b>\$648.13</b>		
<b>10101 Payables</b>		<b>\$31,376.49</b>		

**Fund Summary**

<b>10101 Payables</b>	
001 General Fund	\$8,326.81
410 Water Fund	\$4,214.64
412 North Bay Water Fund	\$300.54
420 Sewer Fund	\$18,534.50
	<hr/>
	\$31,376.49

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February 16-17

		Check Amt	Invoice	Comment
<b>10101 Payables</b>				
Paid Chk#	027017	2/9/2017	<b>Aqua Products</b>	
E 420-535-45205	Operating Supplies - LPS	\$79.63	20170143	SEWER LAB SUPPLIES
<b>Total Aqua Products</b>		\$79.63		
Paid Chk#	027018	2/9/2017	<b>B &amp; M Tire Center</b>	
E 410-533-44610	Vehicle & Equip Maint	\$15.00	15831	WATER TRUCK REPAIR
<b>Total B &amp; M Tire Center</b>		\$15.00		
Paid Chk#	027019	2/9/2017	<b>CHELCO</b>	
E 001-510-44300	Utilities	\$616.53	JAN BILL	ADMIN UTILITIES
E 001-541-44300	Utilities	\$2,547.39	JAN BILL	STREETS UTILITIES
E 001-572-43050	Community Center Operations	\$80.13	JAN BILL	COMM CENTER OPERATIONS
E 001-572-44300	Utilities	\$148.13	JAN BILL	PARK & REC UTILITIES
E 001-572-46340	Laird Park Expenses	\$31.21	JAN BILL	LAIRD PARK EXPENSE
E 001-572-46345	Casey Park & Pool Complex	\$567.66	JAN BILL	CASEY PARK & POOL
E 001-572-46355	Heritage Museum Operations	\$32.31	JAN BILL	HERITAGE MUSEUM
E 001-572-46360	Blount House Operations	\$63.90	JAN BILL	BLOUNT HOUSE UTILITIES
E 001-572-46365	Freeport Regional Sports Comp	\$1,097.95	JAN BILL	SPORTS COMPLEX UTILITIES
E 410-533-44300	Utilities	\$7,275.15	JAN BILL	WATER-ELEC BILL
E 412-534-44300	Utilities	\$823.57	JAN BILL	NORTH BAY-ELEC BILL
E 420-535-44300	Utilities	\$6,796.95	JAN BILL	SEWER ELECTRIC
<b>Total CHELCO</b>		\$20,080.88		
Paid Chk#	027020	2/9/2017	<b>City of Freeport</b>	
E 420-535-44300	Utilities	\$26.88	10179-FEB	LIFT STATIONS
E 001-572-46345	Casey Park & Pool Complex	\$19.00	11642-FEB	CASEY PARK & POOL
E 410-533-44300	Utilities	\$34.04	2381-FEB	OLD CITY HALL
E 001-510-44300	Utilities	\$234.52	2720-FEB	CITY HALL
E 001-572-44300	Utilities	\$34.00	3338-FEB	LAIRD PARK
E 001-572-43050	Community Center Operations	\$34.66	4296-FEB	COMMUNITY CENTER
E 001-541-44300	Utilities	\$19.00	4812-FEB	TRIANGLE
E 001-572-46355	Heritage Museum Operations	\$34.00	5070-FEB	MUSEUM
E 001-571-43000	Operating Expense	\$57.50	5144-FEB	LIBRARY
E 420-535-44300	Utilities	\$46.20	5566-FEB	LIFT STATION
E 001-572-46360	Blount House Operations	\$28.25	5673-FEB	BLOUNT HOUSE
E 001-510-44300	Utilities	\$33.93	5864-FEB	MARSH LANDING
E 001-572-46365	Freeport Regional Sports Comp	\$40.73	5878-FEB	SPORTS COMPLEX
E 001-572-46365	Freeport Regional Sports Comp	\$28.55	5880-FEB	TENNIS COURT
E 001-572-46345	Casey Park & Pool Complex	\$267.27	8719-FEB	POOL
<b>Total City of Freeport</b>		\$938.53		
Paid Chk#	027021	2/9/2017	<b>CRAIGS GENERATOR SERVICE</b>	
E 420-535-44600	Bldg Maint & Furniture	\$382.58	SC02930	SEWER ON80 GENERATOR SERVICE
E 420-535-44600	Bldg Maint & Furniture	\$204.98	SC02931	SEWER OLY50 GENERATOR SERVICE
E 420-535-44600	Bldg Maint & Furniture	\$204.98	SC02932	SEWER KO250 GENERATOR SERVICE
E 001-510-44600	Bldg Maint & Furniture	\$249.40	SC02935	ADMIN GENERATOR SERVICE
<b>Total CRAIGS GENERATOR SERVICE</b>		\$1,041.94		
Paid Chk#	027022	2/9/2017	<b>DeFuniak Herald Breeze</b>	
E 001-510-48100	Advertising	\$36.00	0023733	2 NOTICES-SPEED BUMP
<b>Total DeFuniak Herald Breeze</b>		\$36.00		
Paid Chk#	027023	2/9/2017	<b>FERGUSON WATERWORKS</b>	
E 410-533-44620	System Maint & Repairs	\$360.00	1217759	WATER SUPPLIES
E 420-535-45200	Operating Supplies & Mat	\$1,314.32	1217980	SEWER SUPPLIES
<b>Total FERGUSON WATERWORKS</b>		\$1,674.32		

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February 16-17

			Check Amt	Invoice	Comment
<b>Paid Chk# 027024 2/9/2017 JIMMY S PAINT &amp; BODY SHOP, INC</b>					
E 420-535-44610	Vehicle & Equip Maint		\$3,697.06	8765	ACCIDENT REPAIR
<b>Total JIMMY S PAINT &amp; BODY SHOP, INC</b>			<b>\$3,697.06</b>		
<b>Paid Chk# 027025 2/9/2017 KONICA MINOLTA BUSINESS SOLUTI</b>					
E 001-510-44900	Administration Expense		\$294.98	243788095	COPIER
E 001-510-44900	Administration Expense		\$219.18	243788095	COPIER
<b>Total KONICA MINOLTA BUSINESS SOLUTI</b>			<b>\$514.16</b>		
<b>Paid Chk# 027026 2/9/2017 NEOPOST</b>					
E 001-510-44900	Administration Expense		\$175.00	FEB	POSTAGE
<b>Total NEOPOST</b>			<b>\$175.00</b>		
<b>Paid Chk# 027027 2/9/2017 NORTHWEST FL DAILY NEWS (SUB)</b>					
E 001-510-44900	Administration Expense		\$225.84	2017 RENEW	NEWSPAPER-1YR
<b>Total NORTHWEST FL DAILY NEWS (SUB)</b>			<b>\$225.84</b>		
<b>Paid Chk# 027028 2/9/2017 QUILL</b>					
E 420-535-45100	Office Supplies		\$232.25	3882565	SEWER OFFICE SUPPLIES
E 001-510-45100	Office Supplies		\$214.87	3882821	ADMIN OFFICE SUPPLY
E 420-535-45100	Office Supplies		\$21.53	3936189	SEWER OFFICED SUPPLIES
E 420-535-45100	Office Supplies		\$69.98	3936190	SEWER-OFFICE SUPPLIES
E 001-510-45100	Office Supplies		\$15.54	3965237	ADMIN OFFICE SUPPLIES
E 001-510-45100	Office Supplies		\$123.45	4007039	ADMIN OFFICE SUPPLIES
E 001-510-45100	Office Supplies		(\$15.54)	714462	RETURN CREDIT
E 001-510-45100	Office Supplies		(\$6.99)	721202	RETURN CREDIT
<b>Total QUILL</b>			<b>\$655.09</b>		
<b>Paid Chk# 027029 2/9/2017 SENSUS USA</b>					
E 001-510-44900	Administration Expense		\$1,893.15	ZA17013828	SUPPORT FOR SENSUS
<b>Total SENSUS USA</b>			<b>\$1,893.15</b>		
<b>Paid Chk# 027030 2/9/2017 USABLUEBOOK</b>					
E 420-535-45200	Operating Supplies & Mat		\$580.21	165706	LAB SUPPLIES-SEWER
<b>Total USABLUEBOOK</b>			<b>\$580.21</b>		
<b>Paid Chk# 027031 2/9/2017 VERMEER</b>					
E 420-535-44610	Vehicle & Equip Maint		\$2,653.95	WN04681#804	EQUIP MAINT
<b>Total VERMEER</b>			<b>\$2,653.95</b>		
<b>Paid Chk# 027032 2/9/2017 Walton County Board of Commiss</b>					
E 001-581-49000	Infrastructure Tax		\$59,906.13	810100	INTERLOCAL AGREEMENT
<b>Total Walton County Board of Commiss</b>			<b>\$59,906.13</b>		
<b>10101 Payables</b>			<b>\$94,166.89</b>		

**Fund Summary**

<b>10101 Payables</b>	
001 General Fund	\$69,347.63
410 Water Fund	\$7,684.19
412 North Bay Water Fund	\$823.57
420 Sewer Fund	\$16,311.50
	<b>\$94,166.89</b>

BUDGET AMENDMENT #4  
FISCAL YEAR ENDING 2017

Reason for the amendment:  
To budget for the Parks Mater Plan

Increase REVENUE			Increase EXPENSE	
	001-33154	Grant - Other		001-572-43105 Parks - Professional Services
			\$ 32,000	\$ 32,000
Total			<u>\$ 32,000</u>	<u>\$ 32,000</u>

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BUDGET AMENDMENT #5  
FISCAL YEAR ENDING 2017

Reason for the amendment:

To increase the budget for sewer's vehicle & equipment maintenance line item by the insurance received for unforeseen vehicle repairs

Increase REVENUE			Increase EXPENSE	
420-34345	Sewer - Insurance Proceeds	\$ 5,990	420-535-44610	Sewer - Vehicle & Equ. Maint. \$ 5,990
Total		<u>\$ 5,990</u>		<u>\$ 5,990</u>

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BUDGET AMENDMENT #6  
FISCAL YEAR ENDING 2017

Reason for the amendment:

To place an amount in the election expense line item for the July 2017 election

Increase EXPENSE		Decrease EXPENSE	
	001-510-43300 Admin - Election Expense		001-510-48150 Admin - Reserves from Benefit Savings
	\$ 1,000		\$ 1,000
Total	<u>\$ 1,000</u>		<u>\$ 1,000</u>

6-1

1-h

**Becky Podraza**

---

**From:** Dana Weiler  
**Sent:** Friday, February 03, 2017 3:46 PM  
**To:** Becky Podraza  
**Subject:** Special Olympics

Becky –

The Walton County Special Olympics contacted me looking for a place for their athletes to practice soccer and softball. The softball season does not start until mid August so it would not interfere with the youth program. They normally practice the sports 1 maybe 2 times per week depending on the athletes. This is a great continuation of our support and partnership with the Special Olympics and athletes in our area.

If you have any questions please let me know. I am meeting on site with Nancy Sampler on the 9<sup>th</sup> at 8:30 so she can see if our location is sufficient and to get further details.

Thank you  
Dana

Agenda

Item

Attachments

**TAB 2 – TAB 8**

City of Freeport  
 112 Highway 20 West  
 Freeport, FL 32439  
 RFP #2017-01 Web Design



## PROPOSAL TABULATION

Web Design

Ranking	Vendor	Project Cost	Maintenance Fees
1	aha Municode	\$8,500.00	\$2,100.00 per year
2	CoSo Services	\$9,900.00	
3	Digital Natives Marketing	\$8,325.00 to \$13,275.00	
4	Emerald Coast Digital	\$10,575.00	\$150.00 per Mo.
5	SEOM Solutions	\$13,455.00	
6	Word Press Web Design	\$1,198.00	\$50.00 per hr
7	Shadow Media	\$5,000.00	\$200.00 per Mo.

Tab 2

## Project Costs

Design, Development, and Implementation Phase \$8,500

- Fully functional municodeWEB CMS with all base features
- Responsive mobile-friendly website with **custom design**
- Content migration – up to 500 pages and 5 years meeting minutes
- Training: **1 day on-site**, web teleconferences, video training series, user guides

Annual Hosting, Maintenance, and Customer Support \$2,100 /  
year

- 40GB disk space and up to 1 terabyte data transfer per month
- 99.99% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' web teleconference refresher trainings per year as needed
- Price lock years 1-4; subject to 5% increase year 5

## Additional Website Options

- |  |                                    |
|--|------------------------------------|
| • Email Subscriptions / Notifications                      | \$600 per year                     |
| • <b>Projects Directory</b>                                | \$200 per year                     |
| • <b>Property Listings (Commercial/Industrial)</b>         | \$200 per year                     |
| • <b>Business Directory</b>                                | \$200 per year                     |
| • Specialty sub-site graphic designs                       | \$3500 + \$900 per year            |
| • Additional on-site visits (training, consultation, etc.) | \$750 per day + travel             |
| • Real-time Analytics                                      | \$600 per year                     |
| • Site graphic redesign every 4th year                     | \$600 per year                     |
| • Additional web page migration                            | \$6 per basic page or custom quote |
| • Custom Feature Development                               | fixed bid quote or \$125/hour      |

## Payment Schedule

- Year 1
  - o Sign contract \$4,250
  - o Implement site design and features \$4,250
  - o Conduct training (site moved to production / annual support begins) \$2,100
  - o **Total** **\$10,600**
- Years 2-5
  - o Yr2 - \$2100, Yr3 - \$2100, Yr4 - \$2100, Yr5 - \$2205
- Payment schedule will be adjusted accordingly based on selected optional features
- Interest-free payment plans (2-yr, 3-yr, 4-yr) available upon request

IT Services

Vendor	Start Up Fee	Monthly Fee	Description
CRC Data Technologies Destin, FL	\$2,155.00	\$1,210.00	Cost includes Block Time agreement for 7 hours of site visits a month. Unused Monthly visit hours roll-over and accumulate but must be used within 13 months. Activation Fee for first month includes 16 hours of on-site environment study and set up.
Spectrum IT Pensacola	\$995.99	\$1,299.76	Activation Fee does not include site visit time for set up. \$135.00 per hour site visit fee Plus travel charge.
Digital Boardwalk Pensacola	\$6,680.07	\$1,698.50	\$185.00 Travel Charge

TAB 3



**4014 Commons Dr., Suite 122 • Destin, FL 32541**

**Phone (850) 654-7262 Fax (850) 654-7263**

**Dear Future Client:**

With the pace of today's technology so rapidly evolving, it can be a real challenge to keep up with what tools give you a real advantage and which are a waste of your time. By retaining our services to support and develop your network environment you can leverage our experience to better navigate these ever emerging new technologies with the confidence of an expert on your side.

Developing technology that lives up to the promise of making your life easier, your business more efficient or your environment more reliable is our primary focus. Through implementing best practices and using our suite of management tools to automate and monitor your network's conditions we can improve your uptime and prevent many disasters through preventive maintenance.

Whether you're looking for a new way to utilize the power of technology or more reliable support for your existing infrastructure, let CRC Data Technologies show you how the promise of technology can be a reality. You'll discover services from CRC are both efficient and thorough.

We know your business is important to you and we understand that reliable technology is critical to business health. The following are services we offer to support, protect & improve your IT environment:

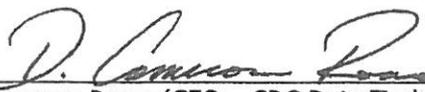
- 1. Monitoring, Patch Management & Antivirus/anti-malware** - By monitoring for dozens of potential causes of failure, we can prevent many developing situations from causing service interruption. For most of our client's, down-time costs more than tech time. Patching vulnerabilities to operating systems and key applications has become even more crucial than antivirus to protecting systems from both viruses and malware. This combination of tools is the foundation to our best-practice support.
- 2. Data Protection** – Keeping your data safe is our number one mission. If you don't have a backup of your data you're taking a big gamble on losing it. We have both local and cloud storage methods to back up critical data to full systems. Positive response alerting keeps you aware if something causes the backup to fail so that "set it & forget it" doesn't leave you discovering the failure just when you need your backup most.
- 3. Email Filtering & Archiving** – Protecting your users from malicious, virus-infected messages as well as time-wasting spam, our email filtering system gives you an added layer of protection, and even filters outbound messages should one of your systems ever become infected and start blasting spam from your network. Adding our email archive service (up to 10 years available)

keeps email history which may be crucial for legal and contractual protection, where email is used for business agreement communications.

- 4. Planning & Consulting** – Knowing what you're missing from your technology solution is critical to making sure things keep working. Plan for upcoming changes such as end-of-life and refresh cycles so they don't become trouble-makers for your budget.
- 5. Security Assessment** – If you don't test your network security occasionally you could be vulnerable to commonly used attacks. A regular security audit can help you identify where your greatest vulnerabilities exist so you can fix them before they're exploited.
- 6. Virtualization** – A revolutionary shift that changed enterprise IT is now affordable for even small businesses. Virtualizing your hardware makes it easy to add more power without having to reinstall operating systems. And decoupling your OS from your hardware also means more rapid recovery because you don't have to wait for matching hardware to arrive.
- 7. Upgrades and Replacements** - If you are considering replacing your present system, or upgrading some part of it, CRC can advise you on the best options as well as provide installation. We are familiar with and sell the most reliable name brands. CRC will find the right fit for your specific purpose.
- 8. Accountable Service Tracking & Documentation** – Don't pay for mystery support or be left cold because your tech went on vacation! Our ticketing and invoicing provides detail as to what work was done and when. This means even when the original tech isn't available, we can access the history and necessary credentials to follow up. Having access to this thorough history also protects you from paying for the same work twice.
- 9. Training** – If you or your staff are in need of tutoring on a specific topic, we're glad to schedule training to help you get the most of your technology. We can even make it part of your on-boarding process for setting up new employees.
- 10. Relationship** – The best interest of your business is our first concern. We encourage you to schedule at least once a quarter to review the current status of your environment and keep us included in your development plans. We also send out performance surveys monthly and ask that you respond to these so that we know where to focus our efforts in delivering the best value for your investment.

We look forward to working with you and your organization. If you have any questions or would like a list of references feel free to contact us @ (850) 654-7262 / [crowe@crcdatatech.com](mailto:crowe@crcdatatech.com).

Thank you for your time,

  
Cameron Rowe (CEO – CRC Data Technologies)



## **Mission:**

Identify and deliver business-aligned technology solutions that ensure our Clients' competitive advantage.

## **Vision:**

To become the leading IT provider of the Emerald Coast.

## **Core Values:**

### *Deliver Excellence*

- We consistently under promise and over deliver.
- We use mistakes as opportunities to improve our process.
- We confirm that we are meeting or exceeding our Clients' expectations.
- We thoroughly document all work to provide effective support even in team member's absence.

### *Build Trust*

- We look after our Clients' best interest as their trusted advisor.
- We resolve problems the first time wherever possible.
- We are fanatically honest and clear to avoid misunderstandings.
- We deliver value through both our expertise and relationships with trusted partners.

### *Embrace Accountability*

- We hold each other accountable to always do our best.
- We are mindful of how our performance impacts the mission and others on the team.
- We welcome constructive criticism with an attitude of eager self-improvement.
- We promptly communicate job status changes to Clients.

### *Take Initiative*

- We do not allow the tyranny of the urgent to interrupt work that is important.
- We proactively identify opportunities that benefit our Clients' business.
- We practice continuous improvement.
- We have a passion for learning about new technology that improves life for our Clients.

### *Celebrate Work*

- We love what we do!
- We appreciate the people on our team.
- We are quick to hear, slow to speak, and slow to anger to encourage open dialogue.
- We contribute positively to the mission through our work and encouragement of others.

## Becky Podraza

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**From:** Scott Sexton <ssexton@crcdatatech.com>  
**Sent:** Wednesday, February 01, 2017 3:58 PM  
**To:** Becky Podraza  
**Subject:** CRC References

Becky

Thanks again for meeting with me today. I will get you an official quote tomorrow but wanted to get you the references you requested.

South Walton Utility  
Nancy Kennedy  
850-837-2988

Auburn Water  
Doug Sims  
850-682-3413

Destin Water  
Steven Benoit  
850-585-7120

Scott Sexton  
Director Of Business Development



4014 Commons Dr W Ste 122  
Destin, FL 32541  
850-654-7262 x205 office  
850-259-4694 cell  
850-654-7263 fax

[Website](#) | [Facebook](#) | [Twitter](#) | [Yelp](#)

Tab 4

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING A REFERENDUM CONCERNING AN AMENDMENT OF ARTICLE II, SECTION 2, OF THE CHARTER LAWS OF THE CITY OF FREEPORT, FLORIDA ADDRESSING THE RIGHT OF MAYOR TO VOTE IN CASES OF TIES.**

WHEREAS, the City Council of the City of Freeport, Florida, desires to place before the electorate of the City of Freeport, Florida, a referendum concerning the right of the Mayor to vote in cases of a tie vote among the City Council;

WHEREAS, Article II, §2 of the City Charter of the City of Freeport, Florida establishes that the Mayor shall vote only in cases of a tie vote on the City Council;

WHEREAS the prevailing laws of the State of Florida establish that a Mayor who possesses the ability to vote in cases of a tie vote on the City Council is prohibited from communicating with members of a City Council outside of a duly noticed public meeting pursuant to §286.011 Florida Statutes, commonly referred to as the "Sunshine Law"; and

WHEREAS, the City Council desires the ability to communicate regarding matters related to the City with the Mayor, who acts as the head of government for the City, without the potential issues associated with the Sunshine Law.

WHEREAS, the public referendum will be held on July 11, 2017, and;

WHEREAS, the official results of the referendum will be binding on the City Council and result in the amendment of the Charter Laws of the City of Freeport;

WHEREAS, the title of the referendum would be "Mayor's Right to Vote,"

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Freeport, Florida, that the following question shall be submitted to the electors of the City of Freeport, Florida, by referendum, at the next general election of July 11, 2017:

**Title: A referendum on the "Mayor's Right to Vote". Question: "Should the Mayor's right to vote in cases of a tie vote on the City Council be abolished?"**

This Ordinance shall become effective upon adoption.

ADOPTED in regular session this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Tab 5

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COMMISSION OF \_\_\_\_\_,  
FLORIDA, CERTIFYING ITS SUPPORT FOR ACCESS TO BP OIL SPILL FUNDS BY  
RURAL INLAND COUNTIES AND COMMUNITIES IN NORTHWEST FLORIDA.**

WHEREAS, the \_\_\_\_\_ CITY COMMISSION is concerned about the economic health and well-being of residents in Northwest Florida's rural inland counties and communities; and

WHEREAS, we strongly believe in the need to be proactive and not reactive in order to maintain and create employment opportunities benefitting our citizens while still supporting the quality of life in our rural communities; and

WHEREAS, the six rural inland counties in Northwest Florida not already participating in the current BP Oil spill funding disbursements are all part of the Governor's longest designated Rural Area of Opportunity which was formerly known as a Rural Area of Critical Economic Concern; and

WHEREAS, Northwest Florida suffered serious impacts from the 2010 BP oil spill; and

WHEREAS, the rural inland counties and communities in Northwest Florida have faced significant losses in labor force, employment by residents of the rural inland counties and communities, negative impacts to their tax base, lack of funds for infrastructure improvements and workforce training, while still working to promote regional development goals; and

WHEREAS, funds have been made available to the State of Florida for designation to areas impacted by the 2010 BP oil spill; and

WHEREAS, failure to take steps to improve the regional economic health of the rural counties and communities in Northwest Florida will lead to continued economic decline; and

WHEREAS, improved economic conditions in rural Northwest Florida are beneficial to all of Florida;

NOW, THEREFORE, BE IT RESOLVED THAT THE \_\_\_\_\_ CITY COMMISSION DOES HEREBY RESOLVE THAT WE:

1. SUPPORT EFFORTS TO IMPLEMENT RURAL LEGISLATION DESIGNED TO INCREASE THE ABILITY OF RURAL FLORIDA TO COMPETE AT ALL LEVELS OF FLORIDA'S ECONOMY;
2. SUPPORT EFFORTS TO UTILIZE FIVE PERCENT (5%) OF FUNDS COMING TO FLORIDA TO BE USED TO HELP THE SIX NON-COASTAL COUNTIES AND THEIR COMMUNITIES IN NORTHWEST FLORIDA DESIGNATED AS PART OF THE GOVERNOR'S RURAL AREA OF OPPORTUNITY OVERCOME THE TRAGEDY THAT WAS THE BP OIL SPILL;

3. CALL UPON THE LEGISLATURE TO CREATE A DESIGNATED FUNDING STREAM UTILIZING FIVE PERCENT OF THE BP FUNDS COMING TO FLORIDA FOR THE PURPOSE OF REGIONAL ECONOMIC TRANSFORMATION;
4. This resolution shall become effective upon its adoption.

DONE, ADOPTED, AND PASSED by the City Commissioners of \_\_\_\_\_, Florida  
this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_, FLORIDA

BY: \_\_\_\_\_  
\_\_\_\_\_, Chairman/Mayor  
\_\_\_\_\_, City Commission

ATTEST:

\_\_\_\_\_, Clerk  
\_\_\_\_\_, Florida

BY: \_\_\_\_\_

Tab 6

# CITY OF FREEPORT

## Sewer Finance Agreement

This agreement entered into by and between the City of Freeport, (herein "Provider"), and \_\_\_\_\_, (herein "Owner"), each in consideration of the terms contained herein and in the further consideration of a ten dollar (\$10.00) notarization fee, both of whom hereby acknowledge, do agree as follows:

1. The Provider agrees to make sewer service available to Owner where there is existing sewer service pursuant to the terms and conditions stated herein. Simultaneously with the execution of the agreement, the Owner shall pay to the Provider the amount of fifty dollars (\$50.00), for the deposit and necessary recording of this document.
2. Total cost of the sewer service is \$ \_\_\_\_\_. The required down payment is two thousand dollars (\$2,000.00), plus any extra fees incurred, such as a road bore, pipe, etc., shall be paid in excess of, and at the same time as the down payment.
3. The remaining amount \$ \_\_\_\_\_ shall be financed over a 10 year period, commencing one month from the date hereof, and payable in one hundred and twenty (120) equal monthly installments of \$ \_\_\_\_\_.
4. Installments will be included in the monthly water/sewer billing statement. Finance installments simultaneously with water and sewer fees, will be combined into one monthly billing statement. (Owner is solely responsible for fulfilling this financial agreement with the City)
5. Monthly payments shall be received by the City on or before the fifteenth (15<sup>th</sup>) day of each month.
6. In the event account is closed prior to the loan being paid in full, any outstanding balance must be paid at time of closing. Sewer financing agreements are non-transferable.
7. Financing shall be subject to the mechanic's lien law of the State of Florida. Any default under the terms hereof may result in a lien being placed upon the real property and described herein and subject to foreclosure.
8. Installation shall not begin until the terms of this agreement are met.
9. This agreement shall be binding upon the heirs, successors and assigns of the parties hereto.
10. The parties hereto agree that for any litigation resulting from default or other breach of this agreement venue shall lie in Walton County, Florida. In the event either party hereto shall commence any civil action against the other to enforce or terminate this agreement, the prevailing party in such civil action shall be entitled to recover from the other party, in addition to any other relief to which such prevailing party may be entitled, all costs, expenses and reasonable attorney's fees, direct and on appeal, incurred in connection with such litigation and the default by the non-prevailing party.

Initial \_\_\_\_\_

OFFICIAL DOCUMENT

I \_\_\_\_\_ have read, understand, and agree to the terms and conditions of this agreement,

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Witness \_\_\_\_\_

Provider - City of Freeport \_\_\_\_\_

Witness \_\_\_\_\_

Owner \_\_\_\_\_

Street Address \_\_\_\_\_

Parcel ID# \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ for identification purposes.

Account #: \_\_\_\_\_

NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_  
My Commission Number: \_\_\_\_\_

# CITY OF FREEPORT

## SEWER CONNECTION AGREEMENT

This agreement entered into by and between the City of Freeport, (herein "Provider"), and \_\_\_\_\_, (herein "Owner"), each in consideration of the terms contained herein, and in the further consideration of a ten dollars (\$10.00) notarization fee, both of whom hereby acknowledge, do agree as follows:

1. The Provider agrees to make a grinder pump station sewer service available to Owner pursuant to the terms and conditions stated herein. Simultaneously with the execution of this agreement, the Owner shall pay to the Provider a deposit of fifty dollars (\$50.00). Further more the Owner shall pay the Provider the installation costs of \$\_\_\_\_\_, due and payable at the time of execution of this agreement. However, should the owner decide to finance the grinder pump station installation/connection fee, it will be evidenced by execution of a finance agreement.
2. Financing, if applicable, shall be subject to the mechanic's lien law of the State of Florida. Any default under the terms of hereof may result in a lien being placed upon the real property and described herein and subject to foreclosure.
3. The Owner shall be billed monthly for sewer at the rate of eighteen dollars and thirty eight cents (\$18.38) for up to one thousand (1,000) gallons of usage. After one thousand (1,000) gallons, the rate will increase at a rate of three dollars and eighty cents (\$3.80) per one thousand gallons. Inside city residents will be billed at the rate of fourteen dollars and seventy cent (\$14.70) minimum charge and three dollars and four cents (\$3.04) per one thousand (1,000) gallons of usage.
4. For the purposes of computing...Gallon usage for sewage is based on gallon usage of water.
5. Payments shall be due on or before the fifteenth (15<sup>th</sup>) day of each month, after which a ten dollar (\$10.00) late charge on any outstanding payment will be imposed.
6. All payments not being made thirty (30) days after due, the Provider may at its selection, disconnect the Owner from service after the aforementioned thirty (30) days. Re-connection, after bringing all indebtedness current, together with other applicable cost assessed by the Provider shall also result in a re-connection fee of fifty dollars (\$50.00).
7. The Owner understands and agrees that the current rates, charges and billing cycles detailed herein are as of the date of this agreement and are subject to change up or down on March first (1<sup>st</sup>) of each year based on the Consumer Price Index as published by the Public Service Commission, and agrees to be bound by the terms of any such rate change. The Owner also agrees that rate increases or decreases are subject to change as determined by the Provider.
8. This agreement shall be binding upon the heirs, successors, assigns of the parties hereto and the Owner agrees that this agreement shall be disclosed to any prospective purchaser or successor in interest to the Owner.
9. The finished floor elevation of Owner's premises must be a minimum of one foot above the crown of the road. This is to minimize the possibility of a sewage backup into Owner's premises. It is Owner's responsibility to ensure that the finished floor elevation meets these criteria. If Owner does not meet these criteria, the Provider will not accept responsibility for any costs associated with any damages that could be caused by sewage backup.

Initial \_\_\_\_\_

10. The Owner represents that the property description and parcel number provided herein coincides with the property where the grinder pump station is installed.
11. The Owner is responsible for locating and marking the existing drain line and septic tank. If new construction, Owner will mark where sewer should enter the house.
12. The Owner understands and agrees that the Provider shall not be responsible for the repair or replacement of any landscaping, irrigation systems, driveways, fencing or sidewalks, damaged or removed, during the installation of service and all such costs should be the responsibility of the Owner.
13. In no event shall the Provider be liable for any damages, incidental or consequential damages as a result of the installation, operation, and/or maintenance of the grinder pump station.
14. In furtherance of this provision, the Owner grants to the Provider a right-of-entry for the purpose of providing the installation service identified herein, and agrees that the Provider shall be held harmless from any and all liability as a result from the performance of the agreement.
15. Barring any unforeseen or uncontrollable delay, the Provider agrees to perform the installation herein within approximately one hundred and twenty (120) days from the date the installation fees have been paid, the electrical disconnect has been installed and the Provider has been notified and verifies such installation, and the site is clear of obstacles and available for installation of a grinder pump station.
16. Should the Provider determine the gravity line from the premises to the grinder pump station requires replacement or repair due to damage, infiltration of ground water or inflow from rainwater, the Owner will be responsible for replacing or repairing it, and must do so promptly, at the Owners expense.
17. The Provider will furnish and install the sewage grinder pump station required to connect to the force-main.
18. The Provider will connect the grinder pump station within three (3) feet of the premise's discharge line. Any additional gravity line required for connection will be charged to the Owner at a rate of five dollars and seventy three cent (\$5.73) per foot. If a road bore is required to establish service, the owner will pay at a rate of twelve dollars (\$12.00) per foot.
19. In addition to the foregoing connection fees, should the Owner's premises be located more than one hundred and fifty (150) feet from the main trunk line, an additional fee of three dollars and forty five cent (\$3.45) per foot of 1.25" force main line shall be due and payable upon execution of this agreement.
20. The Owner must supply a 240 volt single phase, 30 amp, 4 wire, 10 gauge electrical service with a non-fused disconnect at the grinder pump station control panel. The Owner must have this completed before the Provider begins start-up of the grinder pump station.

Initial \_\_\_\_\_

21. The Owner will provide, at the Owner's expense, the electricity to operate the grinder pump station.
22. Upon installation of the grinder pump station provided herein, the Owner will be responsible for having the septic tank closed as per Florida Statutes.
23. Storm and/or surface water must not be drained into the grinder pump station or piping. In the event the Owner should hire a company to perform maintenance or emergency repairs, the Owner is advised not to construct any type of structure (i.e. bushes, shrubs, flower beds, trees, sheds, fences, etc...) which would hamper or prevent the ability to access the station or control panel.
24. Upon completion and successful start-up the Owner shall own the grinder pump station and shall be solely responsible for its operation and maintenance; including pump repair or replacement and will bare all cost. In no event shall the Provider have any responsibility.
25. Upon the date of pump installation; there is a one (1) year manufacturer warranty. A copy of the warranty is provided with this agreement.
26. A list of certified companies capable of performing warranty work on the factory installed pump is provided with this agreement.
27. In the event a pump needs to be replaced the pump must meet set requirements in order to perform properly, taking into consideration it's specific operating conditions. Therefore the Owner must contact the Provider for pump approval prior to installation. The phone number is (850) 835-4544.
28. The parties hereto agree that for any litigation resulting from default or other breach of this agreement venue shall lie in Walton County, Florida. In the event either party hereto shall commence any civil action against the other to enforce or terminate this agreement, the prevailing party in such civil action shall be entitled to recover from the other party, in addition to any other relief to which such prevailing party may be entitled, all costs, expenses and reasonable attorney's fees, direct and on appeal, incurred in connection with such litigation and the default by the non-prevailing party.
29. Owner agrees to indemnify and hold harmless the Provider from and against any and all liabilities, claims, damages, costs and expenses (including reasonable attorney fees) to which the Provider may become subject by reason of or arising out of, this agreement.
30. Wastewater will not be accepted by the Provider until the terms of this contract are met; the Owner signs this document, has it notarized, and returns the original to the City of Freeport's City Hall office at where it will be maintained.

Initials \_\_\_\_\_

OFFICIAL DOCUMENT

I \_\_\_\_\_ have read, understand, and agree to the terms and conditions of this agreement,

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(check) FINANCING DESIRED    No \_\_\_\_\_ Yes \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Provider – City of Freeport

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Parcel ID#

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ for identification purposes.

Account #: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_  
My Commission Number: \_\_\_\_\_

### AGREE TO DO YOUR PART:

1. Please make sure everyone is informed. If you have any questions give the City of Freeport Wastewater Department a call at (850) 835-4544.
2. There are certain objects that **should not be flushed** through the system and more importantly through the grinder pump. Those objects include **GREASE**, cooking oils, glass and metal; such as razor blades and needles, also plastic items such as toys, toothbrushes or utensils, along with feminine hygiene napkins and tampons or applicators. Other objects include hair, diapers, rags, seafood shells, fish scales, or clothing of any kind. **Wipes** or hand towels of any kind, including baby wipes, toilet safe wipes, cleaning and disinfecting wipes, medicated cloths, or Q-tips, regardless of whether or not the product claims to be flush-able, septic tank safe or biodegradable.
3. In addition, you must NEVER introduce explosive or flammable liquids or materials, synthetic or petroleum oils, or strong chemicals to include household chemicals such as bleach. Do not use any clog removing liquids such as Liquid Plumber or Drain-o if at all possible. For indoor plumbing clogs try using a biologic drain cleaner first. If you must use a caustic product to clear your lines use the least amount possible.
4. Any of the materials may cause the pump to fail and it may not be covered under warranty. Grease and wipes are the biggest culprit, because it is so easy to allow grease down the drain or flush a wipe without thinking anything of it. Grease will stick to the float switches, harden and will not allow the pump to cycle. Wipes will get caught in the grinder blade which can stop the pump and it may burn the pump up among other things.
5. During temporary power outages, the pump will not operate. There should be enough reserve in the tank for adequate toilet flushing but you should refrain from other water usage until power is restored.
6. FLUSHABLE ITEMS include Toilet paper, liquid or foam soap to include laundry detergent, household cleaners and human waste. (Powder detergents used in cold water can harden if not dissolved completely and like grease it causes problems).

1. You have a sewer system known as a low-pressure force-main with a grinder pump. This is a very reliable system as long as a few simple precautions are taken.
2. Wastewater (sewage) from your premises empties into a tank buried in the ground. There is a pump inside the tank that grinds the sewage and pumps it under pressure to the street into a larger pipe that takes it to the wastewater treatment plant.
3. It is the responsibility of the Owner to ensure that foreign objects do not enter the wastewater collection system.
4. The Provider is not responsible for maintenance, repairs or replacement of the grinder pump station or any of its appurtenances.
5. As soon as the Owner or other household member notices anything wrong with the grinder pump station, he/she should call a merchant qualified to work on grinder pump stations. A list of merchants is provided with this agreement for your convenience.
6. Until repairs are made do not use water. Doing so could cause the water you are using to backup in the pipes and fill the toilet, tub, shower and sinks.
7. Emptying several large volumes of water at the same time can result in a temporary alarm/red light if the volume exceeds the holding capacity and pump curve. If you believe this may be happening give the grinder pump station a few minutes to catch up and the alarm/red light should cease. If it does not return to normal within a reasonable amount of time call a merchant qualified to work on grinder pump stations.
8. The Provider will not be responsible for supplying emergency power during power outages, nor for any damages to Owner's grinder pump station caused as a result of power outages, or other events beyond the control of the Provider.

Tab 7

**Pool Repairs**

Vendor	Total Cost
Cox Pools	\$78,320.00
Panama Pools & Spas	\$91,340.00
Precision Pool	\$49,350.00

# Cox Pools We are Committed to You



12216 Panama City Beach Pkwy.  
Panama City Beach, FL. 32407  
850.235-7957  
850.235.4129  
CPC Lic. # 056661

Date: 10/10/2016

To: Freeport Community Pool  
112 State Hwy 20  
Freeport , Fl. 32439

Art & Science of Water

Contact Number : 850-307-3242

E-Mail: [dweiler@freeportflordia.gov](mailto:dweiler@freeportflordia.gov)

Cox Building Corporation (a registered Florida commercial swimming pool contractor for over 55 years) is pleased to submit a proposal to renovate for the above referenced project as per specifications of the State of Florida Health Department regulations.

## GENERAL SPECIFICATIONS

### **POOL:**

SIZE: 36x75 30x30 5400 sq ft  
SHAPE: Custom  
PERIMETER: 300  
DEPTH: 4-5-8

### **SPA:**

SIZE:  
SHAPE:  
PERIMETER:  
DEPTH:

### **TILE:**

Waterline Tile:	<b>2x6 TBD</b>	LF	300
Step Tile:	2x6 Non Skid	LF	180
Breakline -Exspanion Joint	2x2 Matted Finish	LF	46
Racelane Tiles	2x2 matted Finish	LF	375
Wall Target Tiles	10 Targets	LF	300
Gutter Tile:		LF	
No Dive Tiles:			
Depth Markers:			

### **POOL INTERIOR FINISH:**

FINISH: **Blue Quarts Plaster -**

### **EQUIPMENT:**

#### **Plaster Preparation:**

Drain and de-water the pool and-or spa as referenced above.

Undercut pipe, lights, and all plaster penetration

Remove hollow and loose plaster

Clean plastered surface

Apply scratch kote to pool surface

(Scratch kote is a superior bonding adhesive used to bond the new plaster to the old plaster.)

Plaster pool/spa

**Cox Pools We are Committed to You**

**POOL START UP:**

- Start up system
- Clean pool and-or spa
- Clean up and remove all job related trash and debris
- Balance water and return pool to full operation

- 1) **Install new 2x6 Water Line Tiles**
- 2) **Install new Race Lane Tiles 2x2 Matted Finish**
- 3) **Install new Wall Targets 2x2 Matted Finish**
- 4) **Install new Exspanion Joint Tiles 2x2**
- 5) **Install new 2x6 Non Skid Step Tile**
- 6) **Install new Main Drain Covers**
- 7) **Install new Gutter Drain Covers**
- 8) **Install 2 new Stenner Feeders for Chlorine and Acid . With 5 gal Drums**

*Gas and electric not included*

**COMPLETE FOR THE SUM OF: \$78,320.00**

- \*If pool/spa is leaking prior to renovation please contact. Gulf Coast Leak Detection #(850)303-1542*
- \*Owner responsible for getting grounding certified by a certified electrician for deck removal around pool.*
- \*Valve on filter may start leaking when not circulating during renovation.(Not included, Cox will repair at cost price.)*
- \*Dead Gunite under plaster finish is an unforeseen issue not covered in above price.*

This proposal includes ENGINEERING FEES, submittal to the State for approval, LICENSES and BUILDING PERMIT FEES (if applicable.).

**Prices good for 30 days from the date of this proposal.**

A copy of this proposal shall be included in the contract documents and scope of work.

**PAYMENT TERMS**

Down Payment	50%
Before Plaster	40%
After Plaster	10%

**If you need assistance or have any questions regarding proposal please call: (850) 381-2126**

Sincerely,  
*Eddie Norton*  
 \_\_\_\_\_  
 Cox Building Corp.  
 850-381-2126

Accepted By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

# PANAMA Pools & Spas

February 2, 2017

Ms. Dana Weiler  
City of Freeport  
Recreational Director

RE: Swimming pool repairs

Dear Ms. Weiler,

Panama Pools and Spas, LLC proposes to furnish labor and materials to perform the following work on the Municipal Swimming Pool for the City of Freeport:

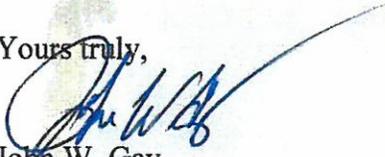
The following work is included:

- 1) Drain pool
- 2) Repair approximately 100 lineal feet of cracks in pool with Epoxy injection
- 3) Regrout existing tile on pool
- 4) Replace racing lane tiles to meet code (non skid)
- 4) Install new step tile
- 6) Install new 12v 300w lights in pool, transformers not included
- 7) Install new erosion Rainbow chlorinators
- 8) Install Blue Quartz marcite finish on interior of pool

TOTAL COST: \$91,340.00

Repairs to filter system, underground plumbing or pool leaks other than cracks in the pool are not included in this proposal. Please feel free to give me a call if you have any questions.

Yours truly,

  
John W. Gay  
Panama Pools and Spas, LLC  
850-258-7934 cell

## Becky Podraza

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**From:** Dana Weiler  
**Sent:** Friday, February 03, 2017 10:06 AM  
**To:** Becky Podraza  
**Subject:** FW: Freeport pool

Precision Pools Quote

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**From:** gabeanderson850 [mailto:gabeanderson850@gmail.com]  
**Sent:** Friday, February 3, 2017 9:57 AM  
**To:** Dana Weiler <dweiler@freeportflorida.gov>  
**Subject:** RE: Freeport pool

Attention Dana,,Gabe Anderson with Precision Pools..I have your quote for pool renovation, ,,  
I propose to drain pool and sound for loose plaster and remove if any..  
Replace non-skid tile on swimming lanes,,  
Replace waterline tile..  
Replace step tile with non-skid step tile.  
Acid wash entire pool.  
Bond kote entire pool.  
Replaster pool with white cement, marble dust, with a blue quartz finish.  
Total job cost,, \$ 49,350.00  
THANK-YOU DANA,,850-849-7719  
If I need to work with you a little please let me know and I will try and see what I can do..I can get to the job immediately and all insurance that you will need it have and can get it sent to you..

Tab 8

3.	Waterfront Property Purchase for Festivals and Parks	FRDAP	unknown			X		
4.	Lagrange Bayou/ Intracoastal Waterway Channel Dredging		\$3,500,000.00			X		
5.	Wayfinding Signage for Waterfront Areas	FBIIP	\$25,000.00			X		In Permitting (Wetland Mitigation)
6.	Marine Landing/Fourmile Creek Parking & Bank Fishing		\$200,000.00		X			
7.	Freeport Elementary /Kylea Laird Drive/331 Business Sidewalk Extension	CTST	\$32,000.00		X			Planning
8.	North Street Pedestrian Improvements	CTST	\$17,500.00		X			
9.	Madison Street Pedestrian Improvements	CTST	\$49,000.00			X		
10.	Four Mile Road Pedestrian Improvements	CTST	\$43,000.00		X			
11.	Splash Pad at Freeport Regional Sports Complex	FRDAP	\$70,000.00	2017/2018				
12.	Paddle Trail at Four Mile Creek/Tucker Town Road		\$100,000.00		X			
13.	Skate Park (Phase 2 @ Sports Complex)		\$30,000.00			X		
14.	Restroom Facility, Walking Trail and Exercise Area(s) at Sports Complex	FRDAP & Florida Trails	\$150,000.00	2017/2018				
15.	Archery Range at Sports Complex		\$5,000.00		X			
16.	Multi-purpose Room at Sports Complex		\$50,000.00		X			
17.	Bay Loop Bike Path Pavilion & Parking	Florida Trails	\$50,000.00			X		
18.	Bay Loop Bike Path Signage Plan		\$5,000.00			X		
19.	Lagrange Bayou Recreational Park		\$200,000.00		X			
20.	Recreational Renovation to City Parks, City Sports Complex and the City Swimming Pool	FRDAP	\$50,000.00	2017/2018				Application in Process

updated to \$400,000

Tab 9

# Impact Fees

FYI to Council  
*Jessie McLean*

**PRIORITY STATEMENT**

The Florida League of Cities **OPPOSES** legislation that restricts municipalities' Home Rule authority to set impact fees or transportation concurrency.

**BACKGROUND**

Impact fees and transportation concurrency are mechanisms used by local governments to ensure that new developments pay for the infrastructure needs they create.

An impact fee is based on the proportionate share of the cost of the public facilities needed to serve new development. Florida law requires that the calculation of an impact fee be based on the most recent and localized data. In addition, a city imposing an impact fee must provide a full accounting of reports detailing impact fee collections and expenditures.

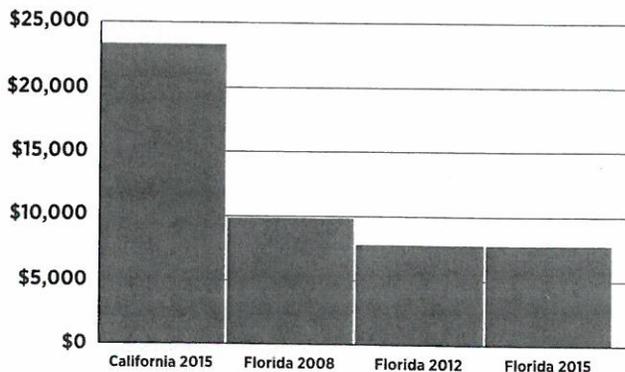
Transportation concurrency is a state law that requires each local government in Florida to adopt a comprehensive plan and implement regulations that require adequate basic services and facilities be provided at the same time as, or concurrent with, any new development. For example, one of these required types of services is transportation facilities. The law states that a local government cannot approve a new development unless it finds that there will be adequate transportation facilities to serve the traffic from that new development at the time of occupancy.

Impact fees and transportation concurrency are adopted by ordinance, which is a legislative decision of the city's governing body. Current law authorizes municipalities to waive the collection of impact fees. As a result, some cities have made the local decision to waive them, hoping this will be a catalyst for economic development and foster growth. Other cities have examined their current infrastructure needs and concluded imposing impact fees or transportation concurrency is necessary to adequately fund the development or growth.

Developers have long argued that impact fees in Florida are excessive and unfair. Additionally, because the courts accord a high level of deference to the local governments' decision-making process, some developers feel that legal challenges to decisions regarding impact fees are almost impossible to win. In recent years, bills have been filed to limit or restrict local governments' ability to impose impact fees and transportation concurrency, or to make it easier for a developer to prevail in a legal challenge to an impact fee.

In 2016, the governor proposed language prohibiting local governments from imposing impact fees and transportation concurrency on small businesses of 12 or fewer employees for commercial buildings less than 6,000 square feet. The governor's proposed legislation included a provision allowing local governments to "opt out" of this prohibition by a super majority vote of the local governing body. Ultimately, this provision was considered during the 2016 session but failed to pass.

**Florida Average Single-Family Impact Fees, 2008-2015**



Source: [www.impactfees.com/publications%20pdf/2015\\_survey.pdf](http://www.impactfees.com/publications%20pdf/2015_survey.pdf)