

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

I. Meeting Called to Order

The meeting was called to order by Mayor Barley at 7:00 p.m.

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

City staff members present: City Attorney Clayton Adkinson, City Clerk Gary Mattison, City Engineers Cliff Knauer and Anna Hudson, Parks & Recreation Director Dana Weiler, Water Supervisor Larry Tuggle, Brendan Day and City Receptionist Barbara Moore.

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 Freeport Lady Bulldogs – 2015 Class 1A State Champions

The City Council wore blue & orange ribbons in honor of the Lady Bulldogs.

Council Action: Councilwoman Elizabeth Brannon read Resolution 2015-01 Recognition of the Freeport High School Lady Bulldogs (attached). A motion was made by Councilwoman McLean to adopt Resolution 2015-02. The motion was seconded by Councilwoman Laird. All ayes; motion carried.

Mayor Barley read out the roster of players and gave each player an orange rose. Mayor Barley presented Head Coach Mike Myrick with a Key to the City.

IV. Approval of Additions/Deletions to Council Agenda

- VI. A Live Oak Landing deleted
- V.A.2. Water Tank Washout Proposal added
- V.A.3. Flow Meter Well # 2 added
- V.A.4. CDBG Committee added
- VII.B.2. Okaloosa Walton TPO Alternate added

V. Staff Reports

A. City Clerk Matters

1. Monthly Expenditure Data (information)

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

City Clerk Mattison presented monthly expenditure data.

2. Water Tank Washout Proposal

City Clerk Mattison requested approval to proceed with acquiring needed inspections and wash-outs of elevated water storage tanks. Inspections are \$1000 each. Tank Washouts are \$2,100 each (attached).

Council Action: A motion was made by Councilwoman Cuchens to approve the proposal presented for tank wash-outs and inspections. A second to the motion was made by Councilwoman Brannon. All ayes; motion carried.

3. Flow Meter – Well # 2

City Clerk Mattison requested purchase of replacement flow meter/\$7,350.00 (attached).

Council Action: A motion was made by Councilwoman Cuchens to approve the purchase of the replacement flow meter at the price quoted. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

4. CDBG Committee

City Clerk Mattison presented a proposed CDBG Committee (attached):

Jennifer Douglas (city employee)
Carolyn Bramlet (public)
Carlos Jenkins (public)
Robert Lancaster (public)
Maureen McConnell (public)

Council Action: A motion was made by Councilwoman Cuchens to approve the CDBG Committee as presented. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

5. Recognition of Employee Brendan Day

City Clerk Mattison announced that city employee Brendan Day has received his certificate of course completion for Drinking Water Treatment Plant Operator, Class C (attached).

B. Planning & Zoning: none.

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

C. Legal Matters

1. Resolution to repeal Resolution 2005-02 Fire Impact Fees (attached)

City Attorney Adkinson explained the necessity to repeal Resolution 2005-02, due to the City no longer having a fire department.

Council Action: A motion was made to adopt Resolution 2015-02 Repealing Resolution 2005-02 by Councilwoman Brannon. The motion was seconded by Councilwoman Laird. All ayes; motion carried.

D. Parks Department

Parks Director Weiler presented an activities report. Weiler asked to develop a tennis program, which will require purchase of equipment (attached).

Council Discussion: Councilwoman McLean asked about budget constraints.

Council Action: A motion was made by Councilman Farris to purchase equipment for tennis program. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

1. CHELCO/Relay for Life Softball Tournament @ FRSC

This was a request of fee waiver for a Relay for Life event. There was no one from CHELCO to present. No paperwork has been completed.

Council Discussion: The paperwork needs to be completed prior to action being taken.

Council Action: none.

2. City Pool: Status/Repairs

Parks Director Weiler gave background to current pool maintenance situation. There is no contract in place for current provider.

3. CPO Certification Course

Parks Director Weiler informed the Council that there was a certified pool course (attached) being offered in Panama City this year. She is willing to become certified so that the City won't have the added expense of hiring a service company (attached).

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

Council Discussion: Councilwoman Cuchens stated that she was all for saving \$40,000 a year on pool service fees.

Council Action: A motion was made by Councilwoman Cuchens to send Weiler to school to get certified in pool service. The motion was seconded by Councilwoman Brannon. All ayes/motion carried.

E. Engineering

1. Explanation of Bid Process

City Engineer Cliff Knauer gave a brief overview of the standard Bid Process:

- Preparation of Documents and Specifications
- Advertise in local/regional paper for RFP (Request for Proposals) for 30 days and on City Website (Bids under \$50 K get 2 weeks ad)
- References required/Mandatory Pre-Bid Conference (only people at pre-bid meeting can bid)
- Open Bids publicly
- Present Recommendations to the Council
- Council Awards Bid/Issues NOA (Notice of Award)
- Bid Winner has 10 Days to Provide Performance Bond
- Agreement Signed
- NTP (Notice to Proceed) Issued/10 Days to Start Work
- Review/Approve Submittals
- Inspections provided throughout Construction Process
- Pay Requirements/Schedules/ Owner-Contractor Meetings
- Notice of Substantial Completion w/ Punch-list
- 30 Days to Complete
- Final Acceptance
- Project Close-Out

VI. Old Business

~~A. Live Oak Landing Phase II Proposal (tabled from 2/10/15)~~

VII. New Business

A. Mayor Barley

Mayor Barley invited everyone to attend a Community BBQ at City Hall on Saturday at noon in honor of the Lady Bulldogs.

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

B. Councilwoman Brannon

1. Legislative Matters

Councilwoman Brannon comments on the Ethics Training Classes the Council had just attended.

4th Annual Joint Dinner March 18th at the FSU Alumni Center, starting at 5:00 pm. Darrell Boudreaux, Director of the Nature Conservancy will be speaking about Watersheds; will tie into the Amendment 1 Bill; don't forget to RSVP to the FLC.

FLC Updates every Monday during the Call-In; to keep abreast of legislative events.

Deadline missed for Water Projects – Rep Drake's Office sent out e-mails but apparently they had an old clerk's e-mail address and we didn't get notified. Councilwoman Brannon took advantage of the relationships she has formed with that office to try and get an extension to the deadline. The City put in a water line to Bruce 3 years ago in order to provide services to the Muskogee Indian Tribe in that community. Councilwoman Brannon contacted Cliff & Anna from Preble-Rish and they were able to pull an application together very quickly. Councilwoman Brannon was in contact with Rep. Drake; Freeport was too late to submit under his office, but Drake is assisting the City with a submittal through Senator Gaetz' office.

Councilwoman Brannon has updated the contact list from the City for the FLC Office, to include the correct City Clerk e-mail, the council members over water and sewer and Preble-Rish Engineers. An additional alert regarding funding for Stormwater projects came through last week. Per Councilwoman Brannon, the City will need to work very last in order to get projects in in time for appropriations.

2. Okaloosa Walton TPO Alternate

Councilwoman Brannon requested that Eddie Farris be appointed her alternate for her seat on the Okaloosa Walton TPO.

Council Action: Councilwoman Brannon motioned to approve Councilman Farris as her alternate on the Okaloosa Walton TPO Board. Councilwoman Laird seconded the motion. All ayes; motion carried.

C. Councilwoman Cuchens: none.

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

D. Councilman Farris

1. Possible FLC Workshop for Council

Councilman Farris stated that the Council does not need to be involved with the day-to-day operations of the City; that they open themselves and the City to liability. Workshops are available through the FLC to teach council members how to keep themselves out of trouble through the FLC Director of Risk Control.

Council Action: Councilman Farris motioned for City Clerk Mattison to arrange an ethics training workshop for the City Council. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

2. Council on Aging Survey to go in Water Bill Mail-out

Councilman Farris reminded the Council that he had brought the Council on Aging Survey to their attention at the previous meeting.

Council Action: Motion by Councilman Farris to send out the Council of Aging survey with the water bills. Second to motion by Councilwoman Brannon. All ayes; motion carried.

3. Staff Re-Organization

Councilman Farris requested that the Council allow City Clerk Mattison to develop some organizational charts and reorganize staff to utilize them more effectively and get a handle on overtime, etc.

Council Discussion: Attorney Adkinson stated that an organizational chart needs to be drawn up. Councilwoman McLean would like to have a workshop to discuss. Councilwoman Brannon asked if the change was within operational guidelines. Councilwoman McLean stated that they need to have a workshop on personnel policies anyway. Councilwoman Cuchens stated that personnel policies are a completely different thing.

Council Action: Councilman Farris motioned to hold a workshop to discuss reorganizing personnel and reviewing the draft personnel manual on Thursday, March 5, 2015 at 6:30 p.m. The motion was seconded by Councilwoman McLean. All ayes; motion carried.

E. Councilwoman Laird: none

F. Councilwoman McLean

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

1. City Clerk 90-Day Evaluation

Councilwoman McLean stated the Council that City Clerk Mattison's 90-day probation was complete; all the council members had been given an opportunity to sit down with him and talk about what needs to be done going forward.

Council Action: Councilwoman McLean motioned for City Clerk Mattison to go to full-time status. The motion was seconded by Councilman Farris. All ayes; motion carried.

G. Terry Raffield Sr./Proposal for Hydrant Maintenance

Mr. Raffield presented his proposal for hydrant maintenance (attached).

Council Discussion: Councilwoman McLean suggested that they table it for now to give the Council time to review his proposal.

Council Action: Councilwoman McLean motioned to table the Raffield proposal to the next regular Council meeting. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

H. Freeport High School – Help for New School LED Sign

Tripp Hope, principal of Freeport High School asked if there was anything the City could do to assist financially with their new LED school sign project; the total price tag is \$25,000

Council Discussion: Councilwoman McLean suggested that they see how much money they can raise toward their goal, and then the City could see what monies are in the budget for this type expenditure.

Council Action: none

I. Walton Co. Sheriff's Office Summer Camp Request/Freeport City Pool

Officer Harold Shover of the Walton County Sheriff's Office (WCSO) presented this request to the Council. The WCSO puts on a free camp for 30 kids. The WCSO would like to utilize the City Pool July 15th and 22nd from 8am-5pm. for this purpose. Officer Shover stated they had not received a water bill for the previous year.

Council discussion: Parks Director Weiler stated that she would write up a contract for them. Councilwoman Cuchens stated that she didn't have a problem waiving the fees for this purpose.

City of Freeport
REGULAR COUNCIL MEETING MINUTES
February 26, 2015

Council Action: Councilwoman Cuchens motioned to approve the event and waive all fees. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

J. Pay All Bills in Order

Council Action: A motion was made by Councilwoman Cuchens to pay all bills in order. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

VIII. Public Comment

There was no public comment.

IX. Adjournment

Mayor Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. Meeting adjourned at 8:07 p.m.

CITY OF FREEPORT

Mayor

Council President

ATTEST

City Clerk