

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

I. Meeting Called to Order

The meeting was called to order by Mayor Russ 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.

Staff present: City Clerk Gary Mattison, City Planner Latilda Hughes-Neel, City Attorney Clayton Adkinson, City Engineers Anna Hudson and Cliff Knauer and City Parks & Recreation Director Dana Weiler.

II. Invocation and Pledge of Allegiance

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

III. Approval of Past Minutes – 2/10/15 RCM & 2/16/15 RCM

Council Action: Councilman Farris motioned to approve the minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

IV. Approval of Additions/Deletions to Council Agenda

Councilwoman Laird:

- delete VII.E.1 Spending Limit for Parks Director
- delete VII.E.2 Freeport Youth Sports/Additional Dirt for Fields

City Clerk Mattison:

- delete VI.A Hydrant Maintenance Proposal
- delete V.D.2 Lifeguard Description/Duties
- delete V.D.3 Approval to acquire insurance for sports related activities at FRSC
- add V.A.5 Fire Hydrants
- add V.A.6 Security Cameras Work Scope
- add V.A.7 Tabled Items from Previous Meetings
- add V.A.8 Spending Limits for Department Heads
- add V.A.9 Rackspace E-Mail

Councilwoman McLean:

- add Sewer to her heading under New Business

Note: added items are underlined. Deleted items are ~~stricken through~~.

V. Staff Reports

A. City Clerk Matters

1. Revised Organizational Chart
20150310 FCC RCM Minutes

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

City Clerk Mattison presented the revised City Staff Organizational Chart (attached) which was discussed at the March 5, 2015 Workshop.

Council Action: Councilwoman Brannon motioned to approve the revised city staff organizational chart. Councilman Farris seconded the motion. All ayes; motion carried.

2. Grants

City Clerk Mattison gave the Council an update on various grants opportunities and procedures underway. Preble-Rish is doing a lot of work on grants; staff would like to reach out to individual grant writers the City has previously used to apply for Special Funds, specifically Bob Jones and Bob Mearns. Mattison asked for council approval to proceed forward.

Council Action: Councilwoman Brannon motioned to proceed forward. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. Strategic Planning

City Clerk Mattison asked the Council to be able to set a Workshop to discuss Strategic Planning. Councilwoman McLean noted that there would be a Rural Development Workshop at 2:00 on Monday March 23, 2015, and that perhaps the Strategic Planning Workshop could be held the same day.

Council Action: Councilwoman Cuchens motioned to set the Strategic Planning Workshop at 12:30 pm prior to the Rural Development Workshop at 2:00 pm. The motion was seconded by Councilwoman McLean. All ayes; motion carried.

4. Personnel Policies

City Clerk Mattison asked to Council to allow him and Councilwoman McLean to work on the draft City Personnel Policies to provide a working draft to the Council for review.

Council Action: Councilwoman Cuchens motioned to allow Mattison and Councilwoman McLean to work on the Draft City Personnel Policies and provide a working draft to the Council for review. The motion was seconded by Councilwoman Laird. All ayes; motion carried.

5. Fire Hydrants

City Clerk Mattison informed the Council that although they had been told that the city fire hydrants were not being maintained, Mattison had researched the matter and found that the Water Dept. is currently maintaining the fire hydrants.

6. Security Cameras Work Scope

City Clerk Mattison advised the Council that staff was trying to dove-tail Walton County

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

Sheriff's Office security camera work with the city effort to provide security cameras at various city structures.

7. Tabled Items from previous meetings

City Clerk Mattison informed the Council that he was working with City Receptionist Barbara Moore to review city council minutes for tabled items and provide a spreadsheet to the Council of all tabled items for review.

8. Spending limits for department heads

City Clerk Mattison discussed the need for department head spending limits; operating expenses could be processed internally, but large expenditures would still come to the Council for approval. Mattison suggested a department head spending limit of \$10,000 for (each) Water and Sewer and \$2500 for Parks & Recreation.

Council Action: Councilwoman McLean motioned to set the spending limit for Water and Sewer at \$10,000 each and to set the spending limit for Parks & Recreation at \$2500. Councilwoman Laird seconded the motion. All ayes; motion carried.

9. Rackspace E-Mail

City Clerk Mattison informed the Council that various Councilmembers and staff were having issues with Rackspace in trying to access e-mail from their tech devices; Mattison requested approval to explore other options.

Council Action: Councilwoman Brannon motioned to allow staff to explore other options for city e-mail. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Planning & Zoning

1. Special Event Permit Application: FHS Fund Run for Prom

This item was presented by City Planner Hughes-Neel. Freeport High School requests permission to hold a 5K run in order to raise money for a school function. The event is to be held on Great Hammock Bend on a Saturday evening; participants will be given glow-in-the-dark items for this evening run. The date is not set; possibly March 28th or April 11th.

Council Action: Councilwoman Brannon motioned to approve the event and waive the application fee. The motion was seconded by Councilwoman Laird. All ayes; motion carried.

C. Legal Matters : none

D. Parks Department

1. Purchase of Pool Vacuum for City Pool

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

Parks & Recreation Director Weiler stated that a pool vacuum would need to be obtained after she received her pool operator's certification; the city currently doesn't own the proper equipment to clean and maintain the pool.

~~2. Approval for City Pool Lifeguard Job Description/Duties for all seasonal hires~~

~~3. Approval to acquire insurance for sports related activities at FRSC~~

Tater Morrison invited the City Council to participate in Opening Day on Saturday.

E. Engineering

City Engineer Hudson addressed the Council.

- Business 331 Sewer Upgrades
- Freeport Legislative Appropriation Projects
- Lift Station Rehabilitation Projects
- Fluffy Landing
- City Design Standards Revisions for LDC
- Planning Tasks
- Sewer- Flow Meter Permitting

City Engineer Knauer addressed the Council regarding the Freeport Community Center renovations. Attorney Adkinson has reviewed the plans; need a motion to proceed with bid process.

Council Action:

Councilman Farris motioned to move forward with the bid process for the community center. There was no second; motion died.

Council Discussion: There was some discussion regarding the fire truck sale for \$250,000. \$55,000 had to go to reimburse the sewer account. \$150,000 was needed for the renovation. Councilwoman Cuchens addressed City Engineer Knauer regarding city lift stations with critical needs for repair/replacement. Knauer described to serious state of deterioration. Councilwoman McLean stated that she had the lift station repairs listed under her item. Mayor Barley asked if impact fees can cover the costs of the repairs. Councilwoman McLean directed the Council's attention to the list of lift stations, their locations and the costs associated with their repair, in the neighborhood of \$343,000 (attached). Councilwoman McLean asked if the money could come out of impact fees. City Attorney stated probably not because it was repair of existing facilities; impact fees have to be used to build new facilities to support new development. City Engineer Knauer stated that they would be upgrading capacity on some of them. City Attorney Adkinson stated that possibly impact fees could be used to expand capacity. City Planner Hughes-Neel stated that she or Councilwoman McLean could provide information on which developments paid impact fees in various areas, so that possibly the capacity expansions could be tied to pertinent areas. Knauer clarified that Fluffy Landing is a separate proposal and the seven lift station sites which are in critical need of repair/expansion. Knauer described a potential loop system at Fluffy

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

Landing/Bay Grove Road which would improve the sewer system function by creating a bypass with 6" pipe. McLean mentioned that they were almost finished with the Old 331 design.

Mayor Barley asked the Council to address motions for sewer under Councilwoman McLean's item and to address the bidding of the Community Center renovation. Farris asked the Council on holding off on the community center bid-out until new estimates on just repairing the existing facility can be obtained.

VI. Old Business

~~A. Terry Raffield Sr./Proposal for Hydrant Maintenance (tabled from 2/26)~~

VII. New Business

A. Mayor Russ Barley

Mayor Barley announced that the date for the Publix ground-breaking had been changed to April 17, 2015. 11:00 a.m. on-site.

B. Councilwoman Brannon

1. Legislative Matters

Councilwoman Brannon relayed the following FLC matters: FLC May 8 Summer Dinner at Sandestin; there is a 5K Walk/Run and a 1 Mile Fun Run; they need sponsors and donations.

Councilwoman Brannon will be attending the Joint FLC in Tallahassee Monday-Thursday of next week. She also mentioned that the Events Director will be providing daily updates.

2. Welcome to Freeport Signs

Councilwoman Brannon stated that she thought the current Welcome to Freeport signs looked rough and worn out; she has requested that Planner Hughes-Neel look at pricing new signs. She also suggested that the new signs state "Home of the 2015 1-A Girls Basketball Champs". She suggested that the city engineers may be able to help design the signs. FDOT will also have to be contacted regarding placement and materials.

C. Councilwoman Cuchens - none

D. Councilman Farris

1. Update/Community Center

Councilman Farris stated that he would get with Mattison to determine a dedicated funding source for the community center renovation and a separate cost estimate to repair the building without an expansion.

2. Update/Sale of Fire Truck

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

City Clerk Mattison stated that the sale of the fire truck had gone through. The City has received ½ of the proceeds. The truck is scheduled for pick-up on March 20; the other ½ will be paid at that time. The total price was \$250,000.

E. Councilwoman Laird

1. ~~Spending Limit/Parks Director~~
2. ~~Freeport Youth Sports/Additional Dirt for Fields~~
3. ~~PA System Repair~~

F. Councilwoman McLean

1. Sewer
 - a. Fluffy Landing proposal design planning permitting through FDEP by Preble-Rish

Council Action:

Councilwoman McLean motioned to authorize Preble-Rish to design/plan/ permit the Fluffy Landing Proposal for \$15,800. The motion was seconded by Councilwoman Brannon. All ayes; motion carried.

- b. Lift Station Repair/Upgrade: repair/upgrade 7 lift-stations; will try to use what impact fees they can allow PR design/advertise for bid/carry the project to completion JM/JL

Council Action:

Councilwoman McLean motioned to authorize Preble-Rish to design the repair and upgrade of the seven identified lift-stations and to advertise for bid. Councilwoman Laird seconded the motion. All ayes; motion carried.

Councilwoman McLean updated the Council on the Reclaimed Water System that was put in place in 2008; almost ready to activate; will need a flow-meter.

Councilwoman McLean mentioned that Ms. Gladys Jones, who had recently passed away, had left the Fire Dept. \$500; they used the money to purchase a TV for the fire station.

G. Carolyn Knight/Request for permission to install temporary mirrors at Community Center

Ms. Knight addressed the City Council. Knight intends to continue use of the Community Center for her dance classes through May 8, with a final recital May 17 at Freeport High School. Knight requested permission to install temporary mirrors at the Community Center as an instruction aid for the dance classes.

Council Discussion: the Council discussed that they would be remodeling the Community Center in the very near future and that any damage the mirrors caused to the walls would be painted over

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 10, 2015

anyway.

Council Action: Councilman Farris motioned to approve the placement of the temporary mirrors in the Freeport Community Center. Councilwoman Brannon seconded the motion. All ayes; motion carried.

H. Pastor Sam Dunaway/Request to use City Hall rear lawn for Community –Wide Easter Service

Planner Hughes-Neel presented this item. This was a request from the community churches to hold an Easter sunrise service on the lawn behind City Hall on April 5th.

Council Action: Councilwoman Brannon made a motion to approve the event. Councilman Farris seconded the motion. All ayes; motion carried.

I. Pay All Bills in Order

Council Action: Councilman Farris motioned to pay the bills. Councilwoman Laird seconded the motion. All ayes; motion carried.

VIII. Public Comment

Parks Director Weiler wished Councilwomen Laird, Cuchens and McLean a Happy Birthday.

Mr. John Crawford asked for the Council's help in contacting Cox Communication. He needs help in getting Cox to put the local weather back on the weather channel. Councilwoman Brannon committed to calling Cox.

IX. Adjournment

Mayor Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn.

Meeting adjourned at 8:11 p.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk