

City of Freeport
REGULAR COUNCIL MEETING MINUTES
March 26, 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, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Janice McLean.

Staff Present: City Planner Latilda Hughes-Neel, Water Supervisor Larry Tuggle, City Engineer Anna Hudson, City Engineer Cliff Knauer, City Attorney Clayton Adkinson and City Clerk Gary Mattison.

II. Invocation and Pledge of Allegiance

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

III. Approval of Past Minutes 3/5/15 WS & 3/10/15 RCM

Councilwoman Cuchens asked for the following corrections:

3/5/15 WS Minutes, Page 1, III. Personnel Reorganization 2nd Paragraph, 2nd Sentence:

“Being over a dept. puts you in a position to be engaged. We need a chain of command on complaints/problems; too many people are trying to solve problems independently.”

3/10/15 RCM Minutes, Page 2, V.A.2. Grants, 1st Paragraph, 2nd Sentence:

“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.”

3/10/15 RCM Minutes, Page 4, V.E, 4th Paragraph, 1st Sentence:

“There was some discussion regarding the fire truck sale for \$250,000. \$55,000 had to go to reimburse the sewer account.”

Councilwoman Cuchens stated that she thought that Preble-Rish had been authorized to proceed with the community center bid process. City Planner Hughes-Neel stated that she would go back and review the recording of the meeting to see if a motion had been omitted regarding the bid process. She asked that the 3/10/15 Minutes be continued to the April 14 Council Meeting so that the research could be done.

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Council Action:

Councilwoman Brannon motioned to approve the 3/5/15 Workshop Minutes with the corrections as noted. Councilwoman McLean seconded the motion. All ayes; motion carried.

Councilwoman Brannon motioned to continue the approval of the 3/10/15 RCM in order for Hughes-Neel to research the recorded record. Councilwoman McLean seconded the motion. All ayes; motion carried.

IV. Approval of Additions/Deletions to Council Agenda

Additions:

- City Clerk Mattison added Employee Work Hours under City Clerk Updates

Deletions: none

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

V. Staff Reports

A. City Clerk Updates

City Clerk Mattison noted that updates are continuously being sent out by Mattison and by City Planner Hughes-Neel; Mattison requested feedback from the Council to let staff know if more or less information is needed.

1. Employee Work Hours

City Clerk Mattison requested that the Water and Sewer Dept. hours be set as 10-hour days, Monday through Thursday. This would allow better planning of maintenance to facilities and allow one employee to install the new meters full-time.

Council Discussion: Councilwoman Cuchens asked Water Supervisor Tuggle if the schedule change would help. Tuggle said that it would. Councilwoman Brannon asked City Clerk Mattison if this would apply to other departments as well. Mattison stated that other departments would be reviewed, but Water and Sewer are a priority.

Council Action:

Councilwoman Brannon motioned to revise the work hours for the Water Department and Sewer Department to 10-hour days, Monday-Thursday. Councilwoman McLean seconded the motion.

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B. Planning & Zoning Dept.

City Planner Hughes-Neel updated the Council on the Annexation Initiative Phase II.

C. Legal Matters: none.

D. Parks Department: none

E. Engineering

City Engineer Cliff Knauer

Informational Items:

Handout #1 (attached):

1. Strategic Planning – City of Freeport
2. Capital Improvement Plan Development Approach
3. PRI Capabilities

Handout #2 (attached):

Washington County Schedule of Capital Improvements

Handout #3(attached):

State/Federal Grants Matrix

Handout # 4(attached):

FY 13/14 Public Works Capital Improvements Projects

City Planner Hughes-Neel committed to forwarding the Capital Improvements Element and the Capital Improvements Plan from the Comprehensive Plan to the Council and to Preble-Rish.

Restore Act: Knauer updated the Council on the status of funding and procedure to receive Restore funds.

Council Action:

Councilwoman Cuchens motioned to set the next Strategic Planning Workshop for April 9, 2015 at 6:00 p.m. and to include the Restore Act and Engineering

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Recommendations on Future Projects on the agenda. Councilman Farris seconded the motion. All ayes; motion carried.

F. Water Dept.: none.

G. Sewer Dept.: none.

Councilwoman McLean provided a report on the monthly staff meeting.

VI. Old Business: none.

VII. New Business

A. Mayor Russ Barley: none

B. Councilwoman Brannon

1. Legislative Matters

Councilwoman Brannon provided a handout giving legislative liaison updates (attached) which covered:

- Information on Legislative Action Days in Tallahassee
- NWFLC Priorities
- NWFLC Advocacy Team
- Bills supported by the NWFLC
- Bills opposed by the NWFLC
- NWFLC/SRLC Joint Dinner Meeting in Tallahassee
- Information regarding NWFLC Summer Dinner May 8, 2015
- The Okaloosa/Walton TPO will hold their committee meetings and regular meeting in Freeport April 16th

Councilwoman Brannon also referenced an appropriation that was made previously to the City of Freeport to provide water to Bruce for the Muskogee population; Councilwoman Brannon stated that with some preparation, projects could be prepared for “go” status so that when appropriations become available, the City would be able to submit projects for potential funding.

C. Councilwoman Cuchens

Councilwoman Cuchens stated that in their next Strategic Planning Session, the Council should look at the Comp Plan and staffing assessments. Staff agreed to place those items on the agenda.

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D. Councilman Farris: none

E. Councilwoman Laird; absent/none

F. Councilwoman McLean

1. Fire Assessment Fee

Councilwoman McLean provided the Council with Walton County's Annual Rate Resolution re: Fire Rescue Assessments (attached).

G. Expenditure Data

Councilwoman Cuchens questioned the overages in in Line Item: Insurance. City Clerk Mattison committed to take the matter up with the City Bookkeeper.

H. Pay All Bills in Order

Council Action:

Councilwoman McLean motioned to approve all bills paid. Councilman Farris seconded the motion. All ayes; motion carried.

Councilwoman McLean motioned to pay all bills scheduled for payment. Councilman Farris seconded the motion. All ayes; motion carried.

VIII. Public Comment

There were no comments from the public.

IX. Adjournment

Mayor Barley called for a motion to adjourn. A motion was made by Councilwoman McLean. The meeting adjourned at 8:17 p.m.

FREEPORT CITY COUNCIL

Mayor

City of Freeport
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Council President

ATTEST

City Clerk

DRAFT