



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

I. Meeting Opened

The April 27, 2017 Regular Council Meeting was called to order at 6:00 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

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

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Dana Weiler, Sewer Operator Bridget Hilgenberg, Water Supervisor Larry Tuggle, Water Meter Reader Gary Thomas, City Engineer Cliff Knauer, City Engineer William Menadier, City Planner Latilda Hughes-Neel and Billing Supervisor Jennifer Douglas.

II. Invocation and Pledge of Allegiance

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

I. Recognition of Guests: None

II. Public Comment on Consent Agenda: None

III. Approval of Consent Agenda

- Pay all Bills in Order
- April 11, 2017 Regular Council Meeting Minutes
- April 11, 2017 Workshop – Purchasing Policy
- April 13, 2017 Special Meeting DOT & DOC Contracts
- April 13, 2017 Special Meeting – Impact Fees & Brandon Oaks

Council Action: Councilwoman McLean made a motion to approve the Consent Agenda as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

IV. Consideration of Additions/Deletions to Agenda

Additions:

- Councilwoman Cuchens – Workshop for Waiver of Fees

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

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



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- Legal – Canvassing Board & Election Day Poll Workers
- Parks & Rec. – Part for Well 6

~~Deletions:~~ None

V. Approval of Agenda with Additions/~~Deletions~~

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

VI. Staff Reports

A. City Clerk Matters

1. Elected Official Training Proposal

Council Action: Councilwoman Cuchens made a motion to approve Quest Management Consultants, LLC to provide training to City of Freeport Elected Officials for \$350.00. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

2. Brown & Brown PRIA Employee Benefits Renewal

Council Action: Councilwoman McLean made a motion to approve the Brown & Brown PRIA Insurance renewal effective October 1, 2017. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Website Design Update

- City Clerk Podraza updated the Council on the Website Design currently being created. The launch date has been moved up from September 1st to sometime the end of June or the beginning of July.

B. Planning & Zoning Dept.: None

C. Legal Matters

1. City Canvassing Board & Election Day Poll Workers
 - City Attorney Adkinson advised the Council that Councilmembers who are not running will serve as the Canvassing Board.

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Council Action: Councilman Farris made a motion to appoint the City Clerk as the Clerk of Elections and to appoint the Supervisor of Elections and between three (3) to five (5) of his deputies or other employees, to act as the Directors or Managers of the 2017 Election, to fulfill the roll of reviewing and handling the ballots. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

Council Action: Councilwoman Brannon made a motion to approve the use of Supervisor of Elections Poll Workers from outside the City Limits as follows:

- 1 - Clerk - \$150 for Election Day
- 1 - Assistant Clerk - \$140 for Election Day
- 4 - Inspectors - \$130 for Election Day
- 1 - Bailiff - \$130 for Election Day

Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

D. Parks Dept.

1. Purchase part for Well 6 at the Sports Complex
 - Parks Director Weiler informed the Council that the pump for Well 6 broke down and needs to be replaced. The cost of the part and repairs should not exceed \$4,000.00.
2. Certified Pool Operator Course for Chris Campbell
 - Panama City Beach May 24th – 25th \$290.00

Council Action: Councilwoman McLean made a motion to approve Chris Campbell to attend a Certified Pool Operator Course in the amount of \$290.00. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Extension of contract services with Garland Lawn Service LLC

Council Action: Councilwoman McLean made a motion to approve the extension of the contract with Garland Lawn Service, LLC for another year. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

4. Pay increase request for Chris Campbell – 6-month Evaluation
 - Tabled to a future meeting for further consideration

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5. Follow up on communication
 - Parks Director Weiler presented a Communication Follow-Up report regarding the Parks and Recreation Department.

E. Engineering

1. Engineering Update Report
 - City Engineer William Menadier updated the Council on the following projects
 - Fluffy Landing Project - Complete
 - Sewer Plant Update
 - Reclaim Water Tower Update
 - Pool Bid Update
 - Madison Street and Blue Ridge Parkway Traffic Evaluation
2. Capital Improvement Plan Approval
 - Councilman Farris requested to change the following: *Move item 17 from VII. Recreation (master Pedestrian/Multi-Use Path Plan) to IV. Special Projects.* The final CIP will be approved on May 9, 2017.
3. US 331 Water Main Extension Bid Approval
 - City Engineer Menadier updated the Council on the Formal Bid Process and the SRF Loan being applied for.

F. Water Dept.: None

G. Sewer Dept.

1. Approve recommendation for Sewer Worker – Jacob Dixon

Council Action: Councilman Farris made a motion to approve Jacob Dixon as a full-time Sewer Department Worker at \$11.00 per hour. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

VII. Old Business: None

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VIII. New Business

A. Request for Waiver of Fees – Community Center

Council Action: Councilman Farris made a motion to approve the Waiver of Fees request for the Community Center for a fund raiser being held Friday, April 28th. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

B. Information Regarding Available Property – 4.37 acres \$250,000.00

- No action taken

C. Business/Non-Residential Registration

- City Planner Latilda Hughes-Neel updated the Council on the Registration and its useful applications. Topic tabled until a later date.

D. Mayor Russ Barley

1. NRPA Training for Parks Department Staff

Council Action: Councilwoman Cuchens made a motion to approve Parks Director Weiler and Parks Director Assistant Chris Campbell to attend the NRPA Training in New Orleans, September 26th and 28th. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

2. Donate Old Ball Field Lights

Council Action: Councilwoman McLean made a motion to donate the old ball field lights to the Freeport High School for the soccer field. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Gordy Williams for City Historian

- Mayor Barley informed the Council that Gordy Williams will be taking over as City Historian for Ms. Becky Buxton.

E. Councilwoman Brannon: None

F. Councilwoman Cuchens

1. Workshop for Waiver of Fees

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- Councilwoman Cuchens requested that Council meet with the local organizations who will be submitting a request for a waiver of fees for the 2016/2017 budget year, to identify needs and iron out any concerns prior to the approval process beginning June 1st through June 30th.

Council Action: Councilwoman Cuchens made a motion to direct City Clerk Podraza to contact the local organizations who will be requesting a waiver of fees, and to secure a couple of dates for a Workshop to be held at the City Community Center. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

- Councilwoman Cuchens announced that there will be an Okaloosa/Walton Transportation Planning Organization (TPO) meeting on May 17th at the Destin Community Center at 5:30 regarding the Triumph Funds and regional priorities.
- West Florida Regional Planning Council will be moving their headquarters to Destin, FL.
- The Florida Communities Trust should be starting the appraisal on the property next to City Hall soon.

G. Councilman Farris: None

H. Councilwoman Laird: None

I. Councilwoman McLean

- Riverway South will be sponsoring a Choctawhatchee River Fest on May 13th.
- Councilwoman McLean attended the Walton/Okaloosa Utility Meeting in Ft. Walton on April 12th. Councilwoman McLean provided a hand-out she prepared on the meeting for Councils information.
- Councilwoman McLean asked to give a big welcome to the Walton County Planning Department who will be opening an office here in Freeport.

IX. Public Comment: None

X. Adjournment

Mayor Barley adjourned the meeting at 7:30 p.m.

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FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST

City Clerk

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