



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 28, 2016 Minutes

I. Meeting Opened

The April 28, 2016 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: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon, and Councilwoman Jennifer Laird.

Staff present: City Clerk Rebecca Podraza, City Planner Latilda Hughes-Neel, City Attorney Clayton Adkinson, Parks Director Dana Weiler, City Accountant Deborah Wimer-Zills, and City Engineer Anna Hudson.

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:

- Austin Mount, Executive Director of West Florida Regional Planning Council
- Robin Riley, Vice President of PRIA Public Risk Insurance Agency

IV. Approval of Past Minutes

- April 12, 2016 Rate Study Workshop

Council Action: Councilwoman Cuchens made a motion to approve the April 12th, 2016 Rate Study Workshop Meeting minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

- April 12, 2016 Regular Council Meeting

Council Action: Councilman Farris made a motion to approve the April 12th, 2016 Regular Council Meeting minutes as presented. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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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V. Consideration of Additions/Deletions to Agenda

1. Add under City Accountant – Employee Benefits Brokerage Discussion
2. Add under Sewer – Mini Excavator
3. Add under Planning & Zoning Dept. – 2nd Reading of Floodplain Ordinance
4. ~~Delete under Parks Dept. – Special Recognition of Nick Hughes~~

VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman McLean made a motion to approve the agenda with specified additions and deletions as presented. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

VII. WFRPC Grant Presentation by Mr. Austin Mount

Mr. Mount presented the draft Technical Assistance Grant being submitted on the City's behalf by the Department of Economic Opportunity through the North West Regional Planning Council. Mr. Mount along with four staff members spent the day at City Hall as well as touring the City properties gathering information for the Recreation Master Plan Proposal.

Council Action: Councilwoman Cuchens made a motion to approve the application for the Technical Assistance Grant through the North West Florida Regional Planning Council for the Master Recreation Plan. Councilwoman Laird seconded the motion. All ayes; motion carried.

VIII. Staff Reports

A. City Clerk Matters

1. Discuss Contracts/Agreements Workshop May 10, 2016
 - A workshop has been set for 8:00 am May 10th to begin reviewing Contracts/Agreements. The clerk has been able to obtain all of the interlocal agreements and franchise agreements with Walton County and they will be addressed at the first Workshop.
2. Review Strategic Plan dated June 9, 2015
 - The Strategic Plan was requested to be put on the agenda for Council to decide if this should be reviewed and adopted or if this is something the Council is no longer interested in adopting.

City Planner Latilda Hughes-Neel gave a report on the Strategic Plan Draft and her opposition to the section of the draft that proposes the alteration of the City Seal.

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Council Action: Janice McLean made a motion to table the Strategic Plan at this time. Councilman Farris seconded the motion. All ayes; motion carried.

B. Staff Accountant

1. Employee Benefit Brokerage Discussion

Staff Accountant Deborah Wimer-Zills gave a brief review of the current Employee Benefits Broker that the City Currently is in contract with and some of the issues she has encountered with the current broker since she became the City Accountant.

Staff Accountant Wimer-Zills explained that she, City Clerk Podraza and Councilwoman McLean met with Robin Riley, Vice President of Brown & Brown Public Risk Insurance Agency (PRIA) to discuss the brokerage services that they provide. Ms. Riley approached the podium and made a brief presentation.

Councilwoman McLean advised Council that Ms. Riley of PRIA came highly recommended from a Councilman at the City of Chattahoochee.

Staff would like to recommend that the City sign an **Agent of Record Letter** allowing Brown & Brown PRIA to take over our employee benefit brokerage needs giving the current broker 30 day notice of termination.

City Attorney Adkinson recommended allowing time to be sure there are no legal ramifications in procuring services from a new broker before notifying the current brokerage company of termination.

Council Action: Councilman Farris made a motion to approve Brown & Brown, Public Risk Insurance Agency (PRIA) as the City's Broker for employee benefits, contingent on the City Attorney's findings in regards to legal ramifications with the current broker to be provided to Council by May 10th. Councilwoman McLean seconded the motion. All ayes; motion carried

2. Current Expenditures

3. Pay all bills in order

Council Action: Councilwoman Cuchens made a motion to pay all bills in order. Councilwoman Laird seconded the motion. All ayes; motion carried.

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C. Planning & Zoning Dept.

1. 2nd Reading of the Revised Floodplain Ordinance

Council Action: Councilman Farris made a motion to approve the 2nd Reading of the revised Floodplain Management Ordinance 2016-04. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

D. Legal Matters

1. Resolution for Water Rate Increase

- Council discussed the Rate Increase Resolution provided by the City Attorney and made the following motion:

Council Action: Councilman Farris made a motion to table the Rate Resolution until the second meeting in May. Councilwoman Brannon seconded the motion. Four ayes, one nay; motion carried.

E. Engineering: None

F. Water Dept.: None

G. Sewer Dept.

1. Purchase Sewer Camera \$7,616.00

Council Action: Councilman Farris made a motion to approve the purchase of the USA Blue Book Pro Ultra Cam in the amount of \$7,616.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

2. Purchase Komatsu PC45MR-5 Mini Excavator \$50,300.00

Council Action: Councilwoman McLean made a motion to approve the Komatsu PC45MR-5 Mini Excavator in the amount of \$50,300.00. Councilman Farris seconded the motion. All ayes; motion carried.

H. Parks Dept.

1. Pool Updates

- The Pool Fee Schedule was presented to Council by Park's Director Weiler

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Council Action: Councilwoman Cuchens made a motion to approve the Pool Fee Schedule as presented by Park's Director Weiler. Councilwoman Laird seconded the motion. All ayes; motion carried.

- Swim lessons/water fitness contract

Council Action: Councilwoman Laird made a motion to approve contracting the Swim Instructor according to the fee & class schedule as presented by Park's Director Weiler. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

- Request to hire Pool Staff
 - a) Request to hire Laura Ham as the second Lifeguard for the 2016 season
 - b) Request to hire Brianna Watson for Pool Attendant for the 2016 season

Council Action: Councilwoman Laird made a motion to hire the two candidates recommended by the Park's Director for Lifeguard and Pool Attendant. Councilman Farris seconded the motion. All ayes; motion carried.

- Special Olympics Program Information was presented by Park's Director Weiler.
2. **Special Recognition:**
 - ~~Recognize the extraordinary work that Nick has been doing~~
 3. Request for Full Time
 - Recommend to change Nick Hughes from part-time status to full-time.

Council Action: Councilman Farris made the motion to change Nick Hughes from part-time status to full-time status. Councilwoman Laird seconded the motion. All ayes; motion carried.

4. Request the City to join to the National Recreation & Parks Association (NRPA) for the approximate amount under \$500.00 for the first year. This fee will reduce each year thereafter.

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Council Action: Councilwoman McLean made a motion for the City of Freeport to join the National Recreation & Parks Association (NRPA) for a membership fee under \$500.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

IX. Old Business: None

X. New Business

A. Mayor Russ Barley: None

B. Councilwoman Brannon

1. Legislative Matters

- Florida League of Cities Conference will be held in Aug. 18th through the 20th this year.
- The NWFLC Summer Dinner is Friday May 20th.
- Legislation closed with 279 bills passed out of 1814 proposed.

2. Freeport Regional Sports Park upkeep and volunteers

- Councilwoman Brannon addressed a couple questions she had in regards to emails that were sent to the Park's Director.
 - a) Non-Functioning Score Boards
Park's Director Weiler reported to Council on the Score Boards. Eddie Farris requested that Park's Director Weiler bring an estimate to repair the score boards for the next budget year.
 - b) Ants in the park
Park's Director Weiler reported on the current situation with pests' in the park and what is currently being done to treat for them.
 - c) Lights Burned Out
Park's Director Weiler reported that there are currently thirty three lights that are out and what is being done to correct them.

C. Councilwoman Cuchens

1. Councilwoman Cuchens reported on several meetings that she has attended recently as well as the work day that was held at City Hall with the North West Regional Planning Council. She encourages all Council to attend as many meetings as possible to network and establish relationships in order to help the City of Freeport.

D. Councilman Farris

1. Councilman Farris reported that he is working on the City Emergency Preparedness Policy. A target date of completion for Council Review is June 2016.

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2. Councilman Farris clarified that the Workshop Scheduled for May 26th for the 331 Utilities was not for City Engineers to present again. It was scheduled for Council to work on prioritizing the project phases.
- E. Councilwoman Laird: None
- F. Councilwoman McLean
1. Councilwoman McLean reported on the following meetings that she attended during the month of April.
 - SWIM – Surface Water Improvement and Management
 - Citizens Concerned about Choctawhatchee Bay and River
 - Riverway South – Regarding the Choctawhatchee and Apalachicola Rivers
 2. Fire Assessment Fees
 - Council discussed the Fire Assessment fees and will be prepared to address this issue at the May 10th Regular Council Meeting.

XI. Public Comment

Mr. James Bird approached the podium and addressed the Council in regards to the Scoreboards not working at the Sports Complex. He feels that it is important to have them working so that the public can see the scores.

XII. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gaveled and the meeting adjourned at 7:50 p.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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