



City of Freeport
REGULAR COUNCIL MEETING MINUTES
6:00 p.m./Council Chambers/Freeport City Hall
June 23, 2016

I. Meeting Opened

The June 23rd 2016 Regular Council Meeting was called to order at 6:00 PM 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 Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, Staff Accountant Deborah Wimer-Zills, City Engineer Cliff Knauer, City Engineer Anna Hudson, Billing Supervisor Jennifer Douglas, Billing Clerk Stacy Ward, Parks 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. Recognition of Guests: None

IV. Approval of Past Minutes

- June 14, 2016 Regular Council Meeting Minutes

Council Action: Councilwoman Cuchens made a motion to approve the May 26, 2016 Regular Council Meeting Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

V. Consideration of Additions/Deletions to Agenda

A. Additions:

- Email from Dana – Added under Eddie Farris
- Permission to Request Legal Opinion from Ethics Committee – Added under Legal
- Owls Head West PDP Resolution – Added under Planning
- Request to replace Playground Fencing – Added under Parks

B. Deletions:

- ~~Johnny McCormick Wage Increase – Deleted under Water~~
- ~~Request to purchase mulch for Casey Park – Deleted under Parks~~

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- ~~Legal Opinion~~ ~~Ethics~~ ~~Well Repairs~~ ~~Deleted under Parks~~

VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman Cuchens made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as listed above. Councilman Farris seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Insurance Claims Process

- Clerk Podraza provided an email to the Council from FMIT Contact Tom Conley which explains the procedure that should be followed when filing claims. A document has been created outlining the procedure and will be revised and added to as this process is streamlined through the Clerk's Office.

2. Recommendation for Billing Clerk – April Porter

Council Action: Councilwoman McLean made a motion to hire April Porter as Billing Clerk for \$11.00 per hour. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Staff Accountant

- Staff Accountant Wimer-Zills informed the Council that the Auditors have completed the field work for the City and will be done with the audit by the deadline of June 30th. Once they have everything developed and ready to present to the Council they will be added to the next agenda.

C. Planning & Zoning Dept.

1. 331 North WWTP

- City Planner Latilda Hughes-Neel updated the Council on the current plans and negotiations with a developer to obtain 20 acres for a potential new Waste Water Treatment Plant. A draft Developers Agreement has been forwarded to the City Engineer and the City Attorney for review.

City Planner Hughes-Neel informed the Council that a GEO Technical Company will need to be hired in order for Dewberry/Preble-Rish to choose a site. Boring samples will need to be taken in order to establish proper water and soil levels. The cost is estimate for

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this service is approximately \$1000.00.

Council Action: Councilman Farris made a motion to approve \$1000.00 for a GEO Technical Company to take boring samples to establish the proposed site for a Wastewater Treatment Facility. Councilwoman McLean seconded the motion. All ayes; motion carried.

2. Owls Head West Planned Development Project Resolution

- City Planner Hughes-Neel briefed the Council on the Phase 3 Industrial Park that the City is working on with the Economic Development Alliance. The Property was previously held by Owls Head and a Planned Development Project was approved for the site and adopted by Resolution in 2006. Based on the work the City is doing now in that area, it is recommended that the City rescind the Planned Development Project Resolution. City Planner Hughes-Neel presented Resolution 2016-04 to rescind the Owls Head West PDP Resolution.

Council Action: Councilwoman McLean made a motion to approve Resolution 2016-04 to rescind the Owls Head West Planned Development Project. Councilwoman Brannon seconded the motion. All ayes; motion carried.

D. Legal Matters

1. Water Rates Resolution 2016-05

- City Attorney Adkinson reviewed the Water Rate Resolution presented to the Council for adoption.

Council Action: Councilwoman McLean made a motion to approve the Water Rates Resolution 2016-05 to take effect October 1, 2016. Councilman Farris seconded the motion. For ayes (Cuchens/McLean/Farris/Laird); one nay (Brannon); motion carried.

2. 1st Reading of Sewer Rates Ordinance

- City Attorney Adkinson explained that the Sewer Rate changes must be made by Ordinance because they are still in Ordinance form. A motion is needed from the Council to have first reading and advertise for adoption to amend the City Sewer Rate Ordinance.

Council Action: Councilwoman McLean made a motion to approve the first reading and advertise for adoption to amend the City Sewer Rate Ordinance which will take effect October 1, 2016. Councilwoman Laird seconded the motion. For ayes (Cuchens/McLean/Farris/Laird); one nay (Brannon); motion carried.

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3. Permission to Request Legal Opinion from Ethics Committee

Council Action: Councilman Farris made a motion to approve the City Attorney to seek an opinion from the Ethics Committee for parameters of doing business with an agency of a Council Member or an agency that may have a family member related to a Council Member as well as the definition of Single Source. Councilwoman Brannon seconded the motion. All ayes; motion carried.

E. Engineering

1. Engineering Updates

- City Engineer Anna Hudson reviewed the Engineering Updates Report that was provided to the Council.

2. Freeport Water System Upgrades & Expansions
5 Area Project - Bid Recommendation

- City Engineer Anna Hudson informed the Council that the Bid Opening for the Freeport Water System Upgrades & Expansions Project was conducted on May 3, 2016. All bids were over the grant amount that was allotted by the Legislative Appropriation. Additional funding was looked into but is not available. The Engineering Department is working with Water Supervisor Larry Tuggle to prioritize the 5 areas and they believe the cost can be brought down to the budget amount. Staff recommends that the bid be awarded to the lowest bidder contingent upon negotiating within the budget amount and approval from the funding agency.

Council Action: Councilman Farris made a motion to award the Water System Upgrades & Expansions bid to the lowest bidder, North Florida Construction, in the amount of \$983,938.29, contingent upon negotiating within the budget amount and approval from the Legislative Appropriation Agency. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. Business 331 Sewer Upgrades - Change Order No. 1 Request

- City Engineer Hudson reminded the Council that the City would be doing direct purchases for the project in order to obtain tax savings. The Change Order is a deductive change order for the total amount of the contract and a revised completion date due to schedule changes.

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Council Action: Councilman Farris made a motion to approve Business 331 Sewer Upgrades – Change Order No. 1 in the amount of \$510,157.38 and the new completion date of June 16, 2016. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

F. Water Dept.

1. ~~Johnny McCormick Wage Increase for Backflow Testing~~

G. Sewer Dept.: None

1. Councilwoman McLean

H. Parks Dept.

1. ~~Request to purchase mulch for Casey Park~~
2. Extend hours at the pool for lessons/fitness
 - Parks Director Weiler is asking Council to extend the closing date of the season and retain one staff member in order to continue lessons/fitness classes that are being requested by the public.

Council Action: Councilwoman McLean made a motion to extend the date for the Pool Season for as long as the water temperature permits and retain one staff member in order to continue lessons/fitness classes to the public. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Park Light Repairs
 - Parks Director Weiler requested that quotes be obtained for a master electrician to check all of the fuses for the stadium lights. City Attorney Adkinson advised that Council approval was not necessary to obtain quotes.
4. Repair to Washout
 - Parks Director Weiler requested approval to spend up to \$5000.00 to repair washout and earth work on the backside of the Sports Complex on the walking trail.

Council Action: Councilwoman McLean made a motion to approve Parks Director Weiler to contract repair work for the washout on the backside of the Sports Complex Walking Trail not to exceed \$5,000.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

5. ~~Legal Opinion – Ethics – Well Repairs~~

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6. Request to replace Playground Fencing

Council Action: Councilman Farris made a motion to approve the replacement of the fencing along the backside of the pool and to replace the fence with 6' rather than the existing 4' in the amount of \$2,220.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

7. Request Council Schedule Workshop for Parks & Rec Budget

Council Action: Councilwoman Cuchens made a motion to approve a Budget Workshop at 6:00 pm on June 28, 2016 and a Budget Workshop at 6:00 pm July 7, 2016. Councilman Farris seconded the motion. All ayes; motion carried.

VIII. Old Business: None

IX. New Business

A. Mayor Russ Barley

1. Community Center Rental Issues

- Mayor Barley reviewed the current contract and the changes that are being considered on the contract due to issues with the cost of vandalism and cleaning fees that have been costly to the City.

Council Action: Councilman Farris made a motion to approve the changes to the Community Center Contract as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Councilwoman Brannon: None

C. Councilwoman Cuchens

1. Councilwoman Cuchens gave an update to the Council and those present regarding the West Florida Regional Planning Council and their program called **Ride On**. This is a wonderful program funded by the Department of Transportation and provides rides for people who do not have a way to work. There are all sorts of funding sources and opportunities for the public and employers. Councilwoman Cuchens has invited the WFRPC to come and present the program at the July 12th Regular Council Meeting.

2. On Wednesday, June 22nd the City of Freeport hosted Opportunity Florida which is an
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economic development organization that works with Rural Areas of Opportunity (RAO) designated areas. Because the City of Freeport is now a part of this organization it has been included to receive Marketing Funds in 2016 in the amount of \$10,000.00.

3. TPO Organization Meeting will be held in Freeport on August 11th.

D. Councilman Farris

1. Randy Avery from Avery's Electric (scoreboards)
 - Councilman Farris asked that Council recognize and thank Mr. Avery for his work on the Sports Complex scoreboards. Councilman Farris asked that a thank you letter be sent to Mr. Avery on behalf of the City. Mayor Russ Barley agreed to send a letter.
2. As a Council Member I am here to serve the citizens of Freeport and help them anyway I can.
 - Councilman Farris explained that he will continue to serve the community to the best of his ability. He is not trying to step on toes or cause problems, he is only trying to be helpful.
3. Email from Dana
 - Councilman Farris reviewed an email that was sent to all the members of Council as well as members of the Dixie League group. Councilman Farris expressed concerns that the email was representing the City and had not been approved by the Council. After Council discussion the following motion was made.

Council Action: Councilman Farris made a motion that City Employees may not represent the City as a whole without approval from the Council. Councilwoman Brannon seconded the motion. All ayes; motion carried.

E. Councilwoman Laird: None

F. Councilwoman McLean

- Councilwoman McLean informed the Council and those present that the North West Florida Water Management District will be in our area looking at sites in Choctawhatchee Bay. Representatives of the NFWMD will be at City Hall Wednesday, June 29th at 2:00 pm. A Public Notice has been posted and the public is welcome to attend.

X. Public Comment

- John Konopack approached the podium and asked the Council for an update on the speed

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limit signage in Hammock Bay.

After Council discussion Councilman Farris agreed that once the Interlocal Road Agreement is in place between the City and the County, he will call a meeting with Mr. Konopack, Randy, the District 4 Supervisor and Mary Rosenheim and come up with a solution for the signage.

- Cecilia Grimm, a homeowner of Hammock Bay and Chair for the Neighborhood Watch Program approached the podium. Cecilia informed the Council that they have communicated with the Walton County Sherriff's Department and have been informed that the 19 mile an hour speed limits set by the developer of Hammock Bay are not enforceable by the Sherriff's Department. She is asking that the City work in conjunction with the County and have this issue taken care of right away before someone is injured.
- Gary Grimm approached the podium. Mr. Grimm inquired if the City has an estimated completion date for when the Interlocal Agreement for the streets between the City and the County will be in place. City Attorney Adkinson advised that the City is in the process of having the Interlocal Road Agreement updated with the County.

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 11:22 am.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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