

**City of Freeport**  
REGULAR COUNCIL MEETING MINUTES  
June 25, 2015 Minutes

**I. Meeting Called to Order**

The meeting was called to order by Mayor Russ Barley at 7:03 pm.

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

Staff members present: City Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, City Clerk Gary Mattison, City Engineer Anna Hudson and City Engineer Cliff Knauer.

**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 (Action Requested)**

- 6/9/15 FCC Workshop Minutes
- 6/9/15 FCC Regular Council Meeting Minutes

Council Action: Councilwoman Brannon motioned to approve both sets of minutes as presented. Councilwoman Cuchens seconded the motion.

**V. Consideration of Additions/Deletions to Agenda**

City Clerk Mattison requested the following additions to the agenda (attached):

1. Report on DFS/Freeport Sewer Idea (RESTORE ACT) (Information Only)
2. Recommendation for Motion to rescind paying previously approved Praestare Engineering invoice and hold any future payments until project is completed. (Action Requested)
3. Land Acquisitions Exploration (Action Requested)
4. City Planner Position Change from Non-Exempt to Exempt Status (Information Only)
5. Salary Increase for Water Operator Certification (Information Only)
6. BCC Approval to Pursue \$25,000 SHIP Funds for our CDBG Grant (Information Only)
7. Request to ask BCC to surplus to Freeport one (1) SUV vehicle that is scheduled for BCC Auction (Action Requested).

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**VI. Approval of Agenda with Additions/Deletions**

**VII. Staff Reports**

A. City Clerk Matters

1. Traffic Signal Maintenance & Compensation Agreement (Approval Requested)  
Exhibits: Completed Agreement, 2015-2016 Revenue Sheets

Council Action: Councilwoman Brannon motioned to approve the traffic signal agreement as presented. Councilman Farris seconded the motion. All ayes; motion carried..

2. Request to ask BCC to surplus to Freeport one (1) SUV vehicle that is scheduled for BCC Auction (Action Requested).

Council Action: Councilwoman Brannon motioned to approve City Clerk Mattison to pursue the surplus of a county SUV scheduled for auction. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Proposal – Staff Adjustments (Information Only)

City Clerk Mattison discussed the City Planner Position Change from Non-Exempt to Exempt Status (Information Only).

City Clerk Mattison discussed a Salary Increase for Water Operator Certification (Information Only)

4. Expenditure Data Sheet (Information Only)

City Clerk Mattison presented the most current Expenditure List (attached).

5. Pay All Bills in Order (Approval Requested)

Council Action: Councilwoman Brannon motioned to pay all bills in order. Councilwoman Laird seconded the motion. All ayes; motion carried.

6. Land Acquisitions Exploration (Action Requested)

Council Action: Councilman Farris motioned to approve City Clerk Mattison to research at various properties for the purpose of city acquisition. Councilwoman Brannon seconded the motion. All ayes; motion carried.

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7. BCC Approval to Pursue \$25,000 SHIP Funds for our CDBG Grant (Information Only)

City Clerk Mattison updated the Council that the BCC had agreed to furnish \$25,000 in SHIP Funds for the CDBG Housing Grant match.

B. Planning & Zoning Dept.

1. Annexation Mapping Project (Information Only)

City Planner Neel updated the Council on the Annexation Phase II process.

2. 331 Bypass Development Update (Information Only)

City Planner Neel stated that the developer of the 331 Bypass property was preparing an informational presentation for the Council; they should present in July or August.

3. TPO/TCC Updates (Information Only)

City Planner Neel stated that the 2017-2021 Okaloosa-Walton TPO Project Priorities were distributed at the meeting she attended the week before; she will make copies and distribute to the Council.

C. Legal Matters

City Attorney Clayton Adkinson presented a resolution for the refinancing of 5 Rural Development loans to Co-Bank.

Council Action: Councilman Farris motioned to approve Resolution 2015-06 giving the Mayor the authority to sign the Co-Bank loan paperwork on behalf of the City Council. Councilwoman McLean seconded the motion. All ayes; motion carried.

D. Parks Dept.

Parks Director Weiler reported that the city pool had been repaired and is operational. She reported that lighting had hit the Freeport Regional Sports Complex and had run in the main juncture box. The lights of Field 5 are out.

Weiler presented the itemized estimate for the sound system repairs: \$8160.00 and the forecast for the remaining Parks budget.

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Council Action: Councilwoman Laird motioned to authorize the repairs not to exceed \$8160. Councilwoman Brannon seconded the motion. All ayes; motion carried.

E. Engineering

1. Engineering Updates (attached)

City Engineer Anna Hudson updated the Council on the status of the Business 331 Sewer Upgrade.

a. Freeport Community Center Bid Results (Action Requested)

City Engineer Cliff Knauer presented the single bid to repair/renovate the Freeport Community Center. The bid for repair only was \$144,661. The additional amount to expand the building was \$109,975, for a total of \$254,636.. Knauer stated that the bid was a 120 day timeline; less if repair only. Councilman Farris commented that he had talked to several contractors and that the bidder had given them a good price.

Council Action: Councilman Farris motioned to accept the bid to repair and expand the building. The motion died for lack of a second. Councilman Farris made another motion to authorize repair without expansion. Councilwoman Brannon seconded the motion. The Council discussed the upcoming budget process. Councilwoman Brannon withdrew her second and Councilman Farris withdrew his motion. The Council generally agreed that they would address the repairs/renovations of the Community Center during the budget process.

2. Report on DFS/Freeport Sewer Idea (RESTORE ACT) (Information Only)

City Clerk Mattison stated that he had been invited to attend a DFS City Council Meeting. He took City Engineer Cliff Knauer with him. It was the idea of City Manager Sara Bowers that Freeport and DeFuniak Springs work together on a RESTORE grant project for sewer and water. Mattison and Knauer attended to acquire information to bring back to the Council for consideration.

Councilwoman Cuchens commented on how the newspaper article regarding the meeting was very misleading and that a correction needed to be published for the edification of the citizens.

3. Praestare Contract Updates

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City Clerk Mattison presented a Recommendation for Motion to rescind paying previously approved Praestare Engineering invoice and place a hold any future payments until project is completed and further information is obtained. (Action Requested)

Council Action: Councilwoman Brannon motioned to rescind the previously approved Praestare Engineering invoice which had authorized an \$18,380.00 payment. Councilwoman McLean seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Brannon motioned to withhold any future payments until the project is completed and further information is obtained. Councilwoman Laird seconded the motion. All ayes; motion carried.

F. Water Dept./none

G. Sewer Dept./none

**VIII. Old Business / none**

**IX. New Business**

A. Mayor Russ Barley

Mayor Barley reminded everyone that City Hall would be closed Friday July 3 for the 4th of July holiday.

B. Councilwoman Brannon

Councilwoman Brannon commented she was forwarding her meeting packets to City Clerk Mattison to be placed in a notebook to have as information at City Hall. Brannon commented on how the regional projects had information important for the CIP.

1. Legislative Matters

Brannon informed the Council that the League of Cities will be holding a workshop retreat just prior to the League of Cities State Conference and that she would like to go down a day early for the retreat.

Council Action: Councilwoman Farris motioned to allow Councilwoman Brannon attend the retreat prior to the FLC State Conference. Councilwoman Laird seconded the motion. All ayes; motion carried.

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C. Councilwoman Cuchens

Councilwoman Cuchens followed up on matters discussed in the workshop prior to the council meeting:

Council Action: Councilwoman Cuchens motioned for Preble-Rish to do a boundary survey of the LaGrange Park Dept. of Interior property for the purpose of the acquisition application, not to exceed \$2500. Councilwoman Brannon seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Cuchens motioned for Scott Brannon, on behalf of the City of Freeport, to request an environmental assessment be conducted by Walton County for the purpose of the Department of Interior acquisition application. Councilwoman Brannon seconded the motion. All ayes; motion carried.

D. Councilman Farris/none.

E. Councilwoman Laird/none.

F. Councilwoman McLean/none.

**X. Public Comment/none**

**XI. Adjournment**

Mayor Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The meeting adjourned at 8:02 pm.

**CITY OF FREEPORT**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**COUNCIL PRESIDENT**

**ATTEST:**

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**CITY CLERK**

APPROVED