



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

I. Meeting Opened

The July 12th 2016 Regular Council Meeting was called to order at 9:00 AM 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 Anna Hudson, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett.

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

- November 10, 2015 Regular Council Meeting Minutes – Corrections

Council Action: Councilwoman Cuchens made a motion to approve the November 10, 2015 Regular Council Meeting Corrections as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

- June 23, 2016 Workshop Minutes
- June 23, 2016 Regular Council Meeting Minutes

Council Action: Councilwoman Cuchens made a motion to approve the June 23, 2016 Workshop Minutes and the June 23, 2016 Regular Council Meeting Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

- June 28, 2016 Workshop Minutes

Council Action: Councilman Farris made a motion to approve the June 28, 2016 Workshop Minutes as presented. Councilwoman Laird 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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

V. Consideration of Additions/Deletions to Agenda

Additions

- Schedule Budget Workshop
- COLA
- Nov. Elections Reminder – Reschedule Council Meeting Date
- Freeport Water Upgrades Project – Contract Update
- I-Pads for Council Members
- Increase Park’s Director Spending Limit
- Approve New Rate Sheet for Park’s Rentals
- Recruit Full-Time Park’s Assistant
- Roads Questions to Legal
- Ethics Commission Letter

Deletions

- Resolve employee issues internally rather than in public meetings.

VI. Approval of Agenda with Additions/Deletions

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

VII. Staff Reports

A. City Clerk Matters

1. Email Conversion
 - Recommendation of AppRiver for email service provider

Council Action: Councilman Farris made a motion to approve the email conversion for the City of Freeport to AppRiver Email Service Provider and purchase twelve (12) I-Pads for Councilmembers and Department Heads to use for City Business and email. Councilwoman Laird 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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

2. Complete DR-420 (Tentative Millage) and set first Public Hearing for Budget
 - City Attorney Adkinson advised the Council that the DR-420 Form must be turned in within 35 days and Council will need to be prepared at the next Regular Council Meeting to set the tentative Millage Rate and schedule the 1st Public Hearing not to conflict with the School Board and the County hearings.
3. Audit Process Complete
 - City Clerk Podraza informed the Council that the final copy of the 2015 Audit has been filed with the Audit General, a copy has been sent to Co Bank & copy has been sent to Rural Development.
4. Set Budget Workshop
 - Council discussed and set the next Budget Workshop for July 21, 2016 at 6:00 pm.
5. COLA
 - Council discussed giving a COLA wage increase to employees for the 2016/17 budget year. Council requested that Staff Accountant Weiler come back to the next Council Budget Workshop Meeting with the amount it would be for salaries at a 3% increase and a 6% increase so that the Council may review and compare the totals at that time.
6. Reschedule Nov. 8th, 2016 Council Meeting
 - Clerk Podraza requested that Council reschedule the Nov. 8th Council Meeting to November 15, 2016 at 9:00 am due to the 2016 Presidential Election Schedule. Council discussed and it was decided to reschedule the 1st meeting in November as well as cancel the second meeting in November for the Thanksgiving Holiday and the December 22nd Council Meeting for the Christmas Holiday.

Council Action: Councilwoman Cuchens made a motion to reschedule the November 8, 2016 Regular Council Meeting to November 15, 2016 at 9:00 AM in order to accommodate the presidential election schedule as well as cancel the November 24th Regular Council Meeting to accommodate the 2016 Thanksgiving Holiday Schedule. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Cuchens made a motion to cancel the December 22nd meeting to accommodate the 2016 Christmas Holiday Schedule. Councilwoman Laird 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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

B. Staff Accountant

1. Pay all bills in order

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

C. Planning & Zoning Dept.

1. Watson Freeport Large Scale Amendment (1st Reading of Ordinance)
 - City Planner Hughes-Neel explained to the Council and those present that the following proceedings in regards to the Large Scale Amendments being presented would be in accordance with the Legislative Hearing Process.
 - All who will partake in the hearing will need to stand and be sworn in for the record.

At this time City Attorney Adkinson swore in all those in attendance who would speak on this matter.

- The Watson Land Company Large Scale Amendment was presented by the applicant representative Scott Jenkins of the Jenkins Engineering Firm.
- City Planner Hughes-Neel presented staff report and recommendations for the Watson Freeport Large Scale Amendment. The Freeport Planning Board met and their recommendation is for approval.
- City Planner Hughes-Neel then presented to the Council correspondence from Tony and Tareesa Gomillion as well as from Paul Watson the owner of the property, regarding the Watson-Elliott Land Zoning Change. After Council review of these documents ex parte contact would then be addressed. Planner Hughes-Neel also announced that the correspondence presented will become part of the Public Hearing Meeting Minutes for the record.
- Council discussed the correspondence presented.
- Full disclosure of ex parte contact was requested at this time:
Councilman Farris: Received a phone call from Ms. Gomillion
Councilwoman Cuchens: Received a phone call from Ms. Gomillion
Councilwoman McLean: None
Mayor Barley: None
Councilwoman Brannon: None
Councilwoman Laird: None
- Public comments and questions were requested at this time.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

- Mr. Albert Paris came to the podium at this time to comment as a representative of the Watson Family.
- Ms. Tareesa Gomillion approached the podium at this time and presented concerns with the development plan.
- At this time Mayor Barley asked if anyone else wanted to speak.

Mayor Barley closed the public hearing for the potential project presented.

- Questions from the Council were addressed.

Council Action: Councilwoman Cuchens made a motion to approve first reading and advertise for the second reading of the Watson Freeport Large Scale Amendment Ordinance. Councilwoman McLean seconded the motion. All ayes; motion carried.

2. Watson Freeport Re-Zoning (1st Reading of Ordinance)

Council Action: Councilwoman McLean made a motion to approve the first reading and advertise for the second reading of the Watson Freeport Re-Zoning Ordinance. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

3. WCEDA Large Scale Amendment (1st Reading of Ordinance)

- City Planner Hughes-Neel presented the Large Scale Amendment proposal on behalf of Billy Williams who was unable to attend.
- At this time there was no public comment from those who were sworn in.

Mayor Barley closed the public hearing for the potential project presented.

Council Action: Councilwoman McLean made a motion to approve the first reading and advertise for the second reading of the Walton County Economic Development Alliance (WCEDA) Large Scale Amendment Ordinance. Councilman Farris seconded the motion. All ayes; motion carried.

4. WCEDA Re-Zoning (1st Reading of Ordinance)

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

Council Action: Councilwoman Brannon made a motion to approve the first reading and advertise for the second reading of the Walton County Economic Development Alliance (WCEDA) Re-Zoning Ordinance. Councilwoman McLean seconded the motion. All ayes; motion carried.

5. WCEDA Industrial Park Phase III PDP
 - City Planner Hughes-Neel reviewed the WCEDA Industrial Park Phase III PDP as presented.
6. Planning Updates
 - City Planner Hughes-Neel reviewed the Planning Updates Report as presented.
7. FAPA Conference (September/Tampa)

Council Action: Councilwoman Brannon made a motion to approve City Planner Hughes-Neel to attend the FAPA Conference being held September 2016 in Tampa Florida. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

D. Legal Matters

1. Fire Assessment Tax Ordinance 2016-06 2nd Reading & Adoption

Council Action: Councilwoman McLean made a motion to approve the second reading and adoption of the Fire Assessment Tax Ordinance 2016-06. Councilwoman Cuchens seconded the motion. Three ayes (McLean/Cuchens/Farris); two nays (Brannon/Laird); motion carried.

2. William Howell Letter
 - Attorney Adkinson reviewed the letter dated May 26, 2016 to the City of Freeport from Attorney William S. Howell, JR., P.A. in regards to the Black Creek Water/Sewer Taps for the development property.

Council Action: Councilman Farris made a motion to authorize City Attorney Adkinson to respond to the letter from William S. Howell, JR., P.A., dated May 26, 2016 in regards to Black Creek Water/Sewer Taps for the development property. Councilwoman Brannon 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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

3. Ethics Commission Letter

- A letter regarding the 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 will be drafted by the City Attorney's Office and forwarded to the City Council for review. The request will then be sent to the Ethics Commission for a formal opinion.

E. Engineering

- City Engineer Anna Hudson presented a reduced scope of work for the City of Freeport Water System Upgrades & Expansion Project No. 493.031.

Council Action: Councilwoman Cuchens made a motion to approve the reduced scope of work for the Water System Upgrades & Expansion Project No. 493.031 in the amount of \$9,607.03. Councilwoman Laird seconded the motion. All ayes; motion carried.

F. Water Dept.: None

G. Sewer Dept.

1. Approval for Sewer Supervisor Fawcett to attend the 2016 Annual Conference hosted by Florida Rural Water Association in Daytona.

Council Action: Councilwoman McLean made a motion to approve Sewer Supervisor Fawcett to attend the 2016 Annual Conference hosted by the Florida Rural Water Association in the amount of approximately 600.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

2. Councilwoman McLean

a. Grinder Pumps

Council discussed the memo provided by Councilwoman McLean in regards to the sewer grinder pumps. A recommendation was made to discontinue the \$7.00 monthly maintenance fee for the grinder pumps currently being charged to the customer and the customer would be responsible for the pumps at their own expense. The pumps are the property of the property owners. Councilwoman McLean will review the agreement and make recommendations to the Council at a later date.

b. NFWFMD Meeting Update

Councilwoman McLean reviewed a thank you letter sent to the City from the Northwest Florida Water Management District in regards to the meeting they held

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

- with Councilmembers, Mayor Russ Barley and City Engineer Anna Hudson.
- c. Councilwoman McLean requested permission to move forward with State Revolving Funds Grant (SRF) for the 331 Sewer Expansion project. The City Attorney advised the Council that a motion would not be needed. Councilwoman McLean and City Engineer Anna Hudson will proceed with seeking funds for the Sewer Expansion project.
 - d. Purchasing Policy
Council requested that City Planner Latilda Hughes-Neel and City Clerk Podraza develop a draft Purchasing Policy and present it to the Council by the second meeting in August.

H. Parks Dept.

1. New Disc Golf signs - vote on style
No motion was necessary; the Council provided a recommendation on their choice to Parks Director Weiler for the sign style.
2. Youth Football Goals - permanent placement

Council Action: Councilwoman Laird made a motion to allow the permanent installation of football goal posts purchased by the Youth Football League to be placed at the Sports Complex. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

3. Request to purchase items - budgeted
 - Parks Director Weiler presented a bid tabulation sheet requesting the purchase of picnic tables, trash can lids & pedestal grills for Parks and Rec. After discussion Council recommended that Director Weiler research for State Contract pricing and provide more information to be brought back at the next Council meeting.
4. Approve New Rate Sheet for Park's Rentals
 - Council discussed the revised rate sheet and requested that this item be added to the agenda for the next Council Meeting in order for the current rate sheet and the revised rate sheet to be looked at and compared more thoroughly.
5. Recruit Full-Time Park's Assistant
 - Parks Director requested Council approval to recruit a Parks Assistant.

Council Action: Councilwoman Cuchens made a motion to give Parks Director approval to advertise for a Full-Time Parks Assistant. A second for the motion was not made; motion died for lack of a second.

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

VIII. Old Business: None

IX. New Business

A. Mayor Russ Barley

- Mayor Barley announced that he received a message from the new Pulix Grocery Store Manager relocating to Freeport from Melbourne, FL. They are excited to be coming to Freeport.
- Mayor Barley announced that he spoke to the new owners of a shop called *Delish* who will also be coming to the Shops of Freeport and they are excited to be here as well.

B. Councilwoman Brannon

1. Legislative Matters

- Councilwoman Brannon announced that the Director of the Florida League of Cities has resigned. The League has already gone through the hire process and the new Executive Director is already on board. Her name is Jenny Anderson and she is very knowledgeable and the League is very excited to have her.

C. Councilwoman Cuchens

1. Grant Announcement

- Councilwoman Cuchens announced that the City applied for a Technical Planning Grant through the Department of Economic Opportunity to do a Master Recreation Plan. The City was awarded that grant in the amount of \$32,000.00. Councilwoman Cuchens especially thanked the West Florida Regional Planning Council for writing the grant for the City of Freeport. This service was provided for free.

2. Land Acquisition Grant

- Councilwoman Cuchens is researching a grant for the City through the Florida Communities Trust called the *Parks and Open Space Program Grant*. The grant amount that possibly could be awarded is up to 10,000,000.00 dollars; any singular project may be up to 5,000,000.00. The biggest and best park of this is that this grant may be used for land acquisition which will give the City opportunity to look at the property next door and enhance current property. Councilwoman Cuchens has collaborated with a Grant Writer who has been providing free services, City Planner Hughes-Neel and City Engineer Anna Hudson. The City of Freeport appears to score high on the application process according to pre-scoring methods that have been done. Because of the City's RAO Designation, there would be minimal if any matching funds for this grant required. Councilwoman Cuchens will continue to work on this grant that is due at the end of August and will report to the Council on the progress.

3. NFWFMD came and met with Councilmembers and the Mayor. They also have grant opportunities available for Water and Wastewater. Councilwoman McLean is very interested in moving forward with these opportunities. Councilwoman Cuchens invited all

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

- Councilmembers to get involved with providing ideas for these future grant opportunities.
4. Councilwoman Cuchens discussed the St. Joe Grant opportunity. The City of Freeport did not have an opportunity with the 501C3 as a city; however, Northwest Florida Regional Planning Council has stepped up and given the City of Freeport use of their 501C3. St Joe is highly receptive to providing the City with whatever they need. Once the actual application is prepared it will be brought back to the Council.

D. Councilman Farris

1. Approval for Travel for the *Institute for Elected Municipal Officials (Basic)*

Council Action: Councilwoman Cuchens made a motion to approve Councilman Farris to attend the Institute for Elected Municipal Officials in the amount of 1,200.00. Councilwoman Brannon seconded the motion. All ayes; motion carried.

E. Councilwoman Laird

1. ~~Resolve employee issues internally rather than in public meetings.~~
2. Spending increase for Parks Director Weiler to be raised to 5,000.00 from 2,000.00.

Council Action: Councilwoman Laird made a motion to increase Parks Director Weiler's spending limit from \$2,000.00 to \$5,000.00. Councilwoman McLean seconded the motion. Four ayes (Laird/McLean/Cuchens/Farris); one nay (Brannon); motion carried.

X. Public Comment: None

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).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
July 12, 2016 Minutes

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 11:45 am.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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).