



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

**I. Meeting Opened**

The August 9<sup>th</sup> 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 Cliff Knauer, City Engineer Anna Hudson, Parks Director Dana Weiler, and Water Supervisor Larry Tuggle.

**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**

- Jeff Fanto of the 96<sup>th</sup> Civil Engineer Group provided a slide show presentation in regards to the group and their relationship with the surrounding cities.
- Robin Riley with Brown & Brown PRIA presented the 2016/2017 bids that were submitted for City of Freeport Employee Health Insurance Benefits.

*Council Action: Councilwoman Cuchens made a motion to accept the Predictable Cost 14052 Blue Options Plan from Florida Blue for the 2016/2017 Budget Year. Councilwoman Laird seconded the motion. All ayes; motion carried.*

**IV. Approval of Past Minutes**

- July 21, 2016 Workshop Minutes

*Council Action: Councilwoman Cuchens made a motion to approve the July 21, 2016 Workshop Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

- July 28, 2016 Regular Council Meeting Minutes

*Council Action: Councilwoman Cuchens made a motion to approve the July 28, 2016 Regular*

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*Council Meeting Minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.*

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

**A. Additions**

1. Legal – Information regarding the Fire Tax Assessment

**B. Deletions**

1. Eddie Farris - ~~Inventory Policy for each department~~
2. Clerk - ~~City Employee Wage & Salary Structure Recommendations~~

**VI. 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; motion carried.*

**VII. Public Agenda Request**

**A. Carolyn Knight**

1. Old City Hall Building Signage & Monthly Rental
  - Ms. Knight, Owner of Premiere Performers Academy of the Arts, is requesting approval from the Council for a flat rate rental fee for Old City Hall as well as new signage for the building. Council discussed and decided to table this agenda item until another meeting. Council has requested Parks Director Weiler to meet with Ms. Knight in regards to possible fee based programming solutions for those who are interested in renting the facility.
  - Mayor Russ Barley will look into signage and window treatments for the Old City Hall Building.

**VIII. Staff Reports**

**A. City Clerk Matters**

1. ~~City Employee Wage & Salary Structure Recommendations~~
2. Permanent Part Time Personnel – Eligibility for Retirement
  - Clerk Podraza informed the Council that permanent Part-Time employees are eligible to participate in the Florida Retirement System. There are no limited number of hours worked per week needed. All who are considered permanent part-time are eligible. A form will be created for new hires and the Department Heads will be notified of the FRS Policy.
3. Review Contracts
  - Dewberry\Preble-Rish Continuing Contract

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City Attorney Adkinson explained that the advantage of a continuing contract with the engineering firm is that the City would not have to go out for bid for every project.

City Engineer Knauer informed the Council that the fee scale has not changed with the transition to the new ownership of Dewberry and will remain the same. Sub-Consultants will be listed on all proposals to be approved by Council for projects.

Councilwoman McLean inquired if it is time to look at the fees and contract again since ownership has changed.

Engineer Knauer informed the Council that a letter of transfer was signed by the City reassigning the current projects from Preble-Rish over to Dewberry. The fees from 2011 remain the same. Individual Task Orders and the Continuing Services Agreement are currently in place and both were covered under the Transfer Letter from Dewberry to the City.

- City Attorney (Currently do not have a contract)  
Attorney Adkinson gave the Council a brief history of the legal services provided by their firm. Services have been provided on a case by case basis and the City of Freeport has never held a contract with the Adkinson Law Firm. The firm is willing to provide a written contract if the Council chooses to have one. They have served at the will and the pleasure of the Council for 35 to 37 years.

*Council Action: Councilwoman Cuchens made a motion for the City to put out an RFQ for legal services for the City of Freeport. Councilwoman McLean seconded the motion.*

*Council Discussion:*

Councilwoman Brannon expressed that the City Attorney has so much historical knowledge and has always provided immediate action when she has called upon their firm. They serve at the will of the Council and she does not feel a continuing contract is necessary. She does not believe the Council should put out an RFQ for legal services.

*Three ayes, (Cuchens, McLean, Farris); two nays, (Brannon, Laird); motion carried.*

- B. Staff Accountant: None
- C. Planning & Zoning Dept.
  - 1. Planning Updates

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- City Planner Latilda Hughes-Neel reviewed the Planning Updates report as presented.
2. Request for Workshop/Economic Development
- City Planner Latilda Hughes-Neel requested that Council schedule a workshop regarding Economic Development for a formal introduction of Energy Farms and Seaside Farms projects.

*Council Action: Councilwoman Cuchens made a motion to schedule an Economic Development Workshop for September 1, 2016 at 6:00 PM. Councilwoman McLean seconded the motion. All ayes; motion carried.*

D. Legal Matters

1. A renewal for the Interlocal Agreement between Walton County and City of Freeport for Emergency Staging at the Sports Complex was presented. It was noted that the name of the Park on the agreement is incorrect. It currently reads as “Hammock Bay Park.” This will need to be corrected to the “*Freeport Regional Sports Complex*”.

*Council Action: Councilwoman Cuchens made a motion to approve the Interlocal Agreement for emergency staging at the Sports Complex between the City of Freeport and Walton County with the change correcting the name of the park from **Hammock Bay Park** to **Freeport Regional Sports Complex**. Councilman Farris seconded the motion. All ayes; motion carried.*

2. Legal – Information regarding the Fire Tax Assessment
  - City Attorney Adkinson informed the Council that the County has sent out the Fire Tax Assessment Bills and they have been inundated with phone calls. Council discussed and Mayor Barley agreed to include a letter explaining the Tax Assessment in the City Water Bills.

E. Engineering

1. Engineering Updates
  - City Engineer Anna Hudson reviewed the Engineering Updates report as presented.
2. Business 331 Sewer Upgrades- Change Order #2

*Council Action: Councilwoman McLean made a motion to accept the Business 331 Sewer Upgrades Change Order #2 decreasing the total price of the project by \$30,885.11. Councilwoman Laird seconded the motion. All ayes; motion carried.*

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3. CIP Update 2016/2017

- City Engineer Hudson requested Council approval of the following changes to the City of Freeport Schedule of Capital Improvements.
  - Add SCOP to the funding source for the *Blueberry Road* Project Description.
  - Add SCOP to the funding source for the *Four Mile Road* Project Description.
  - Under Special Projects, remove SCOP from the funding source of the *Industrial Park Roadway Extension to US 331* Project Description and mark status Complete.
  - Under Facilities remove the Projected Cost from the *Community Center Renovations* Project Description and mark status Complete.
  - Under City Drainage Plan/Improvements mark the *Storm Water Master Plan* Project Description Status as: Awarded; Awaiting Funds from WCBCC.
  - Under Recreation add to the Status of the *Marse Landing/Fourmile Creek Parking & Bank Fishing* Project Description: In Permitting (Wetland Mitigation)
  - Under Recreation; *Freeport Elementary/Kylea Laird Drive/331 Business Sidewalk Extension* Project Description add to Status: Planning.
  - Under Recreation; *Splash Pad at Freeport Sports Complex* Project Description add Scheduled Year: 2012-2018.
  - Under Recreation; *Restroom Facility & Walking Trail Extension at Sports Complex* Project Description add Funding Source: FRDAP & FL Trails also add Scheduled year: 2017-2018.
  - Under Recreation; *Lagrange Bayou Recreational Park* Project Description add to Status: Application in Process.
  - Under Recreation; *Recreational Maintenance to City parks, City Sports Complex and the City Swimming Pool* Project Description, remove the Word ~~Maintenance~~ and add Renovation. Add Scheduled dates: 2017-2018.
  - Under Recreation; *Master Pedestrian/Multi-Use Path Plan* Project Description add Status: Pending City Staff.
  - Under City Sanitary Sewer System; *Reuse Fee Schedule/Reuse Upgrades to Put System into Operation* Project Description, remove ~~Reuse Fee Schedule~~.
  - Under City Sanitary Sewer System; *Belt Press, Centrifuge or Additional Drying Beds for WWTF* Project Description add Scheduled Dates 2016-2017. Add Status: Out to Bid; Pending Construction.
  - Under City Sanitary Sewer System; *Existing Lift Station Maintenance* Project Description, remove ~~Maintenance~~ and add Rehabilitation.

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*Council Action: Councilwoman Cuchens made a motion to accept the changes to the City of Freeport Schedule of Capital Improvements as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

4. NFWFMD Grant Applications- Request Approval to Submit

*Council Action: Councilwoman Cuchens made a motion to approve submittal of NFWFMD Water Supply Development Grant Program application forms for both the Joe Campbell Road Water Main Upgrade and Extension Project as well as the US 331 Corridor Utilities Planning Documents project. Councilman Farris seconded the motion. All ayes; motion carried.*

- F. Water Dept.: None
- G. Sewer Dept.: None
- H. Parks Dept.
  - 1. Park Rental Fees

*Council Action: Councilwoman Laird made a motion to accept the updated Park Rental Fees as presented. Councilman Farris 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
    - Councilwoman Brannon reminded the Council to please submit the 2017 Northwest Florida League of Cities LEGISLATIVE ISSUES SURVEY to the League Director.
- C. Councilwoman Cuchens
  - 1. FRDAP grant for Unique Abilities
    - Councilwoman Cuchens covered the FRDAP grant information in the Special Meeting proceeding the Regular Council Meeting. Councilwoman Cuchens then announced that the TPO Board Meetings would be held at City Hall on Thursday, August 11<sup>th</sup> beginning at 9:00 am at the Freeport City Hall Council Chambers. All are welcome to stop by.
- D. Councilman Farris
  - 1. ~~Inventory Policy for each department~~
- E. Councilwoman Laird
  - 1. Review draft Contract for Council discussion
    - Councilwoman Laird informed the Council that she and Parks Director Weiler met and came up

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with the Agreement of Responsibilities and Waiver of Fees draft agreement for the Leagues who will be using the Sports Complex. Once this is reviewed and suggestions have been received by Council they will meet with the Leagues and see if they have suggestions or changes. The agreements will then be sent to the City Attorney for review before a final draft will be presented to the Council.

- XI. Public Comment: None**  
**XII. Adjournment**

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gaveled and the meeting adjourned at 11:10 a.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST:

\_\_\_\_\_  
City Clerk

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