

**City of Freeport**  
AUGUST 11, 2015 REGULAR COUNCIL MEETING MINUTES  
7:00 p.m./Council Chambers/Freeport City Hall

**I. Meeting Called to Order**

The August 11, 2015 Freeport City Council Regular Council Meeting was called to order by Mayor Russ Barley at 7:02 p.m.

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 Planner Latilda Hughes-Neel, City Engineer Anna Hudson and City Attorney Clayton Adkinson.

**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**

1. ~~Preston Wright – Employee Retirement~~ (This item was moved to the August 27, 2015 meeting after the agenda was published.)

There were no special guests present to be recognized.

**IV. Approval of Past Minutes (Action Requested)**

- 7/14/15 FCC Workshop Minutes (Budget)
- 7/14/15 FCC Regular Council Meeting Minutes

Council Action: Councilwoman Cuchens motioned to approve both sets of minutes from 7/14 with one correction to the Budget Workshop Minutes. Councilman Farris seconded the motion. All ayes; motion carried.

- 7/23/15 FCC Workshop Minutes (Budget)
- 7/23/15 FCC Special Meeting Minutes (FRDAP Grant)
- 7/23/15 FCC Regular Council Meeting Minutes

Council Action: Councilwoman Cuchens motioned to approve all 3 sets of minutes from 7/23 with one correction to the Regular Council Meeting Minutes. Councilwoman Brannon seconded the motion. All ayes; motion carried.

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

Councilman Farris asked to delete Item IV.D.4 Sidewalks

Councilwoman Cuchens asked to change her items from Action Items to Informational Items

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Councilwoman McLean asked to add a presentation by CHO2 Water under her name.

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

Council Action: none; approved by general consent.

**VII. Staff Reports**

A. City Clerk Matters

1. Expenditures

City Planner Hughes-Neel presented this item in the absence of City Clerk Gary Mattison. Hughes-Neel referred to the Expenditure List which had been provided by Councilwoman McLean earlier in the week.

2. Pay All Bills in Order

City Planner Hughes-Neel presented this item in the absence of City Clerk Gary Mattison.

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

City Planner Hughes-Neel asked the Council to table the remaining items to the August 27, 2015 meeting in the absence of City Clerk Gary Mattison.

Council Action: Councilwoman Brannon motioned to table Items 3-6 to the August 27, 2015 Council Meeting. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. Personnel/Staffing/Policy Manual (*tabled to August 27, 2015 agenda*)

4. Praestare Update(*tabled to August 27, 2015 agenda*)

5. FDOT Debt Forgiveness Promissory Note Update(*tabled to August 27, 2015 agenda*)

6. Sensus Meter Installation Contract(*tabled to August 27, 2015 agenda*)

B. Planning & Zoning Dept.

1. Commercial/Industrial Development Tap/Impact Fees (Action Item)

City Planner Hughes-Neel presented this item.

During the July 24, 2014 meeting the City Council voted unanimously to approve a one-year trial period of allowing commercial and industrial development which creates jobs to defer payment of sewer/water tap/impact fees

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to building permit review. This practice was implemented. The ability to shift those fees from the conceptual plan business loan to the construction loan for the new Publix was a financial incentive and aided in keeping that project active and on track. It was also an incentive stated for the future Preserve on Lafayette Creek which the 331 Partners brought to the Council last month as a conceptual plan.

Hughes-Neel stated that there is no disadvantage to the City in deferring to the building permit stage for payment on commercial and industrial development; the City will receive those fees in a timely manner. Hughes-Neel requested that the Council vote to allow commercial and industrial development which creates jobs past the point of construction to pay tap/impact fees at the building permit review stage.

Council Action: Councilman Farris motion to allow commercial and industrial development which creates jobs past the point of construction to pay tap/impact fees at the building permit review stage.

Councilwoman McLean seconded the motion. All ayes; motion carried.

#### C. Legal Matters

##### 1. Utility Easement Agreement/Shops of Freeport

Council Action: Councilwoman Cuchens motioned to approve the Mayor to execute (sign) the Utility Easement Agreement for the Shops of Freeport (Publix). Councilwoman Brannon seconded the motion. All ayes; motion carried.

##### 2. Resolution for City of Freeport to join Team North Florida

Council Action: Councilman Farris motion to approve Resolution 2015-09; to enter into an inter-local agreement with Walton, Wakulla, Franklin, Gulf, Bay, Okaloosa, Santa Rosa and Escambia Counties for the purpose of creating an intergovernmental agency under Chapter 163 Florida Statutes and execute applications for pursuit of all Restore Act Funding to include Triumph Corporation as designated by the Florida Legislature. Councilwoman Brannon seconded the motion. All ayes; motion carried.

#### D. Parks Dept. – none.

#### E. Engineering

##### 1. Resolution to Update CIP (Action Item)

Council Action: Councilwoman Cuchens motioned to adopt Resolution 2015-10 Amendment to the Capital Improvements Program; to add city pool repairs to list of capital improvements. Councilwoman Laird seconded the motion. All ayes; motion carried.

##### 2. Approval to Transmit FRDAP Grant (Action Item)

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Council Action: Councilwoman Brannon motioned to approve submittal of the FRDAP application for city pool repairs. 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 - none

B. Councilwoman Brannon - none

1. Legislative Matters

C. Councilwoman Cuchens

1. CIP/Master Plan for City Buildings/Facilities & Property (~~Action~~ Information)

Councilwoman Cuchens presented a map of City Facilities and a corresponding table of City properties developed by City Planner Latilda Hughes-Neel. Councilwoman Cuchens discussed the need for the Council to assess what the City owns and determine what the future facility needs would be.

2. Strategic Plan/Restructuring of City Council Responsibilities (~~Action~~ Information)

Councilwoman Cuchens presented a memo (attached) of suggestions on restructuring the City Council's relationships to the various city departments and focusing on broad-base issues instead.

D. Councilman Farris

1. Elected Official Appreciation Event (Information/Action)

Councilman Farris suggested that the City hold an Appreciation event in October or after the first of the year (2016). He suggested 3:00 or 4:00 in the afternoon on a Friday. Potential guests would include the county, sister cities, and state representatives.

2. Senior Citizen Program (Information/Action)

Councilman Farris reminded the Council that the Senior Citizen meal program would begin Wednesday September 16, 2015 from 9 am to 1 pm Monday/Wednesday/Friday at the Blount House. This program is being advertised via fliers, the city website and the newspaper.

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### 3. Community Center (Information/Action)

Councilman Farris suggested that the Council repair the Community Center themselves; to do the bare minimum to make the building usable and to set aside money for grant matches to build a bigger better facility elsewhere. Councilwoman Cuchens agreed with Councilman Farris and suggested they need a very large multi-purpose building at the Sports Complex which could be used for a variety of functions.

Mayor Barley stated that he wanted to obtain some quotes to make the needed repairs to the Community Center in order to keep the building usable. He would bring quotes back to the Council at the August 27, 2015 meeting.

Council Action: Councilwoman McLean motioned to allow Mayor Barley to obtain quotes for repairing the Community Center. Councilwoman Laird seconded the motion. All ayes; motion carried.

Councilwoman Brannon suggested that the records being stored at the Community Center could be moved to the storage area at the old Sheriff's Office Building located at the corner of Madison Street and Shipyard Road.

Council Action: none.

### ~~4. Sidewalks (Information/Action)~~

E. Councilwoman Laird - none

F. Councilwoman McLean

#### 1. CHO2

Councilwoman McLean introduced the company which wants to take over the City's water and sewer departments. Their representative requested that the City put out an RFQ for services. CHO2 would provide the model RFQ.

Council Action: none.

G. Gerald Moore/Request for Fee Waiver for Youth Football Program

Gerald Moore/representative of the Hammock Bay Bears Football program (Hammock Youth Sports Association Inc.), requested a reduction in rental fees from \$1695.00 to \$1000.00 in exchange for the football program treating the fields; a \$700.00 value. Parks Director Dana Weiler stated that the City would come out about even.

Council Action: Councilwoman Laird motion to allow the reduction in fees with the condition that Mr. Moore's organization treated the fields as agreed. Parks Director Weiler will be in charge of enforcing that condition. Councilwoman Brannon seconded

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the motion. All ayes; motion carried.

**X. Public Comment**

Councilwoman McLean asked the Council to take action on CHO2's proposal which was given under Councilwoman McLean's name. City Planner Hughes-Neel asked how the proposal for an RFQ to privatize the City's sewer/water system would coincide with the Council's previous directive to hire a City Utility Superintendent. Hughes-Neel stated that the preliminary interviews had been conducted. Mayor Barley confirmed that they (Mayor Barley and City Clerk Mattison) were ready to schedule interviews for the finalists before the Council for the Fiscal Services Clerk position and the Utility Superintendent position.

Council Action: Councilwoman Cuchens motioned to set a Special Meeting for Monday, August 17, 2015 at 6:00 p.m.; to conduct interviews for the Fiscal Services Clerk position and the Utility Superintendent position. Councilwoman Laird seconded the motion. All ayes; motion carried.

Tim Ard, Vice-President of the Freeport Art League noted that the August 2015 Artist of the Month was Annette Taunton and her work was displayed in the front hall. This display is part of the Art in Public Places Initiative sponsored by the Freeport Art League.

Carolyn Knight asked to extend her time period for classes in the Community Center and asked for permission to install 5 mirrors on the north wall of the Anchor Room.

Council Action: Councilwoman Laird motioned to allow Ms. Knight to hang her mirrors up for her dance classes with the understanding that they may have to be removed during the repairs to the Community Center. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

Kevin Cussler of Brown & Brown Insurance Company asked to provide quotes to the Council on insurance. The Council advised him to meet with City Clerk Mattison.

**XI. Adjournment**

Mayor Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The meeting adjourned at 7:57 p.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

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

ATTEST:

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City Clerk

APPROVED