



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
October 11, 2016 Minutes

I. Meeting Opened

The October 11th 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 Attorney Clay Adkinson, City Planner Latilda Hughes-Neel, Staff Accountant Deborah Wimer-Zills, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, Water Crew Leader Addison Parker & Parks Director Assistant Chris Campbell.

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

- Ms. Peloquin's 8th Grade Class

IV. Approval of Past Minutes

- September 13, 2016 Regular Council Meeting Minutes

Council Action: Councilman Farris made a motion to approve the September 13, 2016 Regular Council Meeting Minutes as presented. Councilwoman Cuchens seconded the motion. All ayes; motion carried

- September 20, 2016 Final Budget Hearing Minutes

Council Action: Councilwoman McLean made a motion to approve the September 20, 2016 Final Budget Hearing Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried

- September 20, 2016 Special Council Meeting Minutes

Council Action: Councilwoman McLean made a motion to approve the September 20, 2016 Special Council Meeting Minutes as presented. Councilman Farris seconded the motion. All

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ayes; motion carried.

- September 22, 2016 Regular Council Meeting Minutes

Council Action: Councilwoman McLean made a motion to approve the September 22, 2016 Regular Council Meeting Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried

V. Consideration of Additions/Deletions to Agenda

1. Additions

- Eddie Farris - Temporary Personnel
- Kasey Cuchens – Approval of the FRDAP Grants
- Janice McLean (Sewer) – Praestare Information
- Legal – Discontinuation of Temporary Personnel

2. Deletions

- Parks – Quotes for Complex Light fuses
- Parks – Quotes for Score Boards

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 Laird seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. Water Dept.

1. Meter Upgrade Project Approval

- Water Supervisor Larry Tuggle presented the Bid proposal from HD Supply to replace Neptune Meters with Sensus IPEARL Meters. The City will need to purchase 1500 meters to complete the project. City Attorney Clay Adkinson recommended the Council approve the bid by HD Supply in the amount of \$260.50 per meter for a total amount of \$390,750.00 with the following changes to the agreement:
 - a. Bid document needs to be updated to reflect 1500 meters rather than 1100
 - b. Paragraph 11 will be struck or modified to reflect share in cost of expenses in collection of suit or other legal action.
 - c. Paragraph 5 and 12 will be changed to include a general line regarding non-waiver of sovereign immunity.

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Council Action: Councilwoman Cuchens made a motion to approve the HD Supply Bid Proposal No. 148543 for the purchase of 1500 meters in the amount of \$260.50 per meter for a total of \$390,750.00, subject to an updated bid reflecting the changes noted by the Freeport City Attorney to include the new dollar amount and quantity of meters; as well as the recommendations to the changes of paragraph 5, 11 & 12 to be elected by the HD Supply Attorneys. Councilwoman McLean seconded the motion. All ayes; motion carried.

- **Advanced Utility Services (AUS) - Statement of Work**
City Attorney Adkinson advised the Council that the City is not a party to the Statement of Work presented by Advanced Utility Services for meter installation. The document should not be signed and approved by the City Council. The document presented is for information only. The document is a subcontractor agreement between AUS Company and HD Supply.

Mr. John Woods with HD Supply approached the podium and informed the Council that he will work with AUS Company and have the installation documents prepared to be approved at the next Regular Council Meeting.

- B. City Clerk Matters: None
- C. Staff Accountant
 - 1. Pay all bills in order.

Council Action: Councilwoman Cuchens made a motion to approve all bills in order. Councilwoman Laird seconded the motion. All ayes; motion carried.

- D. Planning & Zoning Dept.

Council Action: Councilwoman Cuchens made a motion to table the next two items so that City Planner Hughes-Neel could retrieve the documentation needed for presentation and in this way the Council may continue with the next agenda item. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- 1. American Fidelity SSA 1st Reading
- 2. American Fidelity RZ 1st Reading

- E. Legal Matters

- 1. Ordinance Amending Land Development Code – Freeport Recreation Committee

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Council Action: Councilwoman Cuchens made a motion to approve the first reading and advertisement for Public Hearing of the Ordinance amending Ordinance 2.03.03 of the Freeport Land Development Code (D), entitled, "The Freeport Recreation Committee". Councilwoman Laird seconded the motion. All ayes; motion carried.

- City Attorney Adkinson proceeded with the First Reading of the Ordinance.
- 2. Discontinuation of Temporary Personnel
 - Councilman Farris explained to the Council that as of October 31, 2016 the City needs to discontinue the employment of the Temporary Seasonal Employee Darrell Dixon who is currently providing the grass cutting of the highways. The season has ended and this position is no longer needed.

Attorney Adkinson advised the Council that this position was always meant to be a temporary position and at some point the scope of hours were expanded to something other than what was originally budgeted for. This action being requested of the Council in no way has anything to do with the performance of the employee.

Council Action: Councilman Farris made a motion to terminate the seasonal position for grass cutting of the highways as of October 31, 2016. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- Freeport Youth Sports Fee Waiver Agreement Update. No action was taken and will be presented again at the next meeting.
- F. Planning & Zoning Dept. Cont.
1. American Fidelity Small Scale Amendment 1st Reading

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

- City Planner Latilda Hughes-Neel proceeded with the first reading of the American Fidelity Small Scale Amendment Ordinance.
2. American Fidelity Rezoning 1st Reading

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Council Action: Councilman Farris made a motion to approve the first reading and to advertise for the second reading of the American Fidelity Rezoning Ordinance. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

- City Planner Latilda Hughes-Neel proceeded with the first reading of the American Fidelity Rezoning Ordinance.

G. Engineering

1. Engineering Updates

- Councilwoman McLean updated the Council on the progress of the sludge bed project at the City Sewer Plant which is required by DEP.

H. Sewer Dept.

1. Councilwoman McLean

- Praestare Information

Councilwoman McLean updated the Council on a meeting that was held between City Engineer Cliff Knauer and Jody Solomon, Alan Parker and herself. Everyone involved is in agreement that the City of Freeport does need to retrieve the plans that Praestare has in their possession. The bottom line is that the Engineering firm would like to be paid for the work they have done before turning over the plans. The recommendation of Councilwoman McLean and the City Engineer is to pay the last payment and retrieve the plans that belong to the City.

Council Action: Councilwoman McLean made a motion to pay Praestare a total of \$18,380.00 owed to them and in return be given all plans, specifications, inspection reports, drawings and any other information that belongs to the City of Freeport that is in the possession of the firm in regards to the following projects:

1. Sewer Plant – digital information and upgrade plans to the plant
2. Bay Gove Road – Force Main
3. Master lift station at Highway 3280
4. Inspection reports for the utility lines on Highway 331

Councilwoman Cuchens seconded for discussion.

Council discussion ensued.

Council Action: Councilwoman McLean amended her original motion to include an agreement that will be executed by the City Attorney to Praestare and signed by the Mayor outlining the

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agreement. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

H. Parks Dept.

1. Old City Hall - Fee Based Programs
 - Parks Director Weiler presented the Old City Hall Rental Contract that was updated by herself and the City Attorney to be utilized for Fee Based Programs.

Parks Director Weiler requested the Council decide if they want to approve Fee Based Programs to be utilized in the Old City Hall Building and to have it managed by The Parks Department.

Council discussion ensued.

Council Action: Councilwoman McLean made a motion to utilize Old City Hall as a fee based program rental and to appoint this responsibility as well as the preparation and maintenance to the building to the Parks and Recreation Department Head. Councilwoman Laird seconded the motion.

Council discussion ensued.

Council Action: Councilwoman McLean amended her motion to include a kick-out clause to indicate events may not go past 10:00 pm. Councilwoman Laird seconded the motion. All ayes; motion carried.

2. Update on Freeport Regional Sports Complex fields
 - Parks Director Weiler updated the Council on the maintenance of the Sports Complex fields. Council suggested to Parks Director Weiler that a notice be posted on the City Utility Bills, Hammock Bay Website and the Mayor's Facebook Page to notify the public that the fields will be closed for maintenance during the winter.
3. Replace Water fountain at Casey Park
 - Parks Director Weiler informed the Council that the water fountain at Casey Park is broken and it is not repairable. The least expensive water fountain Weiler has found is \$1,900.00. Weiler requested Council make a decision on what they would like to do.

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Council Action: Councilwoman Cuchens made a motion to remove the water fountain and that it not be replaced at this time. Councilwoman McLean seconded the motion. All ayes; motion carried.

4. ~~Quotes for Complex Light fuses~~

5. ~~Quotes for Score Boards~~

6. Walton Outdoors Oct 15th – Dana and Chris (Information Only)

- Parks Director Weiler announced that the Walton Outdoors will be held Saturday, October 15th.

7. New ADA compliant Swing at playground – Sherriff's Department (Information Only)

- Parks Director Weiler explained the process of the installation of the new ADA compliant swing and gates being installed at the Sports Complex playground.

VIII. Old Business

IX. New Business

A. Mayor Russ Barley

1. Schedule Special Meeting to conduct interviews for City Bookkeeper Position

- A Special Meeting was scheduled for October 17, 2016 at 6:00 pm to conduct interviews for the City Bookkeeper Position. A request was made that copies of the applications and resumes be sent to the Council for review prior to the meeting.
- Mayor Barley announced a reminder that the Mayor's Charity Ball will be Saturday, October 22nd and tickets are available at the Reception Desk of City Hall. This is a good cause that provides the children of families less fortunate to have gifts for Christmas.
- Bayfest is scheduled for November the 12th at the Sports Complex.
- The North West Florida League of Cities will hold their meeting and dinner at the Freeport City Community Center on Tuesday evening of November the 15th. The time of the event has not been verified at this time.

B. Councilwoman Brannon

1. Legislative Matters

- The North West Florida League of Cities will hold a meeting in Chattahoochee on Thursday, October 13th at 5:00 pm and dinner at 6:00 pm. The event is listed on the NWFLC website.

C. Councilwoman Cuchens

1. FRDAP Grant Update

Council Action: Councilwoman Cuchens made a motion to approve the FRDAP Grant Application for the Casey Park Pool. Councilwoman McLean seconded the motion. All ayes;

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motion carried.

Council Action: Councilwoman Cuchens made a motion to approve the FRDAP Grant application for the Splash Pad and Recreation Area at the Freeport Regional Sports Complex. Councilwoman McLean seconded the motion. All ayes; motion carried.

- Councilwoman Cuchens announced that the first Public Workshop for the Freeport Recreation Master Plan Grant in partnership with the West Florida Regional Planning Council will be held Tuesday, October 11, 2016 at 11:30 am.
 - Councilwoman Cuchens announced a second Public Workshop for the same on Thursday, October 13, 2016 at 5:00 pm and a third will be held on Tuesday, October 27th at 5:00 pm.
- D. Councilwoman McLean
- Councilwoman McLean reported to the Council on discussions that have been held between herself, City Engineer Anna Hudson and DEP. On October the 6th, Anna Hudson and Councilwoman McLean met with Connie Becker and Tim Banks of the Department of Environmental Protection in Tallahassee. This meeting was the result of a meeting with Mr. Banks on August the 18th in regards to grants for the City of Freeport's Water and Sewer. An email was received on October 11, 2016 in regards to the planning and design of the first phase as well as the planning and grant funding for Freeport. Contacts are being established and Mr. Goth recommended the City of Freeport to Ms. Becker in regards to the Section 3-19 Grant Program. This grant opportunity is designed to close septic tanks around the bay area and enable the residents to be hooked up to sewer. The goal of this grant is: environmental cleanup of the bay area, runoff, and failing septic tanks. It was expressed that Freeport has the type of issues that this program is designed for. This is an \$800,000.00 grant which will have some matching funds required. The amount of the match has not been determined because of the Rural Areas of Opportunity (RAO) Designation that Freeport currently holds. Approval to apply for this grant will be on the next agenda.
 - On October 10, 2016, Councilwoman McLean met with Senator George Gainer about the City of Freeport and the County's needs. Mr. Gainer asked that the City furnish him with anything that will help him when he takes office in November. Mr. Gainer will be visiting the City of Freeport as well. Councilwoman McLean expressed that we have a real friend who realizes what our City needs.
 - Councilwoman McLean informed the Council that she and City Engineer Anna Hudson will be meeting with Rural Development on Wednesday, October 12, 2016 to review their programs and grant opportunities that are available.
 - Councilwoman McLean also mentioned an article to the Council in regards to the grant

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opportunities that were awarded in the Pensacola Water Shed area. These are opportunities that are available to our City as well.

E. Councilman Farris

1. Councilman Farris reported that the City is waiting on FDOT to review the plans for our Welcome Signs and once that is complete the City can move onto the next phase.
2. The Elected Municipal Officials training that Councilman Farris was scheduled to attend was cancelled due to Hurricane Mathew. It has been rescheduled for January 2017.
3. Traffic Table on South Jackson
 - Councilman Farris contacted the County and has met with City Engineers in regards to the Traffic Table. Councilman Farris requests approval to advertise for two weeks to notify the public and have the Traffic Tables installed. The County has agreed to put message boards up in regards to the tables at the end of South Jackson. The total price to install two Traffic Tables by CW Roberts is \$7,320.00. This would include the labor, signage and the striping.

Council Action: Councilman Farris made a motion for Council to approve two weeks of advertising, County message board signs to notify the public, and the purchase of two Traffic Tables to be installed by CW Roberts on South Jackson in the amount of \$7,320.00. Councilwoman Brannon seconded the motion. All ayes; motion carried.

F. Councilwoman Laird: None

X. Public Comment

1. Delores Waldatne approached the podium to suggest code locks for the rental facilities.
2. Shanna Scali approached the podium and addressed the Council in regards to the septic and sewage issues on Tropical Way.
3. Addison Parker approached the podium and addressed the Council and the homeowner in regards to the septic sewage issues.
4. Councilwoman Cuchens announced the Board of County Commissioners Multi-Government meeting on the 331 Project is going to be on December 6th. Please mark calendars for this date.
5. Planner Latilda Hughes-Neel informed the Council that the Meeting Councilwoman Cuchens is referring to is a Workshop and will be held at 3:45 pm on December 6th at the County Courthouse in the Commission Meeting Room.

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 10:50 a.m.

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FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

APPROVED

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