



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

**I. Meeting Opened**

The October 27<sup>th</sup> 2016 Regular Council Meeting was called to order at 6:00 PM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

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

Council members absent: Councilwoman Kasey Cuchens

Staff present: City Clerk Podraza, City Attorney Clay Adkinson, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, City Engineer Anna Hudson.

**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. Robert L. Jones, Jones-Phillips & Associates, Inc.

- CDBG Grant Manager

Mr. Jones reviewed the Community Block Grant Applicants List which was provided to the Council. The list is comprised of applicants who applied for assistance under the City of Freeport's CDBG 2014 Housing Rehabilitation Grant and have been found eligible under the City's Housing Assistance Program. Mr. Jones explained that the State of Florida requires that each applicant indicate if they have any relationship with the Council Members of the City of Freeport or anyone employed by Jones-Phillips & Associates. The eight (8) applicants have indicated and signed forms stating that they do not have any relationship to the Council or Jones-Phillips & Associates. Relationship meaning: brother, sister, cousin, mother, father or in-law relationship. Mr. Jones asked publicly if any member of the Council is aware of any relationship with the applicants on the Applicants List. The Council confirmed that they do not. Mr. Jones then reviewed the status of the City's Block Grant Process.

**IV. Approval of Past Minutes**

- October 11, 2016 Regular Council Meeting Minutes

*Council Action: Councilwoman McLean made a motion to approve the October 11, 2016 Regular Council Meeting Minutes as presented. Councilman Farris 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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

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

1. Additions

- Parks – Update on the Fields & Complex Lights
- Clerk – Request to Advertise for Sewer Maintenance Worker I
- Councilwoman Cuchens – Request Appointment as Point of Contact for RAO Designation
- Councilwoman Cuchens – Request approval to attend the Small County Coalition Fall Meeting

2. Deletions

- Planning & Zoning – Update on 331 North WWTP Location

**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 Brannon seconded the motion. All ayes; motion carried.*

**VII. Staff Reports**

A. City Clerk Matters

1. RAO Re-Designation MOA

- City Attorney Adkinson reviewed the Executive Order issued by the Office of the Governor regarding the Rural Area of Opportunity. Attorney Adkinson reviewed the Memorandum of Agreement for the Rural Area of Opportunity (RAO) between the State of Florida, Department of Economic Opportunity and the City of Freeport in Walton County.

*Council Action: Councilman Farris made a motion to approve the Memorandum of Agreement between the State of Florida, Department of Economic Opportunity, and The City of Freeport, for the implementation of the Northwest Rural Area of Opportunity (RAO), designation. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

2. Appointment of Designee for RAO

- Clerk Podraza presented a memo prepared by Councilwoman Cuchens requesting to be the Elected Official as the point of contact for the City's RAO Designation. Attorney Adkinson read the memo for the record.
- Attorney Adkinson informed the Council that a contact from a Non-Profit Organization Engaged in Economic Development would also need to be appointed. Council discussed and decided to appoint the Executive Director of The Walton County Economic Alliance which is currently Bill Imfeld.

*Council Action: Councilwoman McLean made a motion to appoint Councilwoman Cuchens as the*

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

*Official Point of Contact for The City of Freeport's Northwest Rural Area of Opportunity (RAO) Designation. Councilwoman Laird seconded the motion.*

- Council Discussion: Councilwoman Brannon asked the Mayor if he would be interested in taking this position. Mayor Barley does not feel he has the time to devote to being the RAO Designee.

*All Ayes; motion carried.*

*Council Action: Councilwoman McLean made a motion to appoint the Executive Director of The Walton County Economic Alliance as the Designated Contact from a Non-Profit Organization Engaged in Economic Development, for The City of Freeport's Northwest Rural Area of Opportunity (RAO) Designation. Councilman Farris seconded the motion. All ayes; motion carried.*

3. Request approval to attend the Small County Coalition Fall Meeting

- Clerk Podraza presented a memo to Council from Councilwoman Cuchens requesting approval to attend The Small County Coalition Fall Meeting to be held on November 16<sup>th</sup> and 17<sup>th</sup> in Tallahassee. Clerk Podraza read the memo for the record.

*Council Action: Councilman Farris made a motion to approve Councilwoman Cuchens to attend the Small County Coalition Fall Meeting to be held November 16<sup>th</sup> & 17<sup>th</sup> in Tallahassee. Councilwoman Laird seconded the motion. All ayes; motion carried.*

4. Staff Promotional Opportunity Recommendation

- Clerk Podraza presented the Council with a memo from Jennifer Douglas who supervises Nicole Martin. The memo indicates that Nicole is currently functioning as a Lead Meter Reader and requests that she be promoted to this position.

*Council Action: Councilwoman McLean made a motion to approve the promotional opportunity for Nicole Martin from Meter Reader to Lead Meter Reader at the hourly rate of \$14.00 per hour. Councilwoman Laird seconded the motion. All ayes; motion carried.*

5. Request to Advertise for Sewer Maintenance Worker I

- Clerk Podraza requested that Council approve to advertise for Sewer Maintenance Worker I.

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

*Council Action: Councilman Farris made a motion to approve advertisement for Sewer Maintenance Worker I. Councilwoman McLean seconded the motion. All ayes; motion carried.*

**B. Staff Accountant**

1. Pay all bills in order

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

**C. Planning & Zoning Dept.**

1. ~~Update on 331 North WWTP location~~

**D. Legal Matters**

1. Attorney Adkinson updated the Council on the letter of agreement with Praestare Engineering to retrieve the City of Freeport's documents.
2. Attorney Adkinson updated the Council on the Agreement of Responsibilities and Waiver of Fees with the Freeport Area Youth Sports Association Football League. The Football League Agreement with annotations is ready for execution.

*Council Action: Councilman Farris made a motion to adopt the Agreement of Responsibilities and Waiver of Fees with amendments, for the Freeport Area Youth Sports Association Football League. Councilwoman McLean seconded the motion. All ayes; motion carried.*

3. Attorney Adkinson updated the Council on the Freeport Youth Sports Baseball League Agreement of Responsibilities and Waiver of Fees. To clarify the League's rights and responsibilities, they will submit an addendum with their agreement. The agreement will be presented at the next Regular Council Meeting.

**E. Engineering: None**

**F. Water Dept.: None**

**G. Sewer Dept.**

Councilwoman McLean

1. Funding Sources for City of Freeport Wastewater Treatment Plant
  - Councilwoman McLean reviewed eleven (11) sources that have been contacted for funding for the new Sewer Plant. Councilwoman McLean advised the Council that Freeport is at the stage where the City must have this plant. The City cannot wait on the Restore Money. Councilwoman McLean wanted the Council to know that meetings have taken place and information has been provided to these sources and there have been some good responses. Two meetings with local banks has determined

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

that if the City could find a grant to pay 60% of the loan, then the balance of 40% could be financed. The payment would be approximately 15,000.00 per month for the construction of a new Sewer Plant. If the split were 70 / 30 percent, the payment would be around \$25,000.00 per month. This information will be pertinent at the Board of County Commissioners Multi-Government meeting on December 6<sup>th</sup>.

2. Request to engage our engineers to perform preliminary site investigation and conceptual layout of a wastewater treatment plant for Freeport.
  - Payment would be on an hourly basis not to exceed \$20,000.00. City Engineer Anna Hudson addressed the Council on this matter. Investigation and coordination with staff is needed.

*Council Action: Councilwoman McLean made a motion to engage Dewberry Engineering to perform a preliminary site investigation and conceptual layout of a Wastewater Treatment Plant for The City of Freeport not to exceed \$20,000.00 and the hourly fee would be consistent with the rates in the current continuing contract. Councilman Farris seconded the motion.*

**Council Discussion:** Councilwoman Brannon asked for verification that the money for this project is budgeted. Councilwoman McLean verified that it is. Councilwoman McLean also reiterated that this is a necessity.

*All ayes; motion carried.*

3. Proposal for Grinder pumps
  - Councilwoman McLean presented two options regarding the discontinuation of the maintenance for the Customer Sewer Grinder Pumps. Councilwoman McLean also provided information showing how much it has cost the City of Freeport to maintain the grinder pumps compared to what has been taken in from the \$7.00 a month maintenance fee that is charged to the customer. For ten (10) months the city is showing a deficit of \$38,700.00.
  - Attorney Adkinson explained that in the proposals, The City would be discontinuing the maintenance fee of \$7.00 per month and converting the responsibility of the maintenance of the pump to the customer.
  - Councilwoman McLean explained that in one proposal the customer would be charged \$25.00 per hour as well as the cost for repairs. If the pump needs to be replaced the customer would be charged for the pump itself.

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

- Councilwoman McLean explained that in the second proposal, the customer is responsible for the maintenance of their service from the road to their residence. They would be responsible for hiring a plumber for repairs.
  - Councilman Farris requested that the proposals be table until the next meeting so that Council would have more time to review them. The grinder pumps were tabled until the next Council Meeting.
4. Furniture for new treatment plant.
- Councilwoman McLean informed the Council that the furniture for the new Sewer Administrative trailer has been purchased and will be arriving in the next week. The Sewer Department is excited and will hold a grand opening when the trailer and furniture are all set up. The furniture was under budget at around \$7,000.00.
- H. Parks Dept.
1. Disc Golf
- Parks Director Weiler introduced Josh Gallaspy of the Freeport Dragon Slayer's Disc Golf Club. Mr. Gallaspy informed the Council that the Dragon Slayer's are looking for sponsorship to improve and expand the Disc Golf Course under the guidance of the Park Director, Dana Weiler. So far the Golf Club has raised \$1,750.00 and there are eleven spots left to fill. Business or Personal/Club Course Sponsorship is needed. A Business Sponsorship is \$250.00, Individual/Local Sponsorship is \$200.00 and a Course Sponsorship is \$500.00 This Sponsorship will put the name of the sponsor on a "Course Sponsor" sign for all golfers to see. It will be dedicated to donors at this level only and will included the name and phone number (if applicable) at the top of the sign.
2. Field Updates
- Parks Director Weiler provided pictures of the baseball fields to the Council showing the before and after of the fields since putting in the new clay. Weiler briefed the Council on the status of the preparation of the fields.
  - Parks Director Weiler requested Council Approval to purchase breakaway safety bases for the fields.
- Council Action: Councilwoman Laird made a motion for Parks Director Weiler to purchase five (5) sets of breakaway safety baseball bases at approximately \$495.00 a set for a total not to exceed \$2,500.00. Councilman Farris seconded the motion. All ayes; motion carried.*
- Parks Director Weiler provided pictures to inform the Council of the tracks made from citizens, who have been riding on the Sports Complex multipurpose field with their

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

- ATVs' and dirt-bikes. The Sheriff's department has been notified.
- The grounds are currently being prepped to seed.
3. Update on Field Lights
- A proposal from a licensed master electrician has been received to check every fuse box and all thirty-two (32) light poles for just under \$4,000.00. This does not include the cost to replace the fuses, ballasts or actual lights. The fuses and ballasts must be checked prior to knowing if any of the actual lights need to be replaced. Parks Director Weiler requested permission from the Council to have all 32 poles and all 144 boxes & fuses checked not to exceed \$4000.00.

*Council Action: Councilman Farris made a motion to approve Parks Director Weiler to accept the proposal from a licensed master electrician not to exceed \$4,000.00 to check all fuse boxes and thirty-two (32) light poles at the complex not including the parts. Councilwoman Laird seconded the motion. All ayes; motion carried.*

**VIII. Old Business: None**

**IX. New Business**

A. Mayor Russ Barley

1. Approval for Freeport First Baptist Church to hold Thanksgiving Banquet

*Council Action: Councilman Farris made a motion to approve the Freeport First Baptist Church to hold their Thanksgiving Banquet on the City Hall Grounds on November 19, 2016 from 12:00 pm to 2:00 pm. Councilwoman McLean seconded the motion. All ayes; motion carried.*

2. Mayor Barley announced that the Veterans Ceremony will be held Tuesday, November 11<sup>th</sup> at 2:00 pm at City Hall. A new monument will be added called the Hero Walk. Bricks have been purchased by citizens and have had their family members' names inscribed on them. An obelisk monument is being installed. New trees are being planted and new lighting is being installed as well. There will be an unveiling of the monument and a ribbon cutting at 2:00 pm and the Committee has requested the presence of the City Council.
3. Mayor Barley announced that Bayfest will be held on Saturday, November 12<sup>th</sup> starting at 10:00 am and ending at 9:00 pm at the Freeport Sports Complex. There is a webpage and Facebook page this year. Financing of three billboard advertisements, radio advertising with four radio stations, and a live radio broadcast have been approved by the Tourism Development Council (TDC).

B. Councilwoman Brannon

1. Legislative Matters

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

- The North-West Florida League of Cities Meeting is going to be held in Freeport on November 15, 2016. The meeting is at 5:00 pm in the Council Chambers and dinner at 6:00 pm will be held in the Community Center.
2. Stand Up North Florida Resolution
- Councilwoman Brannon informed the Council that at the last North-West Florida League of Cities Meeting, it was requested that Cities pass the Resolution “*Stand Up for North Florida*”. By passing this resolution, the City of Freeport is saying that all vital water ways in Florida matter and conservation fund money needs to be appropriated to all Florida vital water resources.

*Council Action: Councilwoman Brannon made a motion to pass Resolution 2016-14 “Stand Up for North Florida”, to dedicate Conservation funds for water conservation projects in the environmentally sensitive areas of North and Central Florida, and oppose any efforts to use state conservation funds to purchase farm lands south of Lake Okeechobee for water storage. Councilman Farris seconded the motion. All ayes; motion carried.*

3. City of Freeport Nepotism Policy
- Councilwoman Brannon requested Council to replace the current City of Freeport Nepotism Policy which states:

No person shall be employed by the City in a position in which he/she would be supervised by a member of his/her immediate family. For the purposes of this section the term "immediate family" refers to: spouse, grandparents, parents, brothers, sisters, children, grandchildren of both employee and the spouse.

- Councilwoman Brannon provided the Council with verbiage to replace the current policy.

*Council Action: Councilwoman Brannon made a motion to replace or update the current “Nepotism” policy with the following:*

***No relative of any full-time employee of the City will be hired or retained on a full-time basis. For the purposes of this section the term “relative” refers to spouse, grandparents, parents, brothers, sisters, children, grandchildren of both the employee and spouse.***

*Councilman Farris seconded the motion.*

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

Council Discussion:

- Attorney Adkinson advised the Council that the motion would need to be amended to define “relative” per Florida Statute 112.315 as follows: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-sister, half-brother, half-sister.
- Attorney Adkinson advised the Council to amend the motion and add a line that reads: Nothing in this policy is intended to limit the application of the State Statute.
- Council discussion ensued.

*Councilwoman Brannon withdrew her motion. Councilman Farris seconded the motion to withdraw. A vote for the motion to withdraw was not necessary per the City Attorney.*

4. Council Presidency

- Councilwoman Brannon advised the Council that in past years, after the Cities Address, the Council would vote for the appointment of the next years’ Council President. This has not been done in about three years. Councilwoman Brannon requested that this be put on the agenda for the next Council Meeting.
- Councilwoman Brannon also requested that the Mayor look at the designation of the Council Liaisons to potentially change them up and/or do away with them completely, depending on how the City Charter or Ordinances are written. Councilwoman Brannon also requested that this be addressed at the next Council Meeting.
- Attorney Adkinson advised the Council to make a motion and agenda the Council Presidency Item under Old Business for the next meeting.

*Council Action: Councilwoman Brannon made a motion to agenda the Council Presidency under Old Business on the next Regular Council Meeting Agenda. Councilman Farris seconded the motion. All ayes; motion carried.*

C. Councilwoman Cuchens: Absent

D. Councilwoman McLean

1. Councilwoman McLean relayed to the Council that the citizens on Robin Wood have said thank you to Councilman Farris for the street lights. They are very nice when driving at night.
2. When Councilwoman McLean met with Peoples National Bank about financing the new Sewer

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**  
6:00 p.m./Council Chambers/Freeport City Hall  
October 27, 2016 Minutes

Plant, they brought a check for \$200.00 for the City Christmas Fund. The check was presented to Mayor Barley.

- 3. Councilwoman McLean also informed the Council that the Sewer Department is currently using a Dry Belt Machine which will remove about 600,000 gallons of sludge from the digester. It is very interesting and our Sewer Department is working hard on the sludge bed project.
- 4. Councilwoman McLean informed the Council that the City had a call for a grinder pump that had a stuck valve and sewage backed up into the home. The City had to pay for the repair of the damage to the floor.

- E. Councilman Farris: None
- F. Councilwoman Laird: None

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

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 7:11 p.m.

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).