



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
November 15, 2016 Minutes

I. Meeting Opened

The November 15th 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: Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon, and Councilwoman Jennifer Laird.

Council members absent: Councilman Eddie Farris

Staff present: City Clerk Podraza, City Attorney Clay Adkinson, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, Sewer Supervisor Robert Fawcett, Billing Supervisor Jennifer Douglas, City Engineer Anna Hudson & City Engineer Cliff Knauer.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests: None

IV. Approval of Past Minutes

- Minutes for the October 27, 2016 Regular Council Meeting

Council Action: Councilwoman Cuchens made a motion to approve the October 27, 2016 Regular Council Meeting Minutes as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- Minutes for the October 24, 2016 Special Meeting
- Minutes for the October 24, 2016 Workshop

Council Action: Councilwoman Cuchens made a motion to approve the October 24, 2016 Special Meeting & October 24, 2016 Workshop Minutes as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.

- Minutes for the October 17, 2016 Special Meeting

Council Action: Councilwoman Brannon made a motion to approve the October 17, 2016 Special

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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).



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

- Minutes for the October 11, 2016 Special Meeting @ 8:40 am
- Minutes for the October 11, 2016 Special Meeting @ 8:50 am

Council Action: Councilwoman Cuchens made a motion to approve the October 11, 2016 Special Council Meeting Minutes at 8:40 am and the October 11, 2016 Special Council Meeting Minutes at 8:50 am as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

V. Consideration of Additions/Deletions to Agenda

1. Additions: NONE
2. Deletions
 - Sewer Dept. – Grinder Pumps
 - Old Business – Council Presidency
 - Councilman Farris – Authorization to use money budgeted in streets for the design phase of the sidewalk project.
 - Councilman Farris – Council Office at City Hall

VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman Brannon made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

VII. Staff Reports

- A. City Clerk Matters
 1. Approval of Joint Special Meeting with WCBCC, Cities of Freeport & DeFuniak

Council Action: Councilwoman Cuchens made a motion to approve Freeport City Council participation in the Joint Special Meeting with Walton County Board of County Commissioners and DeFuniak Springs on December 6, 2016 at the Walton County Courthouse in the WCBCC Chambers at 3:30 pm. Councilwoman McLean seconded the motion. All ayes; motion carried.

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B. Staff Accountant

1. Pay all bills in order

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

2. Budget Amendment moving the salaries and related insurances & expenses from Administration to Water. The City was informed by the auditors that these expenses must be under the utility and cannot be allocated to the City Administrative Budget.

Council Action: Councilwoman Brannon made a motion to approve the Budget Amendment moving the Billing & Meter Reading salaries and related expenditures to the Water Department Budget. Councilwoman McLean seconded the motion. All ayes; motion carried.

C. Planning & Zoning Dept.

2. American Fidelity SSA/2nd Reading

Council Action: Councilwoman Brannon made a motion to approve the second reading and adoption of the American Fidelity Small Scale Amendment Ordinance Number 2016-12. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. American Fidelity RZ/2nd Reading

Council Action: Councilwoman Cuchens made a motion to approve the second reading and adoption of the American Fidelity Re-Zoning Ordinance Number 2016-13. Councilwoman Laird seconded the motion. All ayes; motion carried.

4. WRFPC Brownfield Grant Application Letter of Support

- City Planner Latilda Hughes-Neel presented and discussed a letter drafted from Mayor Russ Barley to Mr. Austin Mount Executive Director of the West Florida Regional Planning Council. This letter is about the City's support for the West Florida Regional Planning Council's, 2017 EPA Brownfields Assessment Grant Application, in the amount of \$300,000.00. This effort will address possible impacts of hazardous substances and petroleum product on properties in our area.
- Ms. Kate Daniels approached the podium to further explain the grant application process to the Council.

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Council Action: Councilwoman McLean made a motion to approve a letter of support for the West Florida Regional Planning Council's grant application for assessment funding, to be signed by Mayor Barley. Councilwoman Laird seconded the motion. All ayes; motion carried.

D. Legal Matters

1. Second Reading and approval of Ordinance to Amend the Freeport Land Development Code

Council Action: Councilwoman Brannon made a motion to approve the 2nd reading and adoption of Ordinance 2016-14 to amend the Land Development Code to provide for a new section 2.03.03 (D), entitled, "The Freeport Recreation Committee". Councilwoman Cuchens seconded the motion. All ayes; motion carried.

2. Freeport Youth Sports Baseball League Agreement of Responsibilities & Waiver of Fees

Council Action: Councilwoman Cuchens made a motion to approved the Agreement of Responsibilities and Waiver of Fees between the City of Freeport and the Freeport Youth Sports Organization with the following strikethroughs:

Under City Responsibilities:

- #3 Remove-48hr repair time for equipment***
- #13 Remove-24hr response time for issues, concerns, or questions***

Under Freeport Youth Responsibilities:

- #4 Remove-Etc.***
- #9 Remove-24hr response time for issues, concerns, or questions***

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

Engineering

1. Engineering Updates
 - City Engineer Anna Hudson presented the Engineering Updates to the Council.
 - City Engineer Anna Hudson announced to the Council that she will be leaving Dewberry Preble-Rish to work for Walton County Public Works. Council and the Mayor all thanked Anna for her many years of service to the City of Freeport. City Engineer Cliff Knauer also commented on how grateful they are to Anna for 11 years of service and she will be greatly missed.

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E. Water Dept.

1. Meter Installation Contract

Council Action: Councilwoman Cuchens made a motion to approve the HD Supply Waterworks Master Project Agreement for water meter installation and allow the Mayor to execute the agreement after the City Attorney has clarified the arbitration language. Councilwoman McLean seconded the motion. All ayes; motion carried.

2. Request pay increase of Water Employee

- Water Supervisor Larry Tuggle requested a pay increase for Josh McKay.

Council Action: Councilwoman Cuchens made a motion to approve an hourly pay increase for Water Maintenance Worker Josh McKay from \$11.50 per hour to \$14.00 per hour. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. Request approval to advertise for Water Operations Maintenance Worker

Council Action: Councilwoman Cuchens made a motion to approve advertisement for a Water Maintenance Worker. Councilwoman McLean seconded the motion. All ayes; motion carried.

F. Sewer Dept.

1. Councilwoman McLean

- Approve Recommendation for Sewer Maintenance Worker I

Council Action: Councilwoman Laird made a motion to approve moving Sewer Maintenance Worker, Thomas Godwin, from part-time status to full-time status. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

- ~~Grinder pumps, tanks to sewer~~
- Councilwoman McLean reviewed a memo and handout she provided to the Council regarding information gathered about the needs of the Wastewater Treatment Plant. This information was provided by Councilwoman McLean in anticipation of the Joint Special Meeting in December.

H. Parks Dept.

1. Request permission to create an information only Facebook corporate account for

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- Parks & Rec
2. Request a parks and recreation email address

Council Action: Councilwoman Cuchens made a motion that Parks Director Weiler be allowed to setup an information only Parks & Rec Facebook Page and to have an associated email address designated to the page. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Informational items: bench updates, disc golf and soccer at Bayfest, water situation
- Parks Director Weiler updated the Council on the informational items.
 - Mayor Barley thanked Parks Director Weiler as well as Water Supervisor Tuggle and his crew for all the help they provided with Bayfest. Mayor Barley announced that over 1500 people came to the event and it went very well.

VIII. Old Business

~~A. Council Presidency~~

IX. New Business

A. Mr. Tom Tillman

1. Food Vendors at Christmas Parade & Program
- Mr. Tom Tillman approached the podium and requested Council approve food vendors to be at the Christmas Parade & Tree Lighting program.

Council Action: Councilwoman Cuchens made a motion to approve up to three (3) food vendors to be available at the Christmas Parade and Program festivities being held at City Hall on December 2, 2016. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Mayor Russ Barley

1. City Clerk Job Description
- Mayor Barley advised the Council that a request was made to have the Clerk Job Description reviewed. After Council discussion, it was requested that the Clerk redline the current approved document and bring it back to the next Regular Council Meeting for review.

C. Councilwoman Brannon

1. Legislative Matters
- Councilwoman Brannon announced that the Florida League of Cities will be holding a meeting at City Hall Council Chambers on November 15, 2016 at 5:00 pm with a dinner following at 6:00 pm at the City Community Center. Councilwoman Brannon thanked Mayor Barley for doing a phenomenal job coordinating the dinner amid his busy schedule.

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D. Councilwoman Cuchens

- Councilwoman Cuchens requested information regarding the selection process of the City Finance Officer. The City Attorney advised Council to add this item to the agenda of the Special Meeting in which the interviews for the position will be held.
- Councilwoman Cuchens requested that Council be notified of unscheduled closings of City Hall.

E. Councilwoman McLean

1. Discussion on securing a lobbyist for the City of Freeport
 - Council discussed the process of hiring a lobbyist. Councilwoman McLean asked that the Council to do their own individual research so that securing a City Lobbyist may be discussed at a future Council Meeting.

F. Councilman Farris

- ~~2. Authorization to use the money budgeted in streets for the design phase of the sidewalk project.~~
- ~~3. Council Office at City Hall~~

4. Councilwoman Laird: None

X. Public Comment

- Ms. Becky Sumner approached the podium. Ms. Sumner expressed her concern with the Council's decision to approve the installation of a Traffic Table on South Jackson at the October 11, 2016 Council Meeting. The Council voted yes to a \$7,000.00 commitment for the Traffic Table and Ms. Sumner feels this decision was fiscally irresponsible.

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 10:36 a.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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