



## City of Freeport

### MAY 28, 2020 REGULAR COUNCIL MEETING MINUTES

This meeting was held using social distancing protocols due to the COVID 19 State of Emergency declared by the City Council.

#### 1. Meeting Called to Order

The meeting was opened by Mayor Russ Barley at 6:30 pm.

Board members present: Mayor Barley, Elizabeth Haffner, Eddie Farris, Elizabeth Brannon, William "Boots" McCormick and Amanda Green.

Staff members present: City Attorney Clay Adkinson, Planning Director Latilda Neel, Planning Technician Brooke Jackson, Finance Officer Sara Bowers, Billing Supervisor Debbie Roberts, Sewer Supervisor Robert Fawcett, Park Director/Project Manager Charlie Simmons, and City Engineer Alex Rouchaleau

#### 2. Invocation and Pledge of Allegiance

The Invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

#### 3. Recognition of Guests

- a. Lisa Johnson, candidate for District 1 County Commissioner
- b. Greg Gregor, candidate for County Property Appraiser

#### 4. Public Comment on Agenda - none

#### 5. Approval of Consent Agenda

- a. Bills Paid
- b. Revenue Expenditure Report through April 2020

BOARD ACTION: Councilwoman Brannon motioned to approve the Consent Agenda as presented. Councilwoman Haffner seconded the motion. All ayes: motion carried.

#### 6. Consideration of Additions/Deletions to the Agenda

- Councilman Farris asked to delete his item.
- Councilwoman Brannon asked to add FDOT/Highway 20 4-Laning
- Finance Officer Bowers requested to add "CDs" to her items.



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- Mayor Barley requested to add Reopening City Hall, City Clerk Applications and WiFi Blocks.

#### 7. Approval of Agenda with Additions/Deletions

BOARD ACTION: Councilwoman Brannon motioned to approve the additions and deletions to the agenda. Councilman McCormick seconded the motion. All ayes: motion carried.

#### 8. Staff Reports

- a. Water Dept. – none
- b. Sewer Dept.-none
- c. Parks & Recreation
  - i. Parks/Projects Updates
    - Projects List is moving forward
    - Pool Staff has been hired
    - June 15 is opening day for pool and splash pad
    - Restrooms will open next week.
  - ii. Parks Complaints

Simmons discussed the complaint received by Councilwoman Green:

- Current state of fields at Sports Complex
  - Fields are in good shape
  - Parks staff doing a great job of maintaining the fields
- Trails Grant status
  - Trails Grant sitework had to be modified; could not be built as originally proposed; wheelchairs cannot navigate pine straw



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covered trail/replaced with asphalt; changes take time to gain approval

- Parks staff custom-built the sensory stations placed throughout the Trails for people with unique abilities
- The Trails are complete but waiting to open them until the grand opening can be scheduled.

Simmons provided a copy of the complaint sent to Green to be placed in the meeting record (attached).

d. City Clerk – none

e. Finance

i. Budget Workshops

Ms. Bowers requested that the City Council set their initial budget workshop

**BOARD ACTION:** Councilwoman Haffner motioned to set the first budget workshop on Thursday, July 16, 2020 at 5:30 pm. Councilman Farris seconded the motion. All-eyes: motion carried.

ii. Capacity Fees – Owls Head

Ms. Bowers requested that the capacity fees collected from Owls Head Farms be set aside as an exception to the Capacity Fee Ordinance, as invoices are coming due on the 331 North Sewer Main Project.

**BOARD ACTION:** Councilwoman Green motioned to set aside the capacity fees collected for Owls Head Farms. Councilwoman Brannon seconded the motion. All eyes: motion carried.

Ms. Bowers stated that she had received a work order invoice from Dewberry regarding the 331 North Sewer Main Project. She requested to pay the invoice out of the set-aside capacity fees.



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BOARD ACTION: Councilman Farris motioned to pay the specified invoice out of the set-aside capacity fees for Owls Head Farms. Councilwoman Haffner seconded the motion. All ayes; motion carried.

iii. CDs

Ms. Bowers presented information relating to the city's CDs. All of them relate to required reserves on outstanding bond issues the city has with Rural Development USDA. Ms. Bowers requested permission maintain the required reserve amount in CDs and to take the excess reserve amounts and place them in money market accounts. Then during the budget process, it can be determined if any of these excess funds will be needed for next year's budget. If all or part of the funds are not needed for next year then Ms. Bowers will bring this back before the council to decide if they wish to invest the excess funds with the account the city has with the Florida League of Cities

BOARD ACTION: Councilwoman Green made a motion to maintain the required reserves in CDs and to place the excess funds in money market accounts. Councilman Farris seconded the motion. All ayes; motion carried.

f. Billing Dept. – none

g. Planning & Zoning Dept.

i. Community Planning & Technical Assistance Grant

Ms. Neel presented a grant notification that has a very short turnaround. She requested that it be assigned to someone other than herself, as she is handling all the council meetings until a new clerk is hired.

Alex Rouchaleau/Dewberry stated that he would help out with the grant.

h. Legal



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i. Annexation Ordinance 2<sup>nd</sup> Reading

BOARD ACTION: Councilwoman Brannon motioned to hold 2<sup>nd</sup> Reading and Adoption of Ordinance 2020-05 Annexation. Councilwoman Green seconded the motion. All ayes: motion carried.

i. Engineering-none

9. **Old Business**

a. City Manager

BOARD ACTION: Councilwoman Haffner motioned to have the Mayor and City Attorney begin the negotiation process with city manager applicant Andrew Hyatt. Councilwoman Brannon seconded the motion. All ayes: motion carried.

BOARD ACTION: Councilman Farris motioned to request a proposal from Hyatt regarding salary/compensation. Councilwoman Brannon seconded the motion. All ayes: motioned carried.

10. **New Business**

a. Mayor Barley

i. Re-Opening City Hall

Mayor Barley asked to re-open City Hall on June 1.

BOARD ACTION: Councilman Farris motioned to open City Hall on June 1, 2020. Councilman McCormick seconded the motion. All ayes: motion carried.

ii. City Clerk Applications

Mayor Barley reported to the Council that 52 applications had been received for the city clerk position. After review of all the applications, he has then narrowed



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down to six applications. The Council directed Ms. Neel to compile the six applications and e-mail them to the City Council for review.

iii. WiFi Blocks

Mayor Barley reported on the current situation with trying to establish WiFi at the Sports Complex. He referred to e-mail correspondence received from Jeff Wyles/CRC (attached).

b. Councilwoman Brannon

i. FDOT/Highway 20 4-Laning

Councilwoman Brannon reminded the Council that Ms. Neel had forwarded the website information on the new 4-laning project and that it was very important to review the plans and make comments prior to the plans being finalized.

c. Councilman Farris – none

i. ~~WiFi at Sports Complex~~

d. Councilwoman Green – none

e. Councilwoman Haffner

i. City of Freeport Elections

Councilwoman Haffner asked the Council to be thinking about perhaps changing the city elections to a different time of year, maybe in the fall when county and state elections take place.

Councilwoman Green agreed that a difference time of year would be preferable.



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f. Councilman McCormick

Councilman McCormick stated his resignation from the City Council due to his candidacy for District 1 County Commissioner. He thanked the Council and staff for their support and assistance throughout his tenure as city councilman.

g. Appointment to Vacant Council Seat

Mayor Barley announced that the vacancy created by Councilman McCormick's resignation needed to be filled. The following citizens had provided their names for consideration as appointees to the vacated position:

- i. Gary Adams
- ii. Trippe Hope
- iii. Greg Free
- iv. Mark Martin

**BOARD ACTION:** Councilwoman Brannon motioned to appoint Mark Martin to the vacated seat due to his previous experience as councilman. Councilman Farris seconded the motion. All ayes: motion carried.

**BOARD ACTION:** Councilman Farris motioned to hold Martin's swearing -in at the June 9, 2020 regular council meeting. Councilwoman Brannon seconded the motion. All ayes: motion carried.

#### 11. Public Comment

Councilwoman Brannon thanked Councilman McCormick for his service.

Director Simmons asked the Council to be thinking of dates for the Grand Opening of the Trails and the new Concession Stand.



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BOARD ACTION: Councilman Farris motioned to open the Trails at the Sports Complex Friday, June 5, 2020. Councilwoman Haffner seconded the motion. All ayes; motion carried.

**12. Adjournment**

The Mayor called for a motion to adjourn. Councilman McCormick motioned to adjourn the meeting. The meeting adjourned at 7:33 pm.

**CITY OF FREEPORT**

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK