



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
April 11, 2017 Minutes

I. Meeting Opened

The April 11, 2017 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Councilwoman Jennifer Laird, Councilwoman Elizabeth Brannon, and Councilman Eddie Farris

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Dana Weiler, Sewer Operator Bridget Hilgenberg, Water Supervisor Larry Tuggle, Sewer Crew Leader Addison Parker, City Engineer Cliff Knauer, and Billing Supervisor Jennifer Douglas.

II. Invocation and Pledge of Allegiance

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

I. Recognition of Guests

- Bill Imfeld, Executive Director of the Economic Development Alliance

Mr. Imfeld addressed the Council regarding Economic Development in Freeport. Mr. Imfeld feels that Freeport will be the spearhead for Walton County's growth over the next couple of decades. This is a tremendous opportunity for Freeport.

II. Public Comment on Consent Agenda: None

III. Approval of Consent Agenda

- Pay all Bills in Order
- February 23, 2017 Regular Council Meeting Minutes
- February 23, 2017 Special Council Meeting Minutes – Strategic Plan
- February 23, 2017 Special Council Meeting Minutes – FLDEP Rec. Trails Prog. Grant
- March 14, 2017 Regular Council Meeting Minutes
- March 23, 2017 Regular Council Meeting Minutes
- March 23, 2017 Workshop – Grinder Pumps
- March 30, 2017 Workshop – CIP/Impact Fees

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).



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Council Action: Councilwoman Cuchens made a motion to approve the Consent Agenda as presented. Councilman Farris seconded the motion. All ayes; motion carried.

IV. Consideration of Additions/Deletions to Agenda

Additions:

- Clerk – FAYSA Meeting May 1st
- Councilman Farris – Sports Complex
- Councilman Farris – Coyote Landfill
- Councilman Farris – DOT Contract
- Councilwoman McLean – Information on Sewer

Deletions: None

V. 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.

VI. Staff Reports

A. City Clerk Matters

1. City of Freeport Website Update
 - Clerk Podraza updated the Council on the status of the new City Website design being created with aha Municode and the City Design Team: Councilwoman Kasey Cuchens, Parks Director Dana Weiler and City Clerk Rebecca Podraza.

B. Finance

1. Revenue & Expenditure Reports
 - City Finance Officer Sara Bowers presented the Revenue & Expenditure Report for Council information.

C. Planning & Zoning Dept.: None

D. Legal Matters

1. City Attorney Clay Adkinson advised the Council on Social Media and the Sunshine Law.

E. Parks Dept.

1. Approve Sponsorship and travel for Susan McMiniman to represent Freeport in this year's

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National Senior Games for an approximate amount of \$1,500.00.

Council Action: Councilwoman Cuchens made a motion to approve Susan McMiniman to represent Freeport in this year's National Senior Games for half the expenses not to exceed \$750.00. Councilwoman McLean seconded the motion. Four ayes, (Cuchens, McLean, Laird, Farris); one nay, (Brannon). Motion carried.

2. Request approval to advertise for summer hires in April or May after decision on the pool.

Council Action: Councilwoman Laird made a motion to approve Parks Director Weiler to advertise for pool staff once the decision is made when to open. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

F. Engineering

1. Engineering Update Report

- City Engineer Cliff Knauer presented the Engineering Update Report
 - SCOP Grant has been submitted for Robinwood Dr. & Four Mile Road
 - FBIP Grant for Marse Landing Boat Loading Dock submitted
 - Construction of Fluffy Landing Complete
 - US 331 Water Tie-In Bid Opening date is April 21, 2017

2. Laird Park Drainage Improvements

- City Engineer Cliff Knauer advised the Council that an FBIP Grant may be possible to fund the Laird Park Improvements Project up to \$50,000.00 with no matching funds needed. It was agreed by Council that this Grant Application would be included in the process of completing the project.

Council Action: Councilwoman Cuchens made a motion to approve the Laird Park Drainage Improvements Proposal for Professional Services and Scope of Work Agreement presented by Dewberry Preble-Rish in the amount of \$4,500.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Water Storage Tank Inspection and Maintenance Proposal

Council Action: Councilwoman Cuchens made a motion to approve the Freeport Water Storage Tank Inspection and Maintenance Proposal for Professional Services and Scope of Work Agreement presented by Dewberry Preble-Rish in the amount of \$10,000.00. Councilman Farris seconded the motion. All ayes; motion carried.

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4. 2017 Capital Improvement Plan
 - To be presented with changes and updates at the April 27, 2017 Meeting for approval
5. Preliminary Engineering Report Proposal for Professional Engineering Services to submit to USDA

Council Action: Councilwoman McLean made a motion to approve the Proposal for Professional Engineering Services for the Preliminary Engineering Report (PER) Project for the City of Freeport in the amount of \$40,000.00 for the Sewer Plant Site. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

6. Sewer Plant Repair on Clarifier Number 2

Council Action: Councilwoman McLean made a motion to approve emergency repairs to Clarifier Number 2 in the amount not to exceed \$25,000.00. Councilman Farris seconded the motion. All ayes; motion carried.

G. Water Dept.

1. Water Supervisor Larry Tuggle updated the Council on the progress of the Meter Installation project.
2. Water Supervisor Larry Tuggle requested the Council set a Special Meeting to discuss the DOT & DOC Contracts. The meeting was set by the Mayor for Thursday, April 13, 2017 at 6:30 PM.

H. Sewer Dept.

1. Janice McLean
 - School Request (Budgeted For 2016/2017)
 - a.) Robert Fawcett – August 6-9 – Daytona Beach – 2017 Annual FRWA Conference \$387.00 plus meals. He is driving city truck (no mileage) - (\$327 motel – 50.00 registration)
 - b.) Bridget Hilgenberg – May 29- June 1 – Daytona Beach – AI/FL Joint Conference \$729.00 plus meals. (This includes \$50.00 for school, 528.00 3 nights Hotel- 151.00 mileage)

Council Action: Councilwoman McLean made a motion to approve training and travel for Sewer Supervisor Robert Fawcett and Sewer Operator Bridget Hilgenberg. Councilman Farris

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seconded the motion. All ayes; motion carried.

2. Information on Sewer

- Councilwoman McLean advised the Council on the Florida Rural Water Association Asset Management Study that is currently being done at no cost to the City. This is a requirement for the SRF Funds that the City has applied for. This study will be presented by the Rural Water Association to the Council when completed.
- Councilwoman McLean has met with Mr. Paul Johnson who provides biological improvements studies for sewer plants. He has offered his services to the City of Freeport if needed. Florida Rural Water also provides this service at no charge.
- Councilwoman McLean provided a list of Lift Stations to the Council and a new form that will be used when the Maintenance Crew complete maintenance on the Lift Stations.
- Sewer Plant Operator Bridget Hilgenberg addressed the Council regarding the Sewer Department's need for more employees.
- Sewer Plant Operator Bridget Hilgenberg addressed the Council and provided an opportunity to answer any questions or concerns regarding the Sewer Plant. Council discussion ensued.
- Becky Sumner approached the podium and requested information from the Council regarding the progress on the new Sewer Plant. City Engineer Cliff Knauer provided the information requested.

VII. Old Business

A. New Impact Fee Rates and Ordinance

1. A 90 Day Notice will need to be advertised if the Council moves forward with a new impact fee rate. A Workshop was scheduled immediately following the 6:30 pm Special Meeting on April 13, 2017.

VIII. New Business

A. Mayor Russ Barley

1. Mayor Barley announced that the 1st Baptist Church will hold their annual Sunrise Service April 16, 2017 behind City Hall from 6:00 am to 7:00 am.

B. Councilwoman Brannon

1. Legislative Matters

- Councilwoman Brannon advised the Council that the Executive Director for the North-

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West Florida League of Cities has been sending out Legislative Updates. Be on the lookout for those or request a copy from the City Clerk.

C. Councilwoman Cuchens: None

D. Councilman Farris

1. Wastewater Treatment Plant

- Councilman Farris inquired if the Wastewater Reclaim Tank is currently in use. Sewer Operator Bridget Hilgenberg informed the Council that it is not and updated the Council on the status of the Tank. Councilwoman McLean provided background information on the Reclaim Tank and City Engineer Knauer also provided information to the Council regarding the permitting of the Tank.

1. Pool

- Councilman Farris requested that the pool repairs be made prior to the approval of the FRDAP Grant in order for the pool to be open Memorial Day. Councilwoman Cuchens requested that the specifications be written to include the work specified on the FRDAP Grant Application for the pool.

Council Action: Councilman Farris made a motion to direct City Engineers and Staff to draft specifications and advertise for formal RFP for Pool Repairs to open the pool by May 26, 2017. Councilwoman Brannon seconded the motion. All ayes; motion carried.

3. Sports Complex

- Councilman Farris requested more communication between Council, Staff and the Community Members who are using the Sports Complex.

4. Coyote Landfill

- Councilman Farris thanked Councilwoman Brannon for her part as a citizen and member of the community in the clean-up of the Coyote Landfill by the County. He also thanked the Mayor for his efforts as in this as well.

E. Councilwoman Laird: None

F. Councilwoman McLean: None

IX. Public Comment

Tracy Louthain approached the podium requesting an amendment to the agreement between the FAYSA and the City to exclude the volunteers from having to clean the public restrooms after the

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use of the facility. Mayor Barley requested that an Agenda Request be made for this item at the next Council Meeting for discussion.

X. Adjournment

Mayor Barley adjourned the meeting at 10:56 a.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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