



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
June 13, 2017 Agenda

I. Meeting Opened

The June 13, 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, Billing Supervisor Jennifer Douglas, Water Supervisor Larry Tuggle, City Engineer William Menadier, City Engineer Alex Rouchaleau, City Planner Latilda Hughes-Neel, Meter Reader Gary Thomas, Sewer Lead Operator Bridget Hilgenberg, and Sewer Crew Leader Addison Parker.

II. Invocation and Pledge of Allegiance

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

III. Approval of Consent Agenda

- Pay all Bills in Order
- May 23, 2017 Special Meeting – Pool Contract
- May 25, 2017 Regular Meeting

Council Action: Councilwoman Cuchens made a motion to approve the Consent Agenda as presented. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

IV. Consideration of Additions/Deletions to Agenda

Additions: None

Deletions:

- Councilwoman Cuchens - Resolution in support of Walton County Technical Assistance Grant through DEO

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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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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 Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

VI. Staff Reports

A. City Clerk Matters

1. Approval to Implement New Website
 - Clerk Podraza provided an overview of the status on the new website. Parks Director Dana Weiler gave the Council a short presentation of the new website. The site is undergoing updates and corrections but as soon as everything is in place it will be ready to launch.

Council Action: Councilwoman Cuchens made a motion to approve the new City Website to form with improvements, updates, changes and corrections. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

B. Finance Officer

1. Billing & Accounting Software Request for Proposal
 - Finance Officer Sara Bowers presented an RFP to the Council for approval to formally advertise for a new Accounting/Billing & Payroll system. The team chosen as the Selection Committee for the RFP will be Finance Officer Sara Bowers, Clerk Podraza and Parks Director Dana Weiler.

Council Action: Councilwoman McLean made a motion to formally advertise and request proposals for a Financial, Revenue Collection and Personnel ERP System and approve the RFP to form. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

2. Truth in Millage (TRIM) Timeline
 - Finance Officer Bowers presented the TRIM Timeline to the Council. A proposed millage rate will need to be voted on at the first meeting after the election on July 27, 2017. Bowers will provide a proposed Budget Workshop Schedule at the next meeting.

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C. Planning & Zoning Dept.

- Planner Latilda Hughes-Neel briefed the Council on the status of Land Development Code updates. A new date will be set and advertised for the LDC to be presented in July.

D. Legal Matters

1. Parking at Sports Complex & Ordinance 2007-10

- City Attorney Clay Adkinson presented Ordinance 2007-10 which is an Ordinance regarding parking in certain locations which have become problematic. Attorney Adkinson explained that there have been issues with parking on the grass at the Sports Complex. This has caused damage to the sod as well as the sprinkler heads.
- Attorney Adkinson recommends that Legal Staff meet with County Officials regarding this issue and perhaps draft an Interlocal Agreement if needed to enforce no parking areas.
- Signs indicating no parking on the grass at the Sports Complex are to be posted right away.

2. No Wake Zone Interlocal Agreement

- City Attorney Adkinson presented an Interlocal Agreement to be implemented between the City of Freeport and the Walton County Board of County Commissioners. This will recognize that the No Wake Zone Ordinance 2017-01, implemented by the City of Freeport, will be mutually beneficial to both entities for the County to enforce said ordinance on the City's behalf. This will also be in the best interest of the citizens of both the City and the County.

Council Action: Councilwoman Brannon made a motion to approve the No Wake Zone Interlocal Agreement between the City of Freeport and Walton County. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Enclave Developer's Agreement

- City Attorney Adkinson presented the Enclave Developer's Agreement between the City of Freeport and 3 Wise Guys, LLC, a Florida Limited Liability Company. The property referred to in this agreement is Enclave Subdivision. The developer has purchased said development. A cost estimate in the amount of \$49,738.91 was obtained by the Developer and has been provided to the City as an estimate of the total needed to complete site improvements for the development. The Developer is prepared to pay a cash security deposit in this amount.

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Council Action: Councilwoman McLean made a motion to approve the Enclave Developer's Agreement as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

E. Parks Dept.

1. Parks & Recreation Update

- Parks Director Dana Weiler provided informational updates on the following:
 - Summer Programming (Tennis/Archery/Senior Exercise)
 - Swim Lessons & Aerobics
 - Tree Cutting information
 - Cross Point of FWB Volunteers
 - Painting of the buildings at the Sports Complex will move forward with chosen color

F. Engineering

1. Engineering Update Report

- City Engineer William Menadier presented the Engineering Update Report:
 - Freeport Legislative Appropriation Water projects - US 331 Tie-In to DeFuniak
 - Business 331 Sidewalks - Survey Complete/Working on Design
 - Wastewater Treatment Plant (WWTP) Update
 - WWTP Preliminary Engineering Report – Finalizing report & Loan Application through USDA Rural Development
 - Laird Park Storm Water Improvements – Design Complete/working on cost estimate
 - State Revolving Fund Loan Agreement – Agreement ready for Mayor to sign

Council Action: Councilman Farris made a motion to approve the Mayor to sign the State Revolving Fund Loan Agreement. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

- Blue Ridge Parkway Traffic Analysis Provided to Council – No changes to the speed limit in this area have been recommended by Walton County. County recommends improving the visibility by removing fencing, vegetation and signage in this area.

2. 331 Watermain Extension Project

- Engineer Menadier reviewed the bid results for the 331 Watermain Extension Project.

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The Grant Funding for the project was \$1,010,088.00. The lowest bid was submitted by I-C Contractors, Inc. in the amount of \$1,455,384.30. Water Impact fees will be used for the remaining funds needed for this project. Engineering requests Council approval of the lowest bid from I-C Contractors, Inc.

Council Action: Councilwoman Cuchens made a motion to award the 331 Watermain Extension Project to I-C Contractors, Inc. in the amount of \$1,455,384.30 and to approve the use of Water Impact Fees for the remaining balance of \$445,296.30 which will not be covered by the grant project funds of \$1,010,088.00. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Freeport Welcome Signs

- City Engineer Menadier presented the Welcome Sign proposal for survey and engineering design in the amount of \$3,000.00.
- City Planner Latilda Hughes-Neel briefed the Council on the current Land Development Code regarding signage. Way finding directional signage is being considered and researched for the City of Freeport.
- Mayor Russ Barley informed the Council during the engineering report that the signage prices will remain the same as quoted from Boardwalk Designs.

Council Action: Councilwoman McLean made a motion to approve the Welcome Sign Proposal not to exceed \$3,000.00. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

4. Freeport Elevated Water Storage Tank Bid Award

- City Engineer Alex Rouchaleau presented the Elevated Water Storage Tank Bid. Engineering recommends the bid be awarded to US Tank who was the lowest bidder.
- Included in the bid is the Reclaimed Water Tank Inspection for an amount of \$2,000.00 which will be paid for out of the Sewer Department budget.

Council Action: Councilwoman McLean made a motion to award the Freeport Elevated Water Storage Tank Bid to US Tank in the amount of \$189,400.00. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

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G. Water Dept.: None

H. Sewer Dept.: None

VII. Old Business

A. Impact Fees: None

VIII. New Business

A. Howard & Deborah Pinkham-Faulty Water Meter

- Ms. Pinkham approached the podium and requested relief from a high-water bill believed to have been caused by a faulty meter.
- Staff advised Council on the Customers meter and billing. The meter was sent to the manufacturer and it has tested accurate.
- Council discussion ensued. The Mayor is authorized to waive half of the bill. No action was taken.

B. Mayor Russ Barley: None

C. Councilwoman Brannon: None

D. Councilwoman Cuchens

1. ~~Resolution in support of Walton County Technical Assistance Grant through DEO~~

E. Councilman Farris

1. Councilman Farris will be attending the NWFLC Annual Conference in Orlando this August.

F. Councilwoman Laird: None

G. Councilwoman McLean

- Councilwoman McLean read a statement that she prepared for the Council regarding a Criminal Investigation filed in 2015. ***Statement attached as Part of the Official Minutes.***
- Councilwoman Brannon commented on the statement Councilwoman McLean read.
- Heather Jeanneret approached the podium and commented on the statement read by Councilwoman McLean

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IX. Public Comment

- John Crawford made a statement regarding the Sidewalk project on Business 331.
- Ms. Amanda Green approached the podium and addressed the Council regarding the ball fields at the Sports Complex.

X. Adjournment

Mayor Barley adjourned the meeting at 10:41 a.m.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST

City Clerk

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