



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
August 14, 2018 Agenda

I. Meeting Opened

The August 14, 2018 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 Elizabeth Brannon, Councilman Eddie Farris, Councilwoman Amanda Green, Councilwoman Elizabeth Haffner and Councilman William “Boots” McCormick

Staff present: City Attorney Clay Adkinson, Finance Officer Sara Bowers, Water Department Supervisor Larry Tuggle, Parks Director Charles Simmons, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs, Sewer Supervisor Robert Fawcett, City Engineer Alex Rouchaleau.

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: None

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid
2. Budget Amendment – Sidewalk Behind City Hall
3. July 18, 2018 Workshop – Waste Management
4. July 26, 2018 Workshop – Capacity Fees
5. July 26, 2018 Regular Meeting
6. August 6, 2018 Workshop – Budget

Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

VI. Consideration of Additions/Deletions to Agenda

Additions

- Water – Purchase of Water Meters

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- Engineering – Blueberry SCOP Grant Bid Results
- Finance – Set Budget Workshop
- Councilwoman Haffner – Garbage Pick-up

~~Deletions:~~ NONE

VII. Approval of Agenda with Additions/Deletions

Council Action: Councilman McCormick made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

VIII. Staff Reports

A. City Clerk Matters

1. RFQ Marketing Services

- Clerk Podraza presented the Marketing Services RFQ that was requested to be drafted by Council at the June 28th Council Meeting. Council discussion ensued.

Council Action: Councilman McCormick made a motion to approve the Draft Marketing RFQ for advertisement. Councilwoman Brannon seconded the motion. Three ayes, (McCormick, Brannon, Green); two nays, (Farris, Haffner); motion carried.

2. Welcome Signs

- Clerk Podraza presented the updated rendering of the Welcome Signs and the color samples provided by Councilwoman Haffner and Councilwoman Green. Council discussion ensued.

Council Action: Councilman Farris made a motion to approve moving forward with the Welcome Signs to include the City Seal and the Benjamin Moore color, Stunning Blue. Councilwoman Haffner seconded the motion. Three ayes, (Farris, Haffner, McCormick); two nays, (Brannon, Green); motion carried.

B. Finance Department

1. Forensic Audit Update

- Finance Officer Bowers advised the Council that she has talked with representatives from the Marcum Group Firm on the 23rd of July and confirmed they are able to access the City

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System. The Firm has requested the 2015 & 2016 Bank Statements. They were sent to the Firm on August 3rd.

2. 2017 Audit Findings
 - Finance Officer Bowers presented staff solutions on the following 2017 Audit Findings:
 - Finding 2017-01 – Prior Year Grant Revenue Not Recorded
 - Finding 2017-02 – No Formal IT Policy
 - Finding 2017-03 – Time Cards do not include a Signature Line
 - Finding 2017-04 – No Formal Approval of Journal Entries
 - Finding 2017-05 – Customers set up Incorrectly in the UMS Billing System
 - Finding 2017-06 – Auditing Adjusting Journal Entries (Prior Year 2016-02, 15-02)
 - Finding 2017-07 – Bank Reconciliations for Prior Year Unreconciled Items (Prior year 2016-05)
 - Finding 2017-08 – No Signature of Approval on Quarterly Progress Report
 - Finding 2017-09 – Lack of Budget Amendments

Council Action: Councilwoman Brannon made a motion to direct staff to draft a Budget Amendment Policy for Council review. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. FMIT Renewal Quote

Council Action: Councilman Farris made a motion to approve the Florida League of Cities, Florida Municipal Insurance Trust Renewal Quote for 2018-2019 for a total premium of \$143,329.00. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

4. Schedule Budget Workshop

Council Action: Councilman Farris made a motion to schedule a Budget Workshop for Thursday, August 30, 2018 at 5:30 pm. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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C. Planning & Zoning Dept.

1. 1st Reading/Ordinance - LSA/Stormwater

Council Action: Councilman Farris made a motion to approve 1st reading and advertisement for second reading and adoption of an Ordinance amending the Comprehensive Plan of the City of Freeport, providing for revisions to the infrastructure element. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. 1st Reading/Ordinance – LDC/Stormwater

- City Planner Hughes-Neel requested this item be moved to the second meeting in August. This is in response to an email received, which will need to be reviewed by Engineering for recommendations on this LDC Revision.

Council Action: Councilwoman Brannon made a motion to continue the approval of the first reading of the Freeport Land Development Code Revisions, Article 2, to the second meeting in August. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Request for Workshop – Medical Marijuana Treatment Centers

- City Planner Hughes-Neel requested to schedule a workshop for the review of Medical Marijuana Treatment Centers Regulations language.
- Councilwoman Brannon requested that the request for workshops be moved to September due to the busy schedule with workshops during the budget process.

4. Request for Workshop – 331 North Corridor Standards

- This item will be continued to the September meeting to set dates.

Council Action: Councilwoman Brannon made a motion to continue items three (3) and four (4) under Planning to the first meeting in September. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

5. Buxton's Mill Final Plat

- Planner Hughes-Neel presented a reduced copy of the Buxton's Mill Final Plat and requested approval of the Final Plat for signature.

Council Action: Councilwoman Brannon made a motion to approve the Buxton's Mill Final Plat

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for signature. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

6. At-Large PDRB/Rec. Board Appts

Council Action: Councilwoman Haffner made a motion to approve the current At-large appointments, Michael Gilley to the Planning and Development Review Board, and Craig Haley to the Recreation Board. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

7. City Planner Hughes-Neel updated the Council on the following:

- Development Project Master Plan for the Preserve Project on 331
- McDonalds - breaking ground soon
- Waffle House - breaking ground soon

D. Parks Department

1. Updates

- Parks Director announced that the Fountain at the Triangle is almost complete.

E. Legal Matters: None

F. Engineering

1. Blueberry Road SCOP Bid Results

- Engineer Rouchaleau requested approval of the Blueberry Road SCOP Bid Results

Council Action: Councilman McCormick made a motion to approve awarding the bid to the lowest responsible bidder, H&T Contractors, for \$170,507.55, contingent upon additional funds being procured by DOT for the project. Councilwoman Brannon seconded motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. SRF Project Updates

- Engineer Rouchaleau announced that the City has been awarded \$4,200,000.00 for the US 331 Wastewater Improvements Project from the State Revolving Fund Program (SRF) 80/20 Grant/Loan. The formal letter has not been received but it should be coming in the next couple of weeks.
- The Water SRF Grant was not approved. This project will be pushed to February.

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3. Preliminary Engineering Report for Wastewater Treatment Plant Expansion
 - Ms. Elissa Pettis with Dewberry Preble-Rish gave a brief Power Point presentation on the Waste Water Treatment Plant Expansion. The following was presented:
 - Application Process
 - Environmental Assessment (EA)
 - Preliminary Engineering Report (PER)
 - EA – Environmental Impacts
 - PER – Planning Area
 - PER – Alternatives Considered
 - Questions

G. Water Dept.

1. Purchase Water Meters
 - Water Supervisor Larry Tuggle requested approval to purchase eight hundred and seventy-five (875) Water Meters. The Neptune meters will be replaced with Census meters to finish out the system.

Council Action: Councilwoman Brannon made a motion to approve the purchase of eight hundred and seventy-five (875) Census Water Meters. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

H. Sewer Dept.: None

IX. Old Business

- A. City Hall Paint Bids
 - The contractors who bid to paint the trim of City Hall would not come back to bid the whole building.
 - Parks Director Simmons and the Mayor will reach out to some other contractors to bid on painting City Hall.

X. New Business

- A. Mayor Russ Barley: None
- B. Councilwoman Brannon: None

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C. Councilwoman Haffner

1. Garbage Pick-up

- Councilwoman Haffner requested an update regarding the garbage pick-up agreement. Attorney Adkinson advised that he is still working to collect the current data and revenue stream from the County for the Council to look at. Once the data is reviewed, an RFP will be drafted for Council review.

D. Councilman Farris

1. Amendment 1 Sample Resolution

- Councilman Farris presented a Sample Resolution from the Florida League of Cities regarding Home Rule.

Council Action: Councilman Farris made a motion to approve the Florida League of Cities Draft Home Rule Resolution and to include this information on the City website for public outreach. Councilwoman Haffner seconded the motion for discussion.

Council discussion ensued, and the draft resolution will be brought back to the next meeting after Council has time to review the information more thoroughly.

Councilman Farris withdrew his motion. Councilwoman Haffner withdrew her second to the motion.

E. Councilwoman Green: None

F. Councilman McCormick: None

XI. Public Comment: None

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XII. Adjournment

Mayor Barley adjourned the meeting at 8:24 p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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