



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
September 11, 2018 Minutes

**I. Meeting Opened**

The September 11, 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 Clerk Rebecca Podraza, Clerk Assistant Lori Cox, City Attorney Clayton Adkinson, Finance Officer Sara Bowers, Parks Director Charles Simmons, Sewer Supervisor Robert Fawcett, City Engineer Alex Rouchaleau, City Engineer Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilwoman Haffner, 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. August 23, 2018 Workshop-Budget
3. August 23, 2018 Regular Council Meeting
4. August 30, 2018 Budget Workshop

*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

- Councilwoman Haffner – Work Flow Management
- Councilwoman Haffner – Land Development Code
- Clerk – FACC Fall Academy Approval

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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- Clerk – Billing Department
- Councilwoman Green – Donations
- Councilwoman Green – Billing Supervisor Position
- Mayor Barley – Clerk Assistant Appointment
- Legal – Affirm FRS Loan Documents
- Engineering – Second reading of Marina Village No Wake Zone

~~Deletions:~~ None

**VII. Approval of Agenda with Additions/Deletions**

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

**VIII. Staff Reports**

A. City Clerk Matters

1. FACC Conference Approval

*Council Action: Councilwoman Brannon made a motion to approve the City Clerk attendance to Florida Association of City Clerks conference in October 2018. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

2. Billing Department

- City Clerk Podraza gave a brief report on the Billing Department. More information will be brought to the next council meeting.

3. Billing Supervisor Position

- Councilwoman Green requested a formal motion be made to approve the City Clerk, Becky Podraza, as the temporary Billing Supervisor.

*Council Action: Councilwoman Green made a motion to approve the City Clerk, Becky Podraza as the temporary Billing Supervisor. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

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B. Finance Department

1. Budget Amendment Policy

- Finance Officer Sara Bowers presented the draft budget amendment policy.

*Council Action: Councilman Farris made a motion to approve the budget amendment policy. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

C. Planning & Zoning Dept: None

D. Parks Department: None

E. Legal Matters

1. FRS Loan Resolution

- City Attorney Atkinson presented the USDA loan resolution for approval. Council discussion ensued. Councilman requested that this item be tabled until the end of the meeting so that legal could review the documents.

F. Engineering

1. Splash Pad

- City Engineer, Alex Rouchaleau, updated the council on the status of the Splash Pad and will update progress at the next meeting.

2. Beautification Grant Resolution

- City Engineer, Alex Rouchaleau, informed Council the next step was a second resolution to apply for the grant. Council requested the Beautification Grant to be tabled to the next meeting since copies of the draft resolution were not available.

*Council Action: Councilwoman Haffner made a motion to table the Beautification Grant Resolution to the September 27<sup>th</sup>, 2018 council meeting. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

3. No Wake Ordinance – Second Reading

- City Engineer, Alex Rouchaleau, presented the No Wake Ordinance.

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*Council Action: Councilman Farris made a motion to approve second reading and adoption of Ordinance NO. 2018-04. Establishing an “idle speed-no wake restricted” in LaGrange Bayou. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

G. Water Dept.: None

H. Sewer Dept.: None

**IX. Old Business: None**

**X. New Business**

A. Mayor Russ Barley

1. Clerk Assistant Approval

- Mayor Russ Barley requested Council approval to appoint Lori Cox as the new Assistant City Clerk.

*Council Action: Councilman Farris made a motion to approve Lori Cox as the new Assistant City Clerk. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

B. Councilwoman Brannon: None

C. Councilwoman Haffner

1. Workflow Management

- Councilwoman Haffner informed the Council that she spoke with the City Clerk Assistant, Lori Cox, and asked her to give a brief report on the new Workflow system.
- Clerk Assistant, Lori Cox, gave a brief update on the new document management system and the Workflow feature that will be implemented in the next couple of days.

2. Land Development Code

- Councilwoman Haffner requested that a discussion about LDC policies be tabled to the next meeting when the City Planner, Latilda Hughes-Neal is available.

D. Councilman Farris: None

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E. Councilwoman Green

1. Donations

- Councilwoman Green requested a policy to be drafted regarding city donations.

*Council Action: Councilwoman Green made a motion to direct staff to draft a city donation policy for review at the next Council meeting. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

F. Councilman McCormick; None

**XI. Legal Continued**

1. Attorney Atkinson reviewed the USDA Letter of Conditions signed by the Mayor.

*Council Action: Councilman Farris made a motion to ratify Mayor Barley's signature of the Letter of Conditions from USDA. Councilman McCormick seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

2. Attorney Atkinson reviewed the USDA Request for Obligation of Funds letter signed by the Mayor.

*Council Action: Councilman Farris made the motion to ratify the Mayor's signature of the USDA Request for Obligation of Funds Letter. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

3. Attorney Atkinson reviewed the USDA Equal Opportunity Agreement signed by the Mayor.

*Council Action: Councilman McCormick made a motion to ratify the Mayor's signature of the USDA Equal Opportunity Agreement. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

4. Attorney Atkinson reviewed the USDA Assurance Agreement signed by the Mayor.

*Council Action: Councilman Farris made a motion to ratify the Mayor's signature of the USDA Assurance Agreement. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris,*

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*Green, Haffner, McCormick); motion carried.*

5. USDA FRS Loan Resolution

- City Attorney Atkinson reviewed the USDA FRS Loan Resolution.

*Council Action: Councilman Farris made a motion to approve Resolution NO. 2018-10, USDA Loan Resolution for the purpose of providing a portion of the cost to acquiring, constructing, and/or extending its utility services to its citizens. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.*

**XII. Public Comment:** None

**XIII. Adjournment**

Mayor Barley adjourned the meeting at 10:42a.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

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