



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
November 13, 2018 Minutes

I. Meeting Opened

The November 13, 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 Clay Adkinson, City Planner Latilda Hughes-Neel, Parks Director Charles Simmons, Sewer Supervisor Robert Fawcett, Finance Officer Sara Bowers, and 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. Request for Placement on City Council Agenda

1. Bob Jones, CDBG Housing Administrator

Mr. Jones requested the Council to disclose any conflict of interest with regards to the current applicant for CDBG Housing Assistance, Mrs. Mary Alice Brown of 15369 Business 331, Freeport, Florida.

Council Action: Each Councilmember signified individually if they had a conflict of interest with the current applicant for CDBG Housing Assistance, Mrs. Mary Alice Brown of 15369 Business Hwy 331, Freeport Florida as follows:

Councilwoman Haffner – Nae
Councilwoman Brannon – Nae
Councilman Farris – Nae
Councilman Farris – Nae
Councilman McCormick – Nae
Mayor Russ Barley - Nae

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2. Mr. Tim Ard

Mr. Ard presented a 24-month plan and renderings of the Veteran's Memorial Plan. Council approval was requested for the plan.

Council Action: Councilman Farris made a motion to approve the 24-month plan presented by Tim Ard on behalf of the Town Planters Society for the Veteran's Memorial. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

3. Theresa D. Kemp

Theresa Kemp presented her request for sewer connections for Beulah Mobile Home Park and 189 Goodwin Creek Road. Mrs. Kemp requests waivers for all or portion of tap-on fees. Mrs. Kemp requested approval for City sewage connections at June 2018 pricing and to include grinder pumps and installation. Council discussion ensued and agreed to provide the first six (6) connections at the rate agreed upon at a prior meeting.

Council Action: Councilman Farris made a motion to reject the request from Mrs. Theresa Kemp for sewer connections for an additional ten (10) lots which include Lots 6, 8, 17, 19, 37, 46, 57, 58, 67, 23 on Beulah Drive. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

V. Public Comment on Consent Agenda: None

VI. Approval of Consent Agenda

1. Bills Paid
2. Workshop October 25, 2018
3. Regular Council Meeting October 25, 2018

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

VII. Consideration of Additions/Deletions to Agenda
Additions

- Road Maintenance Update – Councilwoman Brannon

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- Security Safety Plan – Councilwoman Haffner
- Triumph County Meeting – Councilwoman Green
- Planning Board – Councilwoman Green
- Receptionist Salary – Mayor Barley
- Stage Procurement Approval – Mayor Barley

VIII. Approval of Agenda with Additions/Deletion

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

IX. Staff Reports

A. City Clerk Matters

1. Billing Department Update
 - Clerk Podraza updated the Council on the Billing Department and informed them that training with the Sensus Meter Technicians.
 - Clerk Podraza thanked Cinnamon Driggers for cleaning up the Billing Department and organizing the office.
2. Utility Billing Manager
 - Clerk Podraza updated the Council on the Utility Billing Manager interviews.
 - Council discussion ensued, and Council directed staff to continue advertising on Zip Recruiter and the Florida League of Cities for a Utility Billing Manager.
3. Approval of Salary & Wage Recommendations & Job Descriptions
 - Council directed staff to table this item until the next meeting.
4. Marketing RFQ Submittal

Council Action: Councilwoman Green made a motion to award the Marketing RFQ 2018-04 to Frances Roy Marketing Agency and authorize staff to negotiate an agreement for an as-needed basis explicit to the fact we will be using the services at a later date. Councilwoman Haffner seconded the motion. Four ayes, (Brannon, Farris, Green Haffner); one nay, (McCormick); motion carried.

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5. Council Room Updates
 - Clerk Podraza informed the Council that Assistant Clerk Lori Cox is working with Jeffrey Wiles with CRC Data to determine solutions to update the Council Room with better technology.
 - Councilwoman Haffner requested that a light or sound be installed so the Mayor can recognize when a Councilmember would like to speak.
 - Councilwoman Green requested that Planning Board Meeting packets and Council Meeting packets somehow be made available to the community during meetings.

B. Finance Department: None

C. Planning & Zoning Dept

1. Large Scale Amendment – Housing Element/1st Reading/Request to advertise for 2nd Reading/Adoption

Council Action: Councilman McCormick made a motion to approve the 1st reading and advertise for 2nd reading of the Large-Scale Amendment – Housing Element. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. LDC 331 North Corridor Standards/1st Reading/Request to advertise for 2nd Reading/Adoption

Council Action: Councilman Farris made a motion to approve 1st Reading and advertise for 2nd reading of the LDC 331 North Corridor Standards. Councilman McCormick seconded the motion.

- Councilwoman Green asked a question regarding Service Roads on page 2, IV., 4 A-1. Planner Latilda Hughes-Neel explained the section of the Ordinance.

Four ayes, (Brannon, Farris, Haffner, McCormick); one nay, (Green); motion carried.

3. Request to advertise for Vacant Position/Planning Technician in the local newspaper, city website, American Planning Association and the Florida League of Cities.

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Council Action: Councilwoman Haffner made a motion to advertise for the Planning Technician position. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

D. Parks Department: None

E. Legal Matters

1. RFQ for Wastewater Treatment Plant Engineering Services

Council Action: Councilman Farris made a motion to authorize staff to draft an RFQ for Wastewater Treatment Plant Engineering Services. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

2. SRF Loan Resolution and authorization for Mayor to execute necessary documents.

Council Action: Councilman Farris made a motion to adopt SRF Loan Resolution 2018-17, authorizing the Mayor to execute all documentation needed to complete the SRF loan process. Councilwoman Green seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

F. Engineering: None

G. Water Dept.: None

H. Sewer Dept.: None

X. Old Business

A. Water Usage Relief Policy Language

- Notice of Hearing was advertised to discuss the development of a policy regarding customer water usage and requests for relief on water bills. Mayor Barley opened the floor for Public Comment. No Public Comment was made and Attorney Adkinson informed the Council that he will provide language for a policy at the December 11, 2018 Council Meeting.

B. Beautification Grant

- Clerk Podraza presented the letter of award for the FDOT Fiscal Year 2019 Beautification Grant for the project submitted by the City. The Grant Financial Project Number

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4455000-1-74-01 in the amount of \$27,663.00, with the City of Freeport's match, can be used only for the costs allowed by Section 339.2045(11), Florida Statutes.

Council Action: Councilwoman Brannon made a motion to accept the FDOT Beautification Grant Project Number 4455000-1-7401 in the amount of \$27,663.00. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

XI. New Business

A. Personnel Policy/HR Matters

- Attorney Adkinson requested approval to negotiate an HR Agreement with Coppins Monroe Attorneys at Law for HR Services. An as needed contract will be drafted and presented to Council.

Council Action: Councilman Farris made a motion to approve the City Attorney to negotiate and as-needed retainer relationship with Coppins Monroe Attorneys at Law for HR Services. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Attorney Adkinson will address more HR policy issues at a later date.
- Attorney Adkinson addressed the Council regarding a De facto City Manager. The interpretation of the City Attorney is that the Mayor is the Chief Executive Officer and there is not a defined employee who serves as City Manager. Policy will be cleaned up as such.
- Attorney Adkinson updated the Council on his discussion with the Property Appraiser and the Elections Supervisor regarding the drawing of Districts. It was recommended to look at the voter registration and voting map from this past election which will be addressed when things slow down for the Supervisor of Elections office.

B. Mayor Russ Barley

- Stage Procurement Approval

Council Action: Councilman Farris made a motion to approve the purchase of the stage, presented to Council during the Budget Process, from the designated vendor by wire in the amount of \$15,696.00. Councilwoman Haffner seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

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- Receptionist Salary

Council Action: Councilman Farris made a motion to raise Barbara Moore's salary in the amount of \$4,280.00 effective retroactive back to October 1, 2018. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

C. Councilwoman Brannon

1. Road Maintenance Update

- Councilwoman Brannon advised that she and City Engineer Cliff Knauer have reached out to FDOT on the problem issues the City is having.

D. Councilwoman Haffner

1. Security Plan for City Hall

- Councilwoman Haffner requested that a plan for the City Hall be discussed regarding security and safety of City employees.
- Councilwoman Brannon suggested the elections go back to being held at the Community Center.

Council Action: Councilwoman Brannon made a motion to move the voting precinct back to the Community Center. Councilman Farris seconded the motion. All ayes, (Brannon, Farris, Green, Haffner, McCormick); motion carried.

- Councilman McCormick will provide a walk-through and bring back risk-assessment recommendations to the Council.

E. Councilman Farris: None

F. Councilwoman Green

1. Triumph Meeting

- Councilwoman Green updated the Council on the meeting held Friday, November 9th with County Administrator Larry Jones, Councilman Ron Kelly, and the Walton County Lobbyist regarding the Triumph Funds.

G. Councilman McCormick: None

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XII. Public Comment: None

XIII. Adjournment

Mayor Barley adjourned the meeting at 10:19 a.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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