

City of Freeport
REGULAR COUNCIL MEETING
September 9, 2014 Minutes

I. Meeting Called to Order

The September 9, 2014 City of Freeport Regular Council Meeting was called to order at 7:00 pm by Mayor Russ Barley.

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

Staff present: City Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, City Engineer Cliff Knauer and Fire Chief Chad Harrell.

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 Past Minutes – 8/21/14 WS-SCM & 8/25/14 WS & 8/28/14 Continued WS

Councilwoman Cuchens pointed out several clerical errors in the draft minutes, as follows:

August 21 Workshop

Page 1/3: I.B. Councilman Farris

Page 2/3: II.C. 2nd bullet "...lease to the County—~~F~~ for \$1 per year."

August 28 Workshop Continuation

Page 2/3: II. Budget Discussion, 2nd line "...and stated that the draft budget expenditures were \$300,000 ~~=/~~ over expected..."

Board Action: *Councilwoman Mclean motioned to approve the minutes as presented with corrections as stated above. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

IV. Staff Reports

A. Planning Department

1. Building Permit Review Fees

Planner Hughes-Neel requested clarification from the Council regarding Resolution 07-03 which established planning fees. She specifically requested clarification of the Building Permit Reviews...\$25.00 per review. She explained that some permits required more than the initial permit review and foundation survey review. There are properties that also required a 3-part elevation certificate review. There are no fees established for

City of Freeport
REGULAR COUNCIL MEETING
September 9, 2014 Minutes

the elevation certificate completions/reviews.

Board Action: *Councilwoman Cuchens motioned that the \$25 Building Permit Review fee covers the entire process from start to finish, regardless of whether an elevation certificate is required. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

B. Legal Matters/none.

C. Fire Department Report

Chief Harrell gave the following monthly report:

Monthly Operations Report For Freeport FR 08/01-08/31/2014

Fire Calls:

Medical-(26)
MVA- (2)
Structure Fires- (2)
Outside Fires- (1)
Water Rescue- (2)
Hazardous condition- (2)
Citizen Assist- (6)
Alarm Activation – (1)

Total Fire Calls: (42)

Training:

2 Lieutenants took continuing education class towards Fire Officer Certification
Three Tuesday Night Trainings- (Career and Volunteer Firefighters)
Weekday Shift Training

Total Training Hours: (161)

Hydrants:

Fire hydrant maintenance- (75)

Meetings/Events:

08/12/14 CPR Class Paxton School
08/13/14 CPR / First Aid Class for coaches at fire station

D. Parks Department Report/none

City of Freeport
REGULAR COUNCIL MEETING
September 9, 2014 Minutes

E. Engineering Report

City Engineer Cliff Knauer addressed the Council with the following corrections to information previously given: the Small County Outreach Program has no match requirement for RACEC-designated communities. The projects being pursued are 1) the resurfacing of 331 Business (CR883) and the extension of N Nick Wilson Way from the industrial park to the 331 Bypass. The projects must be submitted by September 10th.

Knauer also updated the Council on other projects: Sewer system inspections were conducted with Sewer Supervisor Fawcett; seven (7) of the City's lift-stations are in bad shape; will come back with recommendations and cost estimates. The force main project from Blueberry Lane to Hammock Bay is going great.

V. Old Business

1. IT Support Specialist RFQ/Position Description

Planner Hughes-Neel presented a draft Request for Qualifications for the IT Specialist contract position. The Council made several adjustments: 1) Education and Experience #3. Delete "or eligible to receive certifications within 6 months of employment" and 2) add #4. Must submit at least 3-5 references pertaining to qualifications and experience.

Board Action: Councilwoman McLean motioned to approve the RFQ ad as corrected for advertisement in the Herald-Breeze and on the City Website for 30 days. Councilman Farris seconded the motion. All ayes; motion carried.

2. Cox Communication: Guest Wi-Fi Quotes/ Contract Renewal

Planner Hughes-Neel provided the Council with the estimates for providing a guest Wi-Fi service at city buildings. For each building, there would be a \$149 install and a monthly bill of \$119, for a 3-year period. Hughes-Neel also presented the contract renewal for the City's current service; a 3-year contract for \$511.46 a month, which is roughly what the City is currently paying each month.

The Council discussed their options, but did not take action.

VI. New Business

A. Councilman Eddie Farris/Picnic Table for City Hall Back Porch

Councilman Farris requested that the City obtain a picnic table to go on the back porch of City Hall so employees would have a place to sit during their lunch breaks.

City of Freeport
REGULAR COUNCIL MEETING
September 9, 2014 Minutes

Board Action: Councilman Farris motioned to purchase the picnic table for the City Hall back porch. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

B. Councilwoman Brannon/ Legislative Updates

Councilwoman Brannon reported that she had met with the Chair and Vice-Chair of the Legislative Committee of the NWFLC; they are looking for ways to train city officials how to better advocate for their cities. They are creating a training package which will assist officials in interacting with their legislators; how to respond and report. A new committee, called the Past Presidents Committee will be assisting. Brannon also reported that another initiative she is working on is getting unaffiliated cities to join the NWFLC. There will be a NWFLC meeting Thursday, September 18th in Jay at 5:00 pm with dinner after. The Council is encouraged to attend.

VII. Council Business Not on Agenda

Mayor Barley reminded everyone that Bayfest is a week from Saturday.

VIII. Public Comment

Tim Ard reminded everyone that the unveiling of the historic marker at Marse Landing will be Sunday the 21st at 3:00 pm.

Cliff Knauer addressed the Council regarding the Citizens to Save the Choctawhatchee River and the Choctawhatchee Bay meeting. Knauer stated that he had been approached by the Choctawhatchee Basin Alliance to submit for a Nature Conservancy grant opportunity, using the technical presentation that Preble-Rish developed for the Citizens to Save Choctawhatchee River and Choctawhatchee Bay, which demonstrated the septic tank locations in the Bay Area and the transportation issues on the River. Knauer was able to apply on behalf of the City for \$5,200,000 but had since realized he did not get Council approval beforehand.

Board Action: Councilwoman Brannon motioned to approve the grant submittal by Preble-Rish to the Nature Conservancy. Councilwoman Laird seconded the motion. All ayes; motion carried.

Councilwoman McLean stated that the Choctawhatchee Basin Alliance has been very supportive of the group's efforts.

IX. Adjournment

Board Action: Mayor Barley called for a motion to adjourn. Councilwoman McLean

City of Freeport
REGULAR COUNCIL MEETING
September 9, 2014 Minutes

motioned to adjourn. Meeting adjourned at 7:34 pm.

APPROVED:

Mayor

Council President

ATTEST:

City Clerk

APPROVED