

City of Freeport
REGULAR COUNCIL MEETING MINUTES
7:00 p.m./Council Chambers/Freeport City Hall
October 23, 2014 Agenda

I. Meeting Called to Order

The October 23, 2014 Freeport City Council Regular Meeting was called to order at 7:00 p.m. 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.

City staff present: City Planner Latilda Hughes-Neel, City Attorney Clay Adkinson, Interim Fire Chief Tom Palmer, City Engineer Anna Hudson and City Engineer Cliff Knauer.

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 – 10/14/14 RCM

Planner Hughes-Neel provided a corrected draft of the October 14, 2014 Meeting Minutes.

Board Action:

Councilwoman Brannon motioned to approve the corrected draft minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

IV. Staff Reports

A. Planning Department

1. GIS Program License for Planning PC System

Hughes-Neel stated to the Council that the 9-year-old ArcView mapping program installed on the old computer system would not work on the updated computer system. She needs to order a current single-user stand-alone ArcView license, which will cost \$1500-1700.

Board Discussion:

Councilwoman McLean remarked that the Council had saved about \$3000 on the

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new fire cabinets.

Board Action:

Councilwoman McLean motioned to allow Planning to purchase the needed ArcView program license. Councilwoman Brannon seconded the motion. All ayes; motion carried.

2. Special Event Permit – Relay for Life

Hughes-Neel presented the Special Event application by Howell’s Angels (a local Relay for Life team) to the Council, which would utilize three city streets: Victory Lance, Great Hammock Bend and Hammock Trail West. The event would begin and end in the parking lot of Freeport Regional Sports Complex and includes a 5-K run and a 1-mile fun-run for children. The action specifically requested is:

- a. Approval of the special event
- b. Approval to waive the application fee
- c. Approval to use a hold-harmless agreement instead of liability insurance

Board Discussion:

Attorney Adkinson advised the Board that hold-harmless agreements did not give the Council the same degree of protection as liability insurance. Several council members remarked that the American Cancer Society would be a good contact to obtain liability insurance for events such as this. The Council generally agreed that they were not in objection to the event itself, but they needed to require liability insurance for the protection of the City.

Board Action:

Councilwoman Cuchens motioned to continue this item to the November 2014 meeting. Councilwoman Brannon seconded the motion. All ayes; motion carried.

3. Request for Use of Freeport Community Center by Walton County GIS Dept.

Hughes-Neel presented a request from the Walton County GIS Department; requesting permission to use the Freeport Community Center on November 19 for a and exhibit/education event from 9-3 (use from 8-4).

Action requested:

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- a. Use of Freeport Community Center
- b. Council to waive fees

Board Action:

Councilwoman Brannon motioned to approve use of the Freeport Community Center and to waive the associated fees for November 19, 2014. Councilman Farris seconded the motion. All ayes; motion carried.

4. 191 Caswell Branch Road/Temporary Residence

Hughes-Neel presented this item to the City Council. At the August 12, 2014 City Council meeting, the City Council gave the (now former) Fire Chief Chad Harrell sixty (60) days to find another residence other than the RV located at 191 Caswell Branch Road. Chief Harrell resigned in September. Due to the concerns of the next-door neighbor Diana Ferrell, Staff researched and verified that utilities are still connected to the RV that Harrell used as living quarters. The temporary permit which had previously allowed Harrell to utilize the RV as living quarters for six (6) months has expired. Hughes-Neel requested direction from the Council to determine what measures should be taken.

Board Action:

Councilwoman Cuchens motioned to have the city attorney notify the property owner that the RV previously used as temporary living quarters at 191 Caswell Branch Road by the former Fire Chief needs to be either removed from the property or the owner needs to submit proof to the City that the RV has been disconnected from utilities. Councilwoman Laird seconded the motion. All ayes; motion carried.

Hughes-Neel gave a brief overview of the Planning Department current projects:

- 4 pre-applications in October
- 5 Code Violations
- Enterprise Zone Quarterly Report
- City Limit Boundary updated
- Annexation Initiative Phase II
- Business Registration Notices to go out
- D.O. prep for Lafayette Creek Landing Phase I

B. Legal Matters

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1. 2nd Reading/Adoption – Annexation Ordinance

Attorney Adkinson presented the Annexation Initiative Ordinance for final reading and adoption. Hughes-Neel stated that Ordinance number to be 2014-04.

Board Action:

Councilman Farris motioned to adopt Ordinance 2014-04 Annexation Ordinance. Councilwoman Jennifer Laird seconded the motion. Councilwoman Cuchens recused herself, as she has property that was subject to the outcome of the ordinance. 4 ayes/1 recusal; motion carried (Form 8b attached for recusal).

Attorney Adkinson advised the Council that Adkinson Law Firm has prepared the draft ordinance to 1) amend the city charter 2) make the Mayor non-voting and 3) hold a special election for the voters to decide if the Mayor will be non-voting. Adkinson advised the Council that Adkinson Law Firm will advertise the first reading of the draft ordinance and will present it at the November 2014 City Council meeting.

C. Fire Department Report

Interim Fire Chief Tom Palmer announced that the Fire Dept. would be holding their 50th Anniversary Celebration on Saturday, November 8, 2014 from 12:00 Noon until 4:00 p.m. and the Fire Dept. They will be serving hot dogs, chips and drinks.

D. Parks Department Report: none

E. Engineering Report

1. Workshop/Completed Hydrology Model

City Engineer Anna Hudson requested that the City Council set a workshop to review and discuss the Hydrology Model.

Board Discussion:

The Council discussed setting the work-shop at 6:00 p.m. prior to the regular meeting in November. Councilwoman Brannon stated that she had the meeting date listed under her New Business items; she would be out of town attending a League of Cities function and she requested that the date of the November meeting be changed.

Board Action:

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Councilwoman Cuchens motioned to move the November Council Meeting from November 13, 2014 to November 10, 2014 and to set the Hydrology Model Workshop at 6:00 p.m. with the regular meeting at 7:00 p.m. Councilwoman Brannon seconded the motion. All ayes; motion carried.

V. Old Business: none

VI. New Business

A. City Clerk Open Position

1. City Clerk Applications Ranked by Council

Planner Hughes-Neel asked the Council to pass down their ranking of the applications for City Clerk.

Mayor Barley called a short recess while Hughes-Neel calculated the rankings. The meeting recessed at 7:32 p.m.

“RECESS”

Mayor Barley reconvened the meeting at 7:39 p.m.

Hughes-Neel announced the following results:

<u>RANKING</u>	<u>NAME</u>	<u>POINTS</u>
1 st Place	Gary Mattison	23
2 nd Place	Kimberley Caudill	10
3 rd Place	Donna Crawford	4
4 th Place	3-way tie between	
	Paula Faye Cosson	3
	Rebecca Podraza	3
	Christina Pulsifer	3

2. Interviews of Top 4 City Clerk Candidates November 6, 2014 6:00 pm

Board Discussion: The Council reviewed the results and noted that the point range was significant. Attorney Adkinson advised them that they could choose to amend their process to interview as many or as few as they wanted with a board vote.

Board Action:

Councilwoman McLean motioned to interview the top three (3) applicants

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(Mattison, Caudill and Crawford) at the November 6, 2014 Special Council Meeting. Councilwoman Laird seconded the motion. All ayes; motion carried.

Additional Board Discussion:

The Council reviewed the Interview Procedure: The Special Meeting will open in Council Chambers. The Mayor will distribute information pertaining to reference checks. Staff will distribute Ranking Sheets. The Mayor will recess the meeting so that individual interviews may take place. The candidates will be placed in separate offices, and the Council will move individually from office to office to interview the applicants. After the interviews, everyone will return to the Council Chambers so that the Council Ranking Sheets can be totaled and the results announced.

B. IT RFQ

1. RFQs Ranked by City Council
 - Dan Dobson/Quadrant Technology
 - William G. Witt
2. RFQ presentations scheduled for candidates/set date & time

Board Discussion:

The Council generally agreed that they needed to hear the RFQ presentations before ranking the applicants.

Board Action:

Councilwoman McLean motioned to hold the IT RFQ presentations as the second agenda item on the November 6, 2014 Special Meeting. Councilman Farris seconded the motion. All ayes; motion carried.

C. Mayor Barley

1. Contract WS903 – Inmate Crew for City Maintenance

The contract was presented by Mayor Barley.

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Councilwoman Brannon motioned to approve the contract with the Florida Department of Corrections from April 17, 2-15-April 17, 2016; to provide the City with an inmate crew for city park maintenance/landscaping. Councilwoman Laird seconded the motion. All ayes; motion carried.

D. Councilwoman Brannon

1. Legislative Report

Councilwoman Brannon reported that she had attended the 2nd Legislative Policy Committee Meeting for Energy, Environment & Natural Resources on October 10th. This committee is working on the language for its priorities. Prior to that committee meeting she attended an advocacy workshop and has materials available if anyone is interested. The Florida League of Cities Legislative Conference is November 12-14. As President of the Northwest Florida district, Councilwoman Brannon is automatically assigned to the Board of Directors for the Florida League of Cities. The Board of Directors reviews all committees and all committee policies and priorities, particularly requests for changes, in addition to the Committee for Energy, Environment & Natural Resources.

2. November 13, 2014 Council Meeting Date

This issue was addressed during the IV.E./Engineering Report and the meeting date was changed to November 10, 2014.

E. Councilwoman Cuchens

1. Personnel Issues

Councilwoman Cuchens noted that the bi-annual evaluations which were due in July had not been done. She noted that the Council may want to clarify who is in charge of whose evaluation. She would like to see the new clerk work on that process and requested assistance from the city attorney.

2. Water Dept. Vehicle Purchase

Councilwoman Cuchens presented this item to the Council (attached). Taylor Lathinghouse has been out of town but intends to give the Council a quote for the large truck and a smaller truck as well. Triangle Chevrolet's price came in about \$1000 over the Dothan quote on the large service truck. Councilwoman Cuchens stated that she wants to do business locally, especially for the convenience of service and repairs. She is asking the Council to purchase the larger truck from Triangle Chevrolet for \$23,562.10 and to work with Triangle Chevrolet to get a better price on the smaller meter-reading truck.

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Board Action:

Councilwoman Cuchens motioned to purchase the service truck from Triangle Chevrolet for \$23,562.10. Councilwoman Laird seconded the motion. All ayes; motion carried.

F. Councilman Farris: none.

G. Councilwoman Laird

1. Freeport Regional Sports Complex Usage/Rentals/Keys

Councilwoman Laird discussed the information contained in the meeting packet pertaining to FRSC usage, fees and keys (attached).

Board Discussion:

The Board discussed the need for applications collected from all renters and fees calculated on the amount of time the keys are checked out (lights and concessions) in addition to times stated on applications. The Board discussed the various programs using the fields and methods of making sure all users were being treated equally and fairly.

Board Action: none

Councilwoman Laird will work with Planner Hughes-Neel to finalize the proposed Usage/Fees/Keys Policies for the Freeport Regional Sports Complex for the November meeting.

Councilwoman Laird will also work with Planner Hughes-Neel to have the Parks & Recreation Director job description material ready for Council review/approval at the November meeting.

H. Councilwoman McLean

1. Sewer : none

Councilwoman McLean stated she should have a rough draft of the Personnel Policies review by PMI in time for the November meeting.

I. Joann Howell/Issue with Tree-Cutting

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Ms. Howell addressed the Council. She stated that she was very unhappy that the trees in front of her house had been cut; before her husband died, he had kept them trimmed back. She was also unhappy about the debris that had been left behind. She suggested that the City give notice when a tree cutting contract is let so that the public would be expecting the trees to be trimmed.

Board Discussion:

Councilwoman Cuchens expressed her sympathy and apologies to Ms. Howell that she was upset. Councilwoman Cuchens stated that the trees were lawfully trimmed, as they were in the right-of-way; she would meet with the Water Supervisor and check on any debris left behind by the City contractor. Councilwoman McLean suggested that they might want to put a notice of the water bills about the tree trimming in the future.

Board Action: none

VII. Council Business Not on Agenda : none

VIII. Public Comment

Diana Ferrell stated that CHELCO's consultant CSI had cut trees and left a mess on Caswell Branch Road. Ferrell stated that in her opinion, they should be required to obtain a permit through the Planning Dept. Ferrell also stated that she had received no answer from the August 23 meeting pertaining to refund of the fees she was charged for grinder pumps. Attorney Adkinson reminded the Council that he had submitted a written legal opinion to the Council regarding the issue and that in his legal opinion Ferrell was not entitled to a refund. Ferrell questioned why the former Fire Chief did not have to put in a grinder pump. Planner Hughes-Neel explained to the Council that there was a sewer/water service connection in existence at 191 Caswell Branch Road, that a former owner of the property (Eddie Watson) had established service years before. There were no sewer/water connections present on Ferrell's property when she took possession of 153 Caswell Branch Road and 161 Caswell Branch Road. Therefore, when she required utility service, sewer and water had to be brought over from the east side of Caswell Branch Road in order for her to establish service at those two addresses.

Board Action: none

Chandler Williams asked the Council to consider making Hammock Bay a golf-cart friendly community. The Board and staff discussed the golf cart ordinance meetings that were held in 2013 and why the efforts were abandoned. Williams also questioned why the Hammock Bay HOA was charged a per capita fee of \$5/month for recreation. Hughes-Neel stated that to her knowledge the fee was outside the development process; she did not know of any kind of agreement whereby the Hammock Bay HOA was

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required by the City to pay a recreation fee. Williams requested information pertaining to the fees which had been paid in and the park budget which shows how the fees are used. Staff will research the funds paid in and make that information available to Williams, as well as the budget for the Freeport Regional Sports Complex.

Board Action: none.

IX. Adjournment

Mayor Barley requested a motion to adjourn. Councilwoman Cuchens motioned to adjourn. The meeting adjourned at 9:02 p.m.

APPROVED:

Mayor

Council President

ATTEST:

City Clerk