

City of Freeport
CITY COUNCIL WORKSHOP &
REGULAR CITY COUNCIL MEETING MINUTES
Council Chambers/Freeport City Hall
November 10, 2014

CITY COUNCIL WORKSHOP: HYDROLOGY MODEL

I. Meeting Called to Order

The November 10, 2014 Workshop was called to order by Mayor Russ Barley at 6:00 p.m.

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

Staff present: City Planner Latilda Hughes-Neel, City Clerk Gary Mattison, City Engineer Cliff Knauer, City Engineer Anna Hudson, Interim Fire Chief Tom Palmer and City Water Supervisor Larry Tuggle.

II. Preble-Rish/Hydrology Model

City Engineer Hudson gave a PowerPoint presentation of the City's Hydrology Model. Hudson discussed the process to obtain the information needed for constructing the model and the various sources have provided information. City Engineer Knauer discussed the anticipated development on US 331 and the upgrades necessary to meet that demand.

III. Meeting Adjourned

Mayor Barley adjourned the Workshop at 6:29 p.m.

CITY COUNCIL REGULAR COUNCIL MEETING

I. Meeting Called to Order

Mayor Russ Barley called the November 10, 2014 City Council Meeting to order at 7:00 p.m.

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

Staff present: City Attorney Clayton Adkinson, City Engineer Anna Hudson City Planner Latilda Hughes-Neel, City Engineer Cliff Knauer, Interim Fire Chief Tom Palmer and City Water Supervisor Larry Tuggle.

Mayor Barley welcomed and introduced new City Clerk Gary Mattison.

II. Invocation and Pledge of Allegiance

The Invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

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III. Approval of Past Minutes – 10/23/14 RCM

Discussion:

Hughes-Neel pointed out 3 errors she had found in the minutes draft that needed correcting:

Page 1/10:	III. provided instead of proved
Page 4/10:	IV.B.1 Board Action: add after motion: <u>(Form 8b attached)</u>
Page 7/10:	VI.D.2 change sentence to read “and <u>the meeting was</u> changed to “

Board Action:

Councilwoman Brannon motioned to accept the October 23, 2014 Minutes with the corrections as noted. Councilwoman McLean seconded the motion. All ayes; motion carried.

IV. Staff Reports

A. Planning Department

1. Resolution for City to transition from RACEC to RAO

Discussion:

Hughes-Neel presented a draft Resolution which supports Freeport’s transition from a “Rural Area of Critical Economic Concern” to a “Rural Area of Opportunity”. The resolution also supports the activities of Opportunity Florida, and economic development promotion organization.

Board Action:

Councilwoman Brannon motioned to approve Resolution 2014-07 Freeport RACEC to RAO. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

2. Code Violations to be turned over to the City Attorney for resolution

Discussion:

Planner Hughes Neel requested to establish as a matter of standard practice to turn un-corrected code violations over to the City Attorney for resolution after 60 days.

Attorney Adkinson stated that he would send the violator a letter, giving them an additional 30 days. If the matter was not resolved, he would then notify the Council that

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legal action is necessary.

The Council discussed the need to be aware of code violations and asked Hughes-Neel to provide them with a monthly report of outstanding code violations.

Board Action:

Councilwoman Cuchens motioned for Planning to provide a monthly report on code violations to the Council and to forward code violations over 30 days past due for correction to the City Attorney for resolution. Councilwoman Brannon seconded the motion. All ayes; motioned carried.

B. Legal Matters

1. County Fire Service Proposal

Discussion:

Attorney Adkinson presented the County counter-proposal # 2 dated October 7, 2014 (attached). Adkinson made the following points:

- All the city employees will have jobs and receive EMT training
- From his discussions with the county, it is their intent for the Freeport group to have their home station in Freeport; however, they would be part of the county rotation schedule.
- The ISO rating is no longer an issue, the city and the county have the same rating
- The Board of County Commissioners will meet November 25 and he would need to provide them with an answer.

Board Action:

Councilwoman Brannon motioned to accept the County's fire counter-proposal #2 dated October 7, 2014. Councilwoman McLean seconded the motion. 4 ayes (Farris, Cuchens, McLean and Brannon); 1 nay (Laird). Motion carried.

2. County Sewer Loan

Discussion:

Attorney Adkinson went over the points of the Sewer Loan Proposal (attached):

Board Action:

Councilwoman McLean motioned to accept the sewer proposal. Councilman Farris seconded the motion. All ayes; motion carried.

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C. Fire Department

1. Monthly Report

Interim Fire Chief Tom Palmer gave the monthly report (attached):

2. ISO Rating Notification

Chief Palmer directed the Council's attention to the ISO Rating Notice in their meeting packets, which establishes the City's ISO rating at 5.5X.

Chief Palmer also reported that the Fire Dept. 50th Anniversary Celebration on Saturday past was a big success; approximately 200 people dropped by and enjoyed the hotdog cookout.

D. Parks Department Report – none

E. Engineering Report

City Engineer Anna Hudson gave the Council updates on various projects underway. Hudson also addressed the NFWFMD Water Supply Development Initiative:

V. Old Business

1. Water Meters/Company Representative

Discussion:

Councilwoman Cuchens reminded the Council that during the budget (meetings), the Council had discussed upgrading the water meters for the North Bay Water System. Cuchens stated that there is over \$200,000 in mitigation money (~~in the city's water tap/impact fee account~~). Cuchens stated that tonight's presentation was to be able to purchase 701 meters. Mr. Wood brought example of the meter the Water Dept. wants to purchase.

Water Supervisor Larry Tuggle and HD Supply Waterworks representative John Wood appeared before the Council. Mr. Wood demonstrated the Sensus meter with digital transmitters (his company is an authorized dealer). Supervisor Tuggle stated that this would cut down on errors and rereads. The package includes meters with transmitters (\$234 each) and one (1) handheld drive-by reader unit. Technical support is provided through Sensus. There is a 10-year warranty on each meter. The final quote will be provided later.

Board Action:

Councilwoman Cuchens motioned to purchase 710 meters at the quoted package/ price

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plus two (2) readers for the North Bay Water System. Councilwoman Laird seconded the motion. All ayes; motioned carried.

VI. New Business

A. Mayor Barley - none

B. Councilwoman Brannon

1. Legislative Updates

Councilwoman Brannon notified the Council that she would be leaving Wednesday to attend the FLC Legislative Conference. She would be returning with some final information on priorities and the advocacy packets.

C. Councilwoman Cuchens

Councilwoman Cuchens suggested that the Council Agenda should list "Payment of All Bills in Order" as had been done in the past.

Discussion:

The Council discussed various forms in which the information could be presented. City Clerk Mattison suggested that he bring them examples of financial reports and printouts so they could choose what they needed to see.

Board Action

Councilwoman Cuchens motioned that the Council review/approve and ~~E~~-expenditure List at council meetings. Councilwoman Laird seconded the motion. All ayes; motion carried.

D. Councilman Farris - none

E. Councilwoman Laird

1. FRSC Usage/Rentals/Keys Policies

Discussion:

Councilwoman Laird presented the Draft Usage/Rentals/Keys Policies for the Freeport Regional Sports Complex. Laird stated that under Item A.3, she would like to add: "No new contracts for persons/entities with outstanding balances".

Board Action:

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Councilwoman Laird motioned to adopt the Freeport Regional Sports Complex Usage/Rentals/Keys Policies with the addition under A.3: "No new contracts for persons/entities with outstanding balances". Councilman Farris seconded the motion. All ayes; motion carried.

2. Park Usage Fees

Discussion:

Councilwoman Laird presented a draft of suggested revisions to the Freeport Regional Sports Complex Rental Fees adopted Oct. 14, 2008. Laird explained that she was trying to develop affordable weekly rates for non-profit organizations and to provide more explanation in the Fee Schedule. She also pointed out the statement she wanted added at the end of the fee schedule: "Any requests for waivers and/or adjustments must come before the City Council for review/approval at a regularly scheduled City Council Meeting. Such request must follow standard procedures for being placed on the City Council Agenda, i.e. filing a completed "Request to Appear" Form with the City Clerk.

Councilwoman Brannon stated that she needed more time to digest the changes.

Board Action:

Councilwoman Brannon motioned to table the FRSC Rental Fees revisions to the December meeting. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

3. Parks Director Job Description

Discussion:

Councilwoman Laird presented the Parks Director job description with the revisions the Council had requested at the 10/23/14 RCM and some additional changes she was suggesting. The Council reviewed the job description and made the following changes:

Page 1 of 4:

General Purpose: Delete "Under direction supervision of the Mayor and general supervision of the City Council."

Example of Duties: Add "Responsible for all field usage, which includes making sure contracts are completed and payments made before fields are reserved and keys are released for use."

Example of Duties: Add "Works closely with the City Council Member over Parks & Recreation regarding topics to be discussed at city council meetings."

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Page 2 of 4:

Example of Duties: Delete “Organize and create equipment “drives” to help defer cost of participating in programs for citizens.”

Minimum Qualifications: Revise to read “Bachelor’s degree in Recreation Administration, Physical Education or closely related field and two (2) years’ experience in public recreation or park management or an Associates’ Degree with six (6) years’ experience in public recreation or park management.”

Special Requirements: add “Ornamental and Turf Certification through the Dept. of Agriculture preferred.

Page 3 of 4:

Necessary Knowledge, Skills and Abilities: add “Knowledge and experience of the physical maintenance and supervision of maintenance of parks, including but not limited to mowing fertilizing, pesticide application, pruning and landscaping.”

Necessary Knowledge, Skills and Abilities: add “Either possess or must be able to obtain within six months an Ornamental & Turf license through the Department of Agriculture.”

Tools and Equipment Used: add “Various landscaping and mowing equipment and vehicles necessary for mowing, fertilizing and pest control.”

Page 4 of 4:

Physical Demands: add “The employee will be required to spray all the fields for invasive insects and keep the field turf in good condition.”

Salary: “\$35,000-\$40,000 yearly salary plus city benefit package. Hired employee will be required to work a 40-hour week; hours to be set by the City Council.”

Board Action:

Councilwoman Laird motioned to make the changes as discussed and have City Clerk Gary Mattison rewrite the job description with the changes, eliminate redundancies, update language, etc. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

4. Park Director/Advertising Position

Board Action(s):

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Councilwoman McLean motioned to advertise the Parks Director position through December 1, 2014, 5:00 p.m. Councilwoman Laird seconded the motion. All ayes; motion carried.

Councilwoman Laird presented a list of repairs and maintenance items at the Freeport Regional Sports Complex that needed to be completed immediately (attached). Councilwoman Cuchens suggested that Water Supervisor Tuggle and his crew could work with Councilwoman Laird to take care of most of the items, using Parks & Recreation funds.

Councilwoman Brannon remarked that the Freeport Working Waterfronts Flag had been stolen from the Marse Landing Park at the end of Shipyard Road. Planner Hughes-Neel stated that the flag had been donated to the City by Preble-Rish Engineering and they could verify the actual value of the flag.

F. Councilwoman McLean

1. Personnel Policies PMI Review /Report

Discussion:

Councilwoman McLean presented the Council with the rough draft of the Personnel Policies that PMI had made available. McLean suggested that the Council review the draft and bring it back to the December meeting. The Council decided to have new City Clerk Mattison review the draft and see if additional changes should be made, then bring his findings back to the Council.

Board Action: none

2. City Uniform Proposal

Discussion:

Councilwoman McLean presented a proposal (attached) to order the city maintenance employees uniform locally and have the employees get reimbursed for their pants. Per McLean, giving up the uniform service would save the City over \$10,000 a year.

Board Action:

Councilman Farris motioned to terminate the current uniform contract as of December 1, and go to the uniform proposal provided by Councilwoman McLean. Councilwoman Brannon seconded the motion. All ayes; motion carried.

G. Joanna Howell/Stella Drive tree-cutting

Discussion:

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Ms. Howell asked the Council to pay for a tree service (request and estimate attached) to trim the trees that the city maintenance contractor cut back as part of city street maintenance. Attorney Adkinson stated that without a survey to determine if the trees were on the road right-of-way or Ms. Howell's private property, the City was not in a position to pay for anything.

Board Action: none

VII. Council Business Not on Agenda

Mayor Barley reminded everyone that the Veteran's Memorial Program to take place Tuesday November 11 at 2 pm.

Councilwoman Brannon remarked that she had received a call from a woman on Reese St. whose neighbor has installed a "Private Drive" sign. She asked if Reese St. was private. Water Supervisor Tuggle stated that he would look into it.

VIII. Public Comment: none

IX. Adjournment

Mayor Barley called for a motion to adjourn. Councilwoman Brannon motioned to adjourn. The meeting adjourned at 9:39 p.m.

APPROVED:

Mayor

ATTEST:

Council President

City Clerk