

City of Freeport
REGULAR COUNCIL MEETING MINUTES
Council Chambers/Freeport City Hall
December 9, 2014

I. Meeting Called to Order

The meeting was called to order by Mayor Russ Barley at 7:00 p.m.

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

Staff present: City Planner Latilda Hughes-Neel, City Clerk Gary Mattison, City Engineer Anna Hudson, City Attorney Clayton Adkinson, City Engineer Cliff Knauer and Interim Fire Chief Tom Palmer.

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 – 11/06/14 SCM & 11/10/14 RCM

Discussion:

Hughes-Neel pointed out a typographical error on Page 5/9 11/10/14 RCM. Councilwoman McLean asked for a revision on Page 4/9 of the 11/10/14 RCM.

Board Action:

Councilwoman McLean motioned to approve the Minutes of the 11/6/14 SCM and the 11/10/14 RCM with corrections. Councilwoman Brannon seconded the motion. All ayes; motion carried.

IV. Staff Reports

A. City Clerk Matters

1. Update/ Personnel Policies Rough Draft

Discussion:

Mattison gave an update on the PMI draft of the City's Personnel Policies. The

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revisions are now under the City Clerk and will be addressing immediate needs, such as: working guidelines and practices, holidays, updating for state requirements and streamlining procedures. All revisions will be done internally.

Board Action: None.

2. Update/Expenditure Data for FCC

Discussion:

Mattison distributed a sample “Check Summary Register” and an example of a “Monthly Budget Report” for a department as information to review for the “Pay All Bills in Order” agenda item each month.

Board Action: None.

3. Parks Director Applications

Discussion:

Per Mattison, the City got a good response to its ads for the Parks Director position; 25 candidates applied. Mattison and the Mayor have conducted telephone interviews with qualified candidates; they should be finished with the telephone interviews next week. After the interviews are completed, references and background checks will be performed. The top 3 candidates will be brought to the Council for final interviews/selection.

Attorney Adkinson suggested that a special meeting could be set for the interviews and that the county sewer agreement and the county fire dept. takeover agreement could be finalized at the same time.

Board Action:

Councilwoman Brannon motioned to hold a special meeting on Tuesday, December 23, 2014 at 7:00 p.m. for the following topics: 1) county sewer agreement 2) county fire dept. takeover agreement and 3) Parks Director interviews. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

B. Planning & Zoning

1. LDC Requirements pertaining to noise/Request to carry a proposed noise

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ordinance to the Planning Board for Review Recommendation

Discussion:

Hughes-Neel gave background on a noise complaint which led to an in-depth review of the City's noise regulations. The current noise regulations are unenforceable because the City does not possess the equipment necessary to measure noise. No assistance can be provided by the Sheriff's Dept. or Walton County Code Enforcement due to the way the regulations are written. Hughes-Neel provided the City's noise regulations which require specialized equipment and the County's noise regulations which do not require specialized equipment in order to determine a noise violation. Hughes-Neel asked to begin the hearing process to amend the City's current noise regulations so that specialized equipment would not be necessary.

Attorney Adkinson advised against adopting additional noise criteria; that noise regulations are very subjective and very hard to regulate.

Board Action: None

2. Planning Board Appointments

Discussion:

Hughes-Neel presented the chosen Planning Board representatives of the newly elected Council members:

Eddie Farris:	Ron Brannon, local businessman
Kasey Cuchens:	Jim Murray, local businessman
Elizabeth Brannon:	Mark Martin, resident

Board Action:

Councilman Farris motioned to approve the new members to the Planning Board. Councilwoman Brannon seconded the motion. All ayes; motion carried.

3. Proposed Resolution/Support of DeFuniak Springs/new dental school

Discussion: none

Board Action:

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Councilwoman McLean motioned to approve Resolution 2014-08/Support of DeFuniak Springs Dental School

4. Proposed Resolution/Proclamation – Hazardous Materials Awareness Week

Discussion: none

Board Action:

Councilman Farris motioned to approve Resolution 2014-09 Proclamation/Hazardous Materials Awareness Week. Councilwoman Brannon seconded the motion. All ayes; motion carried.

5. Proposed Resolution/Proclamation – Military Spouses Day

Discussion: none

Board Action:

Councilman Farris motioned to approve Resolution 2014-10 Proclamation/Military Spouses Day. Councilwoman Brannon seconded the motion. All ayes; motion carried.

C. Legal Matters: none

D. Fire Department

Discussion:

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

Board Action: none

E. Parks Department : none

F. Engineering : none

V. Old Business

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A. Live Oak Landing/Engineering Evaluation of Fees Paid/Preble-Rish

Discussion:

The Council reviewed the Preble-Rish Report. Ryan Cleveland, representing Live Oak Landing took issue with the report. Cliff Knauer/City Engineer produced the original developers agreement which was signed by the developer which detailed what the City would do and what the developer would do in order to put the RV Park utilities into service. Per Knauer, everything else is a moot point. Attorney Adkinson stated that the City could not charge less than the fees currently adopted by ordinance. The Council discussed options and then advised Cleveland to come back with a payment plan proposal for the fees owed the City for consideration by the Council.

Board Action: none

B. FRSC Rental Fee Revisions

Discussion:

Hughes-Neel reviewed the draft revision with the City Council. The Council expressed concern that the clean-ups fees are not adequate, particularly for the clean-up of the concession stands, which have currently been left in very bad shape. The Council requested that Councilwoman Laird work with the new Parks Director to come up with actual cleaning costs for various aspects of rentals at Freeport Regional Sports Complex; the Council can amend the cleaning fees with better information.

Board Action:

Councilwoman McLean motioned to adopt the Revised FRSC Rental Fees as presented. Councilman Farris seconded the motion. All ayes; motion carried.

VI. New Business

A. Mayor Barley

1. 2015 Holiday Schedule

Discussion:

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Hughes Neel presented the City of Freeport 2015 Holiday Schedule, which is the same as Walton County's 2015 Holiday Schedule.

Board Action:

Councilwoman Brannon motioned to approve the 2015 Holiday Schedule. Councilwoman Laird seconded the motion. All ayes; motion carried.

2. City-Wide Candlelight Service/City Hall Grounds 12/20 @ 4:30 pm

Discussion:

Hughes-Neel presented this item.

Board Action:

Councilman Farris motioned to approve the 12/20 Candle Light Service on City Hall grounds. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

3. Community Center Renovation

Discussion:

Mayor Barley and Cliff Knauer presented information about the repairs and renovations need for the Freeport Community Center: flooring, painting, building extension on N side, electrical and mechanical updated, lighting upgraded, roof repairs and siding repairs. Mayor Barley outlined multiple sources of income which could be compiled to do the work, which is estimated at \$120,000. The turnaround for completion is estimated at 120 days.

Board Action:

Councilwoman McLean motioned to proceed with the bid process to start the needed renovations of the Freeport Community Center. Councilwoman Brannon seconded the motion. All ayes; motion carried.

4. Proposed Outdoor Stage Pavilion behind City Hall

Discussion:

Mayor Barley shared sketched for a 25' X 32' Outdoor Stage/Pavilion to be

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constructed on the old ball-field behind City Hall. The proposed look mimics the architecture of City Hall. The Mayor requested permission to solicit materials and labor to construct the pavilion. He is not asking the Council to approve the expenditure of any city dollars for this purpose.

Board Action:

Councilwoman McLean motioned to allow the Mayor to solicit materials and labor to construct the proposed outdoor stage/pavilion to be located on the old ball field behind City Hall. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

B. Councilwoman Brannon

1. Legislative Matters

Discussion:

Councilwoman Brannon thanked the group of Freeport officials who attended the NWFLC Holiday Dinner in DeFuniak Springs for their attendance and support.

Councilwoman Brannon provided the Council with a packet of information from the NWFLC December meeting which included the following:

- November NWFLC Newsletter w/ Calendar of Events
- FLC Parliamentary Procedures Training Packet
- NWFLC December 4, 2014 Meeting Package
 - 2015 NWFLC Legislative Priorities
 - NWFLC 2015 Advocacy Team
 - Samuel H. Hayes Scholarship information
 - Inter-Local Agreement/NWFLC & Florida Institute of Government
 - 2015 Forecast Budget/NWFLC
 - 2015 NWFLC Corporate Sponsors
 - 2015 Golf Tournament Budget
 - 2015 5K Run/1 Mile Charity Run

Board Action: none

C. Councilman Farris

1. Council on Aging

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Discussion:

Councilman Farris reported that he had met with Kay Brady, who is the Director of the Walton County Council on Aging and that she had requested that Councilman Farris serve on the Council of Aging Board of Directors.

Board Action:

Councilwoman Brannon motioned for Councilman Farris to serve on the Walton County Board of Directors. Councilwoman Laird seconded the motion. All ayes; motion carried.

D. Freeport Youth Sports/Request for Fees Waiver

Discussion:

Bob McDonald and Tater Morrison addressed the Council on behalf of Freeport Youth Sports. After a lengthy discussion, McDonald confirmed that Freeport Youth Sports was requesting a waiver for the two outstanding invoices they had received for 2013 and 2014 fees for season usage of the Freeport Regional Sports Complex and the fees associated with the upcoming 2015 season. The Council discussed the need to show hardship and instructed the FYS representatives present to provide proof of 501.c.3 status and copies of the FYS bank statements for their general account and tournament account for the past two years to Councilwoman Laird, who would review the material submitted and report back to the Council.

Board Action: none

E. Huey Ward/Request for adjustment on water bill

Discussion:

The Council determined that all adjustments including length of time approved for repayment was delegated to the Mayor and did not need approval by the Council.

Board Action: none

F. Pay All Bills in Order

Discussion: none

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Board Action:

VII. Council Business Not on the Agenda

Cliff Knauer updated the Council on the current water line project for FDOT. The project originally had specifications and was priced for testing. The testing requirement had been pulled but is now required (@\$900.00).

Councilwoman McLean provided the Council with a brief report on “Billing/Work Orders” from the Sewer/Water Billing Dept. and a listing of city property, including maps.

VIII. Public Comment: none

IX. Adjournment

Mayor Barley called for a motion to adjourn. Councilwoman Laird motioned to adjourn. The meeting adjourned at 9:01 p.m.

APPROVED:

Freeport Mayor

Freeport City Council President

ATTEST

Freeport City Clerk