

CITY OF FREEPORT
JANUARY 13, 2015 REGULAR COUNCIL MEETING MINUTES

I. Meeting Called to Order

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

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 Clerk Gary Mattison, City Planner Latilda Hughes-Neel, City Attorney Clayton Adkinson, City Water Supervisor Larry Tuggle, Parks & Recreation Director Dana Weiler 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 –12/09/14 RCM & 12/23/14 SCM

Council Action:

Councilwoman McLean motioned to approve as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.

IV. Staff Reports

A. City Clerk Matters

1. Security Locksmith System approved by FCC 9/25/14

Mattison gave an update of the status of the new security system for the City Hall doors.

2. Security Cameras

Mattison asked for permission to get proposals on security cameras inside City Hall.

Board Action:

Councilwoman Brannon motioned to allow Mattison to collect proposals for the installation of security cameras in City Hall. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Lead Billing Clerk Position

Mattison stated that he has been looking at adjustments throughout the city job positions and requested permission to make administrative adjustments for the Lead Billing Clerk position. After some discussion by the Council, Mattison will bring all the personnel adjustments back to the Council and the second January meeting. Mattison stressed that these adjustments would not be retroactive.

CITY OF FREEPORT
JANUARY 13, 2015 REGULAR COUNCIL MEETING MINUTES

4. Monthly Expenditures Data

Mattison presented the bi-weekly Bill Paid List. Mattison told the council that at the second meeting of each month, he will present the Bills Paid bi-weekly list and the To-Date budgets for all departments.

B. Planning & Zoning

1. Wes Reeder/Land Use Determination

Attorney Wes Reeder addressed the Council on behalf of Joel and Paula Glenn, owners/operators of Clary-Glenn Chapel. Reeder requested a land use determination to find a crematory as an accessory use to an existing funeral home to be an allowable use in the C-2 (Heavy Commercial) zoning category. Reeder presented information to the Council regarding how other cities zone crematoriums, the responsibilities of funeral directors and crematory standards.

Board Action:

Councilman Farris motioned to find crematorium an allowable use in the C-2 zoning category. Councilwoman Laird seconded the motion.

Board Discussion:

Councilwoman Brannon asked Hughes-Neel regarding the Land Development Code changes made under a previous council. Hughes-Neel acknowledged that crematoriums were listed as an allowable use in Industrial zoning categories, but were not specifically listed as an allowable use and are not on the prohibited list for C-2 Heavy Commercial, which is the next category down from I-1 Light Industrial.

Councilwoman Cuchens called Joel Glenn to the podium for discussion. Glenn discussed the look of the building, where it would be located on the property, the paving of the parking area, and how the crematorium may be used by other funeral directors not in the area.

Board Action:

Mayor Barley called for the vote. The vote was 4:1 with Councilwoman Brannon voting nay.

C. Legal Matters: none

D. Fire Department

1. December 2014 Monthly Report
2. January 2015 Monthly Report

Hughes-Neel presented the reports as a close-out for the Freeport Fire Dept. which has been

CITY OF FREEPORT
JANUARY 13, 2015 REGULAR COUNCIL MEETING MINUTES

transferred to Walton County Fire & Rescue.

E. Parks Department

1. Introduction of newly hired Parks & Recreation Director

Mayor Barley introduced the newly hired Parks and Recreation Director Dana Weiler.

F. Engineering

1. Update/Community Center Renovation Bid Process

Knauer addressed the Council on the status of the Community Center Renovation Bid Process. The 3 draft specifications have been reviewed and are being revised. The specifications will then be reviewed by the City Attorney, then presented to the Council for review. Knauer estimated that they are 30 days away from advertising.

2. Other Updates

a. Lift stations were inspected with Sewer Supervisor Robert Fawcett. Preble-Rish will be providing a proposal for updating the lift stations.

b. The force main extension off Fluffy Landing; issues with pressure at Bay Grove/331

V. Old Business

1. Live Oak Landing /Payment Plan Proposal for Phase II

Ryan Cleveland presented a proposal to finance the sewer and water taps fees in to seven payments over seven years. Cliff Knauer agreed that the owed fees totaled \$67,500.

Board Action:

Motion by Councilwoman Cuchens to deny the financing request as presented.
Councilwoman McLean seconded the motion. All ayes; motion carried.

VI. New Business

A. Mayor Barley

Mayor Barley stated that the incident involving the missing bank deposit has been turned over to the Sheriff's Department for investigation. Councilwoman Brannon stated that she wanted to be made aware when things like this happen; that she didn't want to be surprised at a meeting with this kind of information. Clerk Mattison stated that a new process was being instituted pertaining to 1) access, 2) personnel and 3) internal process pertaining to deposits.

B. Councilwoman Brannon

1. Legislative Matters

CITY OF FREEPORT
JANUARY 13, 2015 REGULAR COUNCIL MEETING MINUTES

Councilwoman Brannon reported the following:

- Attended the Legislative Delegation in Walton County; spoke with Sen Gaetz and Representative Drake regarding NWF initiatives; thanked them for infrastructure funding/SB 218 support; thanks to Gaetz; discussed watershed issues, restoration and conservation; working on meeting to discuss growth and the Choctawhatchee Bay
- Advocacy training sessions being held this week on Thursday in Valparaiso 1-4 pm. The NWFLC dinner will be held at 5 pm, dinner at 6 pm.
- Item added to the Calendar of Events: 2/26 Ethics Summit in Century; Brannon is working on getting a class offered in Freeport.

C. Councilwoman Cuchens

1. Councilwoman Cuchens requested that the Mayor/City Clerk clarify the duties of a councilperson when “over a dept.” Attorney Adkinson addresses this item briefly.
2. Councilwoman Cuchens stated that in her opinion, council members who are designated to committees or boards need to designate an alternate to attend, if for any reason they cannot attend themselves.
3. Councilwoman Cuchens asked Attorney Adkinson for an update regarding a “Non-voting Mayor. Adkinson is looking at the city’s charter and ordinances pertaining to the charter in preparation.

D. Councilman Farris : none

E. Councilwoman Laird: none

F. Councilwoman McLean

Councilwoman McLean presented a proposal to refinance 5 Rural Development loans into one into one loan through Co-Bank. This proposal will be placed on the next agenda for action.

G. Pay All Bills in Order

Board action:

Councilwoman Cuchens motioned to pay the bills. Councilwoman Laird seconded the motion. All ayes; motion carried.

VII. Council Business Not Listed on Agenda: none

VIII. Public Comment: none.

IX. Adjournment

CITY OF FREEPORT
JANUARY 13, 2015 REGULAR COUNCIL MEETING MINUTES

Board Action:

Mayor Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The meeting adjourned at 8:12 pm.

APPROVED BY

MAYOR

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

DRAFT