



City of Freeport

REGULAR COUNCIL MEETING MINUTES

December 13, 2022, 9:00 AM

Walton County Freeport Board Room

Council Members Present: Mayor Russ Barley, Councilman Eddie Farris, Councilwoman Elizabeth Brannon, Councilwoman Elizabeth Haffner, Councilman Bud Day, and Councilman Tracey Dickey

Staff Members Present: City Attorney Clay Adkinson, City Manager Mark Martin, City Clerk Kathie Gatewood, Finance Officer Sara Bowers, Wastewater Supervisor Paul Johnson, Water Supervisor Larry Tuggle, Planning Director Latilda Hughes-Neel, Senior Planner Samantha Graves, Parks & Recreation Director Travis Digges, Billing Supervisor Rebecca King, and City Engineer Alex Rouchaleau

1. Meeting Called to Order

The meeting was called to order at 9:00 a.m. by Mayor Barley in the Walton County Freeport Board Room

2. Invocation and Pledge of Allegiance

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

3. Recognition of Guests

Mayor Barley welcomed the Leadership Walton class and Tim Parsons of Liberty Partners to the meeting.

4. Consent Agenda

- a. Bills
- b. 2nd Amended Interlocal Agreement – Road Maintenance
- c. Walton County Youth Soccer Spring Season
- d. Revenue & Expenditure Reports Fiscal Year Ending September 30, 2022
- e. Revenue & Expenditure Reports Fiscal Month Ending October 31, 2022

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f. Employee Uniform Allowance

g. Surplus Vehicles

h. Emergency Sewer Repair – 331 Business & Blueberry Rd.

5. Public Comment on Consent Agenda

Mayor Barley called for public comment and there was none.

6. Approval of Consent Agenda

Moved by: Councilwoman Haffner

Seconded by: Councilwoman Brannon

To approve the Consent Agenda as presented.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

7. Consideration of Additions/Deletions to Agenda

1. Councilman Farris – Sidewalk Project for US Business 331

2. City Manager – Truck purchase for Construction Inspector position

8. Approval of Agenda with Additions

Moved by: Councilwoman Haffner

Seconded by: Councilwoman Brannon

To approve the agenda with additions.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye

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Councilman Dickey: aye

Carried.

9. Staff Reports

a. Water

b. Sewer

c. Parks

1. Freeport Little League Fee Waiver and Schedule

Parks Director Digges presented the Council with a letter from Freeport Little League that showed their Spring/Summer schedule and requested a fee waiver. He told the Council the organization will be using an outside vendor for the concession stand again this year. He recalled that in the prior year the organization didn't have enough volunteers for the concession stand as well. He suggested there was enough time this year to change how this is done if the Council wants. Councilman Farris said he liked how it was last year and Parks Director Digges agreed.

Moved by: Councilman Farris

Seconded by: Councilwoman Haffner

To approve the Little League Fee Waiver and Schedule for the Spring/Summer season as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris: aye

Councilwoman Brannon: aye

Councilwoman Haffner: aye

Councilman Day: aye

Councilman Dickey: aye

Carried.

City Attorney Adkinson told the Council he had a request from the Parks Department to discuss food trucks and concessions. City Manager Martin said later in the meeting there is a request for a special meeting to discuss food trucks and concessions. Councilman Farris questioned why food trucks needed to be discussed since he was not aware of any issues. Parks Director Digges said a few council members reached out to him with concerns about food trucks. City Attorney

Adkinson said the issue comes down to a law that came about a few years ago stating the city cannot regulate food trucks.

d. City Manager

City Manager Martin introduced to the Council the newly hired Human Resources Generalist Chris Quinley.

1. Liberty Partners

Tim Parsons with Liberty Partners provided the City Council with a legislative update.

2. Freeport Community Center

City Manager Martin directed the Council to the Freeport Community Center renderings in the meeting package. He let the Council know a few changes needed to be made and asked Planning Director Hughes-Neel to explain. Planning Director Hughes-Neel said in looking at the renderings, for the first option, that it was not consistent with the Governmental Complex Standards that the Council voted to adopt. She said a few minor and easy changes would correct it.

Mayor Barley said he did not have a vote, but he likes option one, to which Councilwoman Haffner agreed. After a discussion about changes, it was decided to bring the corrected renderings back to a future meeting.

3. Establish Workshop Dates

City Manager Martin requested to establish a Workshop Meeting date for a County Mosquito Fee Discussion. January 26, 2023, at 5:30pm in the Council Chambers was decided upon.

Moved by: Councilwoman Haffner

Seconded by: Councilwoman Brannon

To approve a Workshop Meeting date of Thursday, January 26, 2023, at 5:30pm in the Council Chambers.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris: aye

Councilwoman Brannon: aye

Councilwoman Haffner: aye

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Councilman Day aye
Councilman Dickey: aye

Carried.

City Manager Martin also requested the City Council to establish a Workshop Meeting date for a Food Truck and Concession Usage discussion for the Parks Department. February 23, 2023, at 5:30pm in the Council Chambers was decided upon. It was ultimately decided that the Special Meeting would only be for a Concession Stand discussion.

Moved by: Councilwoman Haffner
Seconded by: Councilman Day

To approve a Workshop Meeting date of Thursday, February 23, 2023, at 5:30pm in the Council Chambers to discuss Concession Usage.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris: aye
Councilwoman Brannon: aye
Councilwoman Haffner: aye
Councilman Day aye
Councilman Dickey: aye

Carried.

4. Engineering Request for Bids (RFQ)

City Engineer Rouchaleau explained to the Council the tabulated bid costs were too high.

Moved by: Councilman Farris
Seconded by: Councilwoman Haffner

Reject all bids for the Engineering RFQ.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

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Councilman Farris: aye
Councilwoman Brannon: aye
Councilwoman Haffner: aye
Councilman Day: aye
Councilman Dickey: aye

Carried.

e. City Clerk

1. City Hall Electronic Sign Bid Results

City Clerk Gatewood presented the City Council with the bids results for the previously budgeted electronic sign in the front of City Hall. She noted that of the three bids received only two met the requirements. Councilman Farris asked City Clerk Gatewood if she had any information on Complete Signs, who had the lowest bid, to which she replied she did not outside of the proposal that was submitted. She mentioned that she did call the company to confirm some information. Councilwoman Haffner expressed that she did not feel the sign needed replacing or broken. Mayor Barley said the sign is broken and the city cannot purchase replacement parts and it is difficult to update. City Clerk Gatewood advised that the software is very outdated, and she was unsure how much longer the sign company would support it since the sign has not been replaced in twelve years. Councilman Farris remarked that he wanted to make a motion to approve Vintage Sign & Light, a local company, because that is who the city has used in the past.

Moved by: Councilman Farris

Seconded by: None

To approve the Vintage Sign & Light bid for the sign replacement.

Motion failed due to lack of a second.

Mayor Barley called for further discussion and public comment.

Councilwoman Haffner and Councilwoman Brannon requested to table the item to the next scheduled meeting so they could gather more information regarding the sign.

Moved by: Councilwoman Brannon

Seconded by: Councilwoman Haffner

To move City Hall Electronic Sign Bid Results to the next regularly scheduled council meeting.

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Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

- f. Finance
- g. Billing
- h. Planning

1. Final Plat Approval – Bliss at Hammock Bay

Planning Director Hughes-Neel asked the Council for a motion to approve the Bliss at Hammock Bay final plat, which included 19 lots. She asked that the Council stay after the meeting to sign the approved final plats and replat.

Moved by: Councilwoman Haffner
Seconded by: Councilwoman Brannon

To approve the Bliss at Hammock Bay final plat as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

2. Final Plat Approval – Moonswept at Hammock Bay

Planning Director Hughes-Neel asked the Council for a motion to approve the

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Moonswept at Hammock Bay final plat, which included 59 lots.

Moved by: Councilwoman Brannon

Seconded by: Councilwoman Haffner

To approve the Moonswept at Hammock Bay final plat as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris: aye

Councilwoman Brannon: aye

Councilwoman Haffner: aye

Councilman Day: aye

Councilman Dickey: aye

Carried.

3. Final Plat Approval – Verandas at Freeport Phase 2A-2

Planning Director Hughes-Neel asked the Council for a motion to approve the Verandas at Freeport Phase 2A-2 final plat, which included 32 townhomes.

Moved by: Councilwoman Haffner

Seconded by: Councilman Farris

To approve the Verandas at Freeport Phase 2A-2 final plat as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris: aye

Councilwoman Brannon: aye

Councilwoman Haffner: aye

Councilman Day: aye

Councilman Dickey: aye

Carried.

4. Owl's Head 1-C Bond

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Planning Director Hughes-Neel told the Council her department performed research on the proposed 1-C Bond and their results show they are in favor of the City of Freeport. She asked for a motion to accept and hold the proposed bond.

Moved by: Councilman Farris

Seconded by: Councilwoman Brannon

To accept and hold the Owl's Head 1-C Bond.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

5. Owl's Head Phase 1-C Final Plat

Planning Director Hughes-Neel asked the Council for a motion to approve the Owl's Head Phase 1-C final plat.

Moved by: Councilwoman Haffner

Seconded by: Councilwoman Brannon

To approve the Owl's Head Phase 1-C final plat as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

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6. Enclave Phase 2 – Replat Lots 14, 17, and 22

Planning Director Hughes-Neel asked the Council for a motion to approve the Enclave Phase 2 Replat of lots 14, 17, and 22.

Moved by: Councilwoman Haffner
Seconded by: Councilman Farris

To approve the Enclave Phase 2 Replat of Lots 14, 17, and 22 as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

7. Ashton Park Phase 2 Final Plat Approval

Planning Director Hughes-Neel asked the Council for a motion to approve the Ashton Park Phase 2 final plat, which included 58 lots. She informed the Council that a final inspection had not been performed yet. She said the final plat signed by the Council today would not be released until the final inspection was complete with passing results.

Moved by: Councilman Farris
Seconded by: Councilwoman Haffner

To approve the Ashton Park Phase 2 final plat as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye

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Councilman Dickey: aye

Carried.

8. Bourbon Street Townhomes PDP

Senior Planner Graves summarized for the Council the developer requests for variances. She advised that a representative was present at the meeting to answer any questions they may have.

Bryan Osborn of Anderson Engineering went over the variance requests for the Council. Councilwoman Haffner stated she had questions about the variances, starting with the developer cutting the side yards in half and it appears they are cramming the townhomes in, and the site plan is not pleasing to the eye at all. She said she was not loving what she saw. Mr. Osborn offered explanations for the requests and her concerns.

Councilwoman Brannon reminded the Council there have been prior projects where the Council required the developer to go 60-80 feet from the backline. She agreed with Councilwoman Haffner saying she was not loving what was proposed.

Moved by: Councilwoman Brannon

Seconded by: Councilwoman Haffner

To deny the Bourbon Street Townhomes PDP as presented.

Mayor Barley called for further discussion and public comment.

Resident Jerry Eddington, who lives on Bourbon Street opposed the variance, stating he would be greatly impacted if approved.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris: aye

Councilwoman Brannon: aye

Councilwoman Haffner: aye

Councilman Day: aye

Councilman Dickey: aye

Carried.

i. Legal

1. American Metal Bearing

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City Attorney Adkinson reminded the Council of their prior meeting and the desire to meet with all parties involved with the American Metal Bearing project. He recounted the events since the last meeting and recommended Council terminate negotiations and rescind all prior offers to AMB.

Moved by: Councilwoman Haffner
Seconded by: Councilman Day

To terminate negotiations and rescind all prior offers to American Metal Bearing (AMB)

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

2. McGill's Developer's Agreement/Revised Planned Development Project (PDP)

City Attorney Adkinson summarized the amended planned development project agreement for the Council. He said staff recommended for the Council to approve and asked for a motion.

Moved by: Councilman Farris
Seconded by: Councilwoman Brannon

To approve the McGill Developer's Agreement/Revised Planned Development Project as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

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Carried.

3. Riverwalk Planned Development Project (PDP) Resolution

City Attorney Adkinson explained that the resolution presented amends the previous 2017 resolution that was already in place for the Riverwalk Planned Development Project. He advised that staff recommends approve from the Council and he asked for a motion.

Moved by: Councilman Farris

Seconded by: Councilwoman Brannon

*To approve the Riverwalk Planned Development Project (PDP)
Resolution 2022-09*

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

j. Engineering

1. S. Jackson Street Resurfacing and Stormwater Improvements Bid Results

City Engineer Rouchaleau briefed the Council on the history of this project and explained that although the new bid results are lower, they are still more than what was budgeted for. He advised the difference was approximately seventy-five thousand dollars (\$75,000). He asked the Council for guidance on whether they wanted to reject the bids or make a motion for the additional amount.

Moved by: Councilwoman Haffner

Seconded by: Councilwoman Brannon

To approve an additional \$75,000 for the S. Jackson Street Resurfacing and Stormwater Improvements project.

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Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

2. Water and Sewer On-Call Engineering Services Proposals

City Engineer Rouchaleau presented the Council with two proposals for water and wastewater on-call engineering services. He explained that this would be utilized when either department did not have enough staff. The water and wastewater department supervisors would decide when it would be used. City Manager Martin chimed in and said both supervisors were on board with the proposals. City Clerk Gatewood asked if there needed to be two motions, to which City Attorney Adkinson replied yes.

Moved by: Councilman Farris

Seconded by: Councilwoman Haffner

To approve the Water On-call Engineering Services proposal as presented.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

Moved by: Councilman Farris

Seconded by: Councilwoman Haffner

To approve the Sewer On-call Engineering Services proposal as presented.

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Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

3. Request to bid Barrier Free Park Nature Trail and Marse Landing Park Improvement Projects

City Engineer Rouchaleau directed the Council to the above-named projects in their meeting packages. He summarized each project and told the Council he was seeking a motion for a joint bid. City Attorney Adkinson explained that a joint bid would allow for more competitive bids.

Moved by: Councilwoman Haffner
Seconded by: Councilwoman Brannon

To approve a Request for Quote (RFQ) for both the Barrier Free Park Nature Trail and Marse Landing Park Improvements Projects as a joint bid.

Mayor Barley called for further discussion and public comment and there was none.

A roll call vote was ordered, and the vote was as follows:

Councilman Farris:	aye
Councilwoman Brannon:	aye
Councilwoman Haffner:	aye
Councilman Day	aye
Councilman Dickey:	aye

Carried.

10. Old Business

11. New Business

- a. Mayor Barley

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1. Wastewater Lead Plant Operator – Mark McQuaig – Class A Wastewater License

Mayor Barley introduced Wastewater Lead Plant Operator Mark McQuaig and congratulated on receiving his Class A Wastewater License. *City Clerk's Note: Class A is the highest level of achievement for this license and quite an accomplishment.*

2. Employee of the Quarter – Steven Smith

Mayor Barley presented Facility Maintenance staff member Steven Smith with the fourth Employee of the Quarter award for 2022 which was met with applause from all in attendance. He was given a certificate and a fifty-dollar gift card.

b. Councilwoman Brannon

c. Councilman Farris

1. Councilman Farris reflected on the years since 2018 in trying to bring sidewalks to U.S. Business 331 for the safety of the parents and especially children walking to the schools on that road. He recalled the city provided forty-five thousand dollars (\$45,000) for the project and Safe Routes to School Grant Program provided one hundred fifty-four thousand dollars (\$154,000) in 2020. He proudly announced that the State of Florida has now awarded nine hundred sixty thousand dollars (\$960,000) towards the project. The news was met with applause.

Councilman Farris asked for permission to meet with Walton County Commissioners, which City Manager Martin would also attend. There was a consensus to allow Councilman Farris to meet with Walton County Commissioners after the holidays to explore the costs and where the money would come from to get the project completed.

d. Councilwoman Haffner

e. Councilman Dickey

f. Councilman Day

12. Public Comment

Mayor Barley called for public comment and there was none.

13. Adjournment

Mayor Barley motioned to adjourn. The meeting adjourned at 10:21 a.m.

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Minutes were prepared by City Clerk Gatewood and approved by the City Council on January 26, 2023.

A handwritten signature in black ink, appearing to read "Russ Barley", written over a horizontal line.

Russ Barley, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Kathie Gatewood", written over a horizontal line.

Kathie Gatewood, City Clerk

