

**DeFuniak Springs City Council  
Special Meeting  
July 29, 2019**

The following members were present: Mayor Bob Campbell, Mayor Pro-Tem Robert McKnight (Seat 2); Councilman Todd Bierbaum (Seat 1); Councilman Kevin Crystal (Seat 3); Councilman Henry D. Ennis (Seat 4); and Councilman Wayne Graham (Seat 5). Also present were Attorney Clay Adkinson, City Attorney; Mr. Mell Smigielski, City Manager; and Ms. Cindy Permenter, Deputy Clerk.

Mayor Campbell called the meeting to order at 3:00 p.m.

The Special Meeting was held to interview the applicants for the city clerk position. Three applications were received for the position: Ms. Rebecca Podraza, Ms. Maryanne Schrader, and Mr. Richard Williams. Mr. Williams withdrew his application prior to the interview process.

The council concurred to allow Mr. Smigielski to pose a list of 15 interview questions to each candidate.

Councilman McKnight questioned the salary range for the position. Mr. Smigielski stated the amount advertised was between \$42,000.00 and \$52,000.00 and that the amount could be increased at the direction of the council. Discussion continued on the salary amount and questioning process.

Councilman McKnight asked if the city clerk is a bonded position and if that is paid for by the city. Attorney Adkinson stated the applicant must be bondable and that bonding would be paid by the city.

Councilman McKnight asked if this would be a four or five day a week job. Mr. Smigielski said it was advertised as a five day work week.

Councilman Ennis asked if the vote would be a super majority vote. Mr. Smigielski stated there were voting requirements for the city manager and finance director's position, but there was not for the clerk position; a majority would be sufficient.

Councilman McKnight voiced concern with the amount of essential job functions of the clerk. Councilman Bierbaum questioned if the cemetery would remain a job function of the clerk. Mr. Smigielski said that would change. Further discussion was held on the functions of the city clerk.

Councilman Bierbaum asked if this was an exempt or non-exempt position. Attorney Adkinson discussed the difference between exempt and non-exempt and stated the clerk position is an exempt position.

The applicants were interviewed in the following order: Ms. Rebecca Podraza, in person, and Ms. Maryanne Schrader, via video conference.

A brief recess was taken between interviews.

At the conclusion of each interview, the council discussed the applicant to determine whether the applicant should be hired to serve as city clerk.


**Motion by Councilman Crystal, second by Councilman Ennis, to extend the position of city clerk to Ms. Maryanne Schrader and to approve a salary of \$52,000.00 per year.**

Discussion was held regarding Ms. Schrader's experience and increasing the pay rate which would be set during the budget process.

**Motion amended by Councilman Crystal, second amended by Councilman Ennis, to include an increase in pay after a six months probationary period. Ayes 5, Nays 0.** Councilman Bierbaum Aye, Councilman McKnight Aye, Councilman Crystal Aye, Councilman Ennis Aye, Councilman Graham Aye.

Discussion was held regarding the council's role in city functions.

The meeting was adjourned at 5:30 p.m.

  
\_\_\_\_\_  
Mayor Robert (Bob) Campbell

  
\_\_\_\_\_  
Cynthia Permenter, Deputy Clerk