

**DeFuniak Springs City Council
Regular Meeting Minutes
Council Chambers
February 22, 2021**

Mayor Campbell called the meeting to order at 9:15 a.m. (Moved from the Courthouse, as it was not available) followed by the invocation and Pledge of Allegiance led by Councilmember K. Crystal.

Mayor Campbell called the roll. The following members were present: Mayor Bob Campbell; Mayor Pro-Tem Robert McKnight (Seat 2), Councilmember Todd Bierbaum (Seat 1); Councilmember Kevin Crystal (Seat 3); Councilmember Wayne Graham (Seat 5) and Henry D. Ennis (Seat 4). Also present were City Attorney Clay Adkinson, Finance Director Debra Gibson, and City Clerk Maryanne Schrader.

ITEM 3. CONSENT AGENDA

Additions/Deletions to the Consent Agenda

Mayor Campbell asked if there were any additions/deletions to the Consent Agenda.

Motion by Councilmember T. Bierbaum and seconded by Councilmember H. Ennis to approve the Consent Agenda, as presented.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

Approval of the Consent Agenda

3. CONSENT AGENDA

Additions/Deletions to the Consent Agenda

Approval of the Consent Agenda

A. Clerk

1. Minutes for approval: February 8, 2021 – Regular Minutes
2. Minutes for approval: February 11, 2021 – Special Minutes

B. Administration

1. Renewal of the T33 Static Display Agreement with the National Museum of the United States Air Force
2. Renewal of Amendment No. 2 Interlocal Agreement Concerning the Road and Bridge Ad Valorem Tax

C. Finance – Morgan Hulion - January Bill Ratification

- D. **Planning** – Special Event from Cody Dickey of DFS Little League to conduct a parade on Saturday, March 27, 2021 from 9 a.m. – 10:00 a.m. from Walton Middle School and ending at the DFS Little League Park

5. REGULAR AGENDA

Additions/Deletions to the Regular Agenda

Approval of the Regular Agenda

Mayor Campbell asked if there were any additions/deletions to the Regular Agenda.

Mayor Campbell announced that the presentation on the airport update would be moved to later in the meeting and that City Marshal J. Hurley had a request for an add-on. He stated it would go under Item 11A on the regular agenda.

Motion by Councilmember T. Bierbaum and seconded by Councilmember R. McKnight to approve the Regular Agenda, as amended.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

ITEM 6. ADMINISTRATION –

- A. HR Director Lacey Woodham, Request direction on setting a Workshop to discuss the desire of City Council to revise qualifications and/or duties of the City Manager and proceed with the hiring process

HR Director Lacey Woodham stepped forward to discuss the changes related to the City Manager under the new Charter.

Councilmember T. Bierbaum suggested using the Charter language as the basis of the ad, stating the ad should start tomorrow and run for twenty days. He preferred to follow with how we are going to rank the applicants with the end goal being ensuring the day to day activities are handled while the position is advertised. He added the ordinance should be reviewed, as it relates to the Code. He gave an outlay of the steps at the end of 20 day advertising period, stating he would like the HR Director to create a matrix on the qualifications. On March 19th, he suggested that the HR Director provide Council a list of candidates for review. Next, he would like Council to hold a special meeting on March 25th to review the top candidates and schedule interviews by April 9th. He suggested meeting on April 14th to rank the candidates.

Discussion ensued on the suggestions. Councilmember R. McKnight stated he would not be available on either March 25th or April 9th. He suggested including in the ad that we are a city on the cusp of rapid growth.

HR Director L. Woodham stated she would like to get input from the Council in order to put together a draft.

Councilmember K. Crystal stated the Council is not to direct the day to day operations, so he preferred the HR director to put a description together with input from Council.

Motion by Councilmember K. Crystal and seconded by Councilmember R. McKnight to not have a workshop and work on the process in a different direction.

Discussion ensued on whether to hold a workshop to discuss the advertising and requirements for the position. HR Director L. Woodham noted that the current ordinance states a college degree is not required.

City Attorney Clay Adkinson mentioned the change in residency requirements, and if the Council instructs staff to add the education requirement, he will bring back an ordinance at the next meeting on a revision of the City Manager for 1st reading.

Councilmember R. McKnight suggested writing the ad based on what the ideal candidate would be with a college degree, certification and experience in coaching and leadership with staff. He wants the ad appealing, challenging and interesting in a time of rapid growth.

Discussion continued on whether to hold a workshop to work on an ad, qualifications, job description and time restraints. However, City Attorney Clay Adkinson advised it should be a special meeting in order to take action.

Council agreed to use March 1st as the date to give the HR Director more time to create the ad.

Mayor Campbell asked for public comment.

Councilmember K. Crystal voiced full support to put together an Advertisement, job description and a timeline. He added his concern regarding the city running lean without a city manager.

Councilmember R. McKnight voiced his concern about rushing into hiring a city manager, as it is the only position in the city that the Council hires and must be by five affirmative votes and four affirmative votes to fire.

Rudy Sangl stated he has looked over the Charter mentioning that the current ordinance under qualifications provides for a Bachelor of Science degree. He said the ordinance needs work. He would like the Council to get the hire right.

Councilmember W. Graham said we do not want to rush into the hire, so a one-hour workshop is needed.

Citizen Dr. M. Henderson said in the last hire process, it was so extensive that we lost qualified candidates, so she asked Council to act quickly. She suggested hiring an interim manager. She added that we need someone with historic preservation experience.

Citizen Donald Graham stated that we need to look at someone who is fair and balanced who knows the entire city. You need someone with a work ethic.

Vote on Original Motion by Councilmember K. Crystal and seconded by Councilmember H. Ennis to not hold a workshop.

Vote: Councilmember R. McKnight, Nay; Councilmember T. Bierbaum, Nay; Councilmember K. Crystal, Nay; Councilmember H. Ennis, Nay; Councilmember Wayne Graham, Nay. Ayes 0, Nays 5. All nays. Motion failed.

Motion by Councilmember R. McKnight and seconded by Councilmember W. Graham to hold a Special Meeting on Thursday, Friday or Monday for the purpose of examining the materials presented by Human Resources Director and to determine how we want to move forward in terms of the advertisement and possibly the job description.

City Attorney Clay Adkinson advised adding the date and time.

Councilmember T. Bierbaum suggested Friday at 3:00 p.m.

Motion amended by Councilmember R. McKnight and seconded by Councilmember W. Graham to hold the Special meeting to meet on Friday on February 26th at 3:00 p.m. at the City Hall Council Chambers for the purpose of examining the materials presented by Human Resources Director and to determine how we want to move forward in terms of the advertisement and possibly the job description.

In reply to Councilmember T. Bierbaum regarding scope, Councilmember R. McKnight stated he hopes to go over the draft job description, qualifications and hopefully pass a motion to approve both.

HR Director L. Woodham stated she will put a draft together and finalize the timeline.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

B. Public Works Director Position Discussion

Councilmember R. McKnight mentioned he reviewed the applicants and said a stellar candidate with a degree in Civil Engineering from Pensacola was his number one choice, and his number two choice had a degree in Engineering technology. He would like the possibility of interviewing the number one candidate.

Discussion ensued on whether to move forward with the interviews or wait until the hire of a city manager. HR Director L. Woodham said the position was budgeted.

In response to the question on why we needed a new PW Director from Councilmember H. Ennis, Councilmember R. McKnight replied we need a director with professional leadership, management and communication skills. He added the current director said he was comfortable with the new hire proposal, we have advertised, and we have an extremely good candidate. He added the Council agreed on the position during the budget process. He understood that Mr. Drake would still have a management position, as there would be two management positions

under the new director. He wants to keep a loyal employee; however, we have a qualified applicant.

Councilmember K. Crystal added that if an employee is asked whether they are comfortable with being replaced, no one is going to tell their boss they are not. Mr. Drake has been willing to step up to fill management positions, but we never have asked him to go to school. He has been loyal. He agreed that our levels of professionalism need to grow as we grow. He voiced concern that we are hiring high-end positions without knowledge of the economic conditions. Dewberry has done a great job, as well. He added budgeting on paper and revenue coming in is too different things.

Citizen Dr. M. Henderson said the Council is micro-managing, so she suggested Council table the hire and let the new manager hire.

City Attorney Clay Adkinson advised Council that a job ad was released, so the Council must address whether the Council wants to fill the position at this time. He added, the goal is for Council not to do day to day operations.

Motion by Councilmember K. Crystal and seconded by Councilmember R. McKnight to table the position to hire until we hire a city manager.

HR Director L. Woodham said she will contact the applicants and advise them of Council's decision.

Dan Cosson came forward to voice his concerns on the new hire suggesting the Public Works director has stepped up in the past. However, City Attorney Clay Adkinson advised there is no line of succession for city manager in the new Charter. Mr. Cosson also voiced concern about the high paying jobs adding he just wants a sewage treatment plant and to get the prices of water bills down. He asked Council to focus on infrastructure.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

C. Planning Director Hire Discussion

HR Director L. Woodham asked for approval to hire Chris Wallace as the Planning Director.

Motion by Councilmember R. McKnight and seconded by Councilmember K. Crystal to hire Chris Wallace as the Planning Director.

Councilmember R. McKnight reviewed Mr. Wallace's application, called the three references and determined he comes with diverse qualifications.

Councilmember K. Crystal voiced concern that he has not done planning in Florida. HR Director L. Woodham replied Mr. Wallace is a member of the American Planning Association, and the

County will also assist. City Attorney Clay Adkinson will also assist him in familiarizing Mr. Wallace with the Municipal Code. HR Director L. Woodham added there is a one-year probationary period for all employees.

In response to the question for legal regarding his degree, HR Director L. Woodham replied Mr. Wallace has a bachelor's degree in Geography and has verified that information.

City Attorney Clay Adkinson said Mr. Wallace verbally accepted the offer for employment from the former city manager, Mr. Smigielski on February 10, 2021 and said the it would be appropriate to ratify the hire, as the person has been extended a job offer and accepted the position.

Councilmember T. Bierbaum left the room temporarily.

Councilmember K. Crystal mentioned that Mr. Wallace brings projects to the city that he has worked on such as receiving an AP award, revising the Comprehensive Plan, Wayfaring signage, Biking Paths, and rewriting the Zoning Ordinance.

Vote: Councilmember R. McKnight, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 4, Nays 0. All ayes. Motion carried.

ITEM 4. PRESENTATION - Moved from earlier in the meeting - John Collins, AVCON, Update on Airport Layout Plan and 95% completed drawings for the new airport terminal

Mayor Campbell asked John Collins to come forward to give an overview on the terminal development project.

Councilmember T. Bierbaum returned.

John Collins mentioned the terminal development project is for a 7200 square foot terminal, as the current one does not meet the needs today. A total of \$4.5 million dollars was funded by FDOT. We are waiting on the third funding in July. The advertisement is due to go out in late March, bids will need to be back by early May, with a notice to proceed by August 1st. It is a 14-month construction period. He hopes to have the facility open by the summer of 2022. He added there is a large conference room to host Council meetings, if desired. He added it was a three-year grant. He will provide a recommendation of award in March. He added the Master Plan has been updated with the runway length will be 5004 feet, which was approved by the FAA.

In response to Councilmember R. McKnight on whether the construction completion in spring 2022 would impact Marvel of Flight, as COVID restrictions and the construction was compounding the issue for this year, J. Collins replied he cannot predict what is going to happen a year from now.

Rudy Sangl mentioned he has looked at the account summary regarding the \$5 million dollars of grants in the budget, but the actual expenditure shows nothing happened. J. Collins replied that

he will look over the numbers and get back to Council, adding the money cannot be spent until we receive it.

Mayor Campbell said it is not unusual with grant funds. J. Collins added some grants can be renamed. Airport Director M. Overton explained the grant for utilities project was renamed and \$400,000 was used for painting the runway.

D. PIO/Grant Administrator Christopher Mitchell – Request motion to approve the remaining grant funds for Chautauqua Hall of Brotherhood Phase II Restoration Project

Grant Administrator Christopher Mitchell explained the city has met the match for the grant, stating all invoices have been paid except for two outstanding invoices. The balance of funds from the Florida Division of Historical Resources is \$21,416. He mentioned Architect, Victor Bowman, suggested using the remaining funds on the north end staircase. He will need to ask the State for a change of scope of work if Council would like to finish the stairway on the north end. He added the grant sunsets June 30th.

Discussion ensued on not hiring the current architect for the project mentioning the history of underperforming and not meeting deadlines.

Mr. C. Mitchell said the project could be rebid, and Public Works Assistant Director, Jim Gierlinski, added it is the best use of the last sum of money.

Concerns on the timeline were discussed and C. Mitchell went over the line items. He noted the State has been advised that Mr. Bowman's company is not going to be selected to do the third floor, if Phase III is funded, adding he could ask if the remaining funds could be rolled into Phase 3. He stated it is important to tell the State we are going in a different direction, since we will not be using the current contractor.

Public Works Assistant Director J. Gierlinski said Mr. Bowman has completed their work. He added that the city will place polyurethane on the floor, so it will be another week before it can be used. C. Mitchell added the floor scratched easily, as realized recently during an event.

Motion by Councilmember K. Crystal and seconded by Councilmember H. Ennis to table the use of the remaining funds until we have an opportunity to talk with the state by the next Council meeting.

C. Mitchell added we are under a desk audit with the State.

Councilmember T. Bierbaum requested that we need the architectural drawings, maintenance documentation, and the entire "as built" documentation before the last two invoices from Mr. Bowman are paid.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Councilmember Wayne Graham. Ayes 5, Nays 0. All ayes. Motion carried.

Motion by Councilmember R. McKnight and seconded by Councilmember K. Crystal to not pay the \$11,552.33 or the \$422.97 to Mr. Bowman until the documents, services, and warranties have been delivered to the city.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Councilmember Wayne Graham. Ayes 5, Nays 0. All ayes. Motion carried.

Mayor Campbell called for a five-minute recess at 11:08 a.m.

Mayor Campbell called the meeting back to order at 11:15 a.m.

E. Secretary to the Mayor Cindy Permenter – Request a motion to approve the 2021 LakeFest on May 14-15, 2021

Motion by Councilmember K. Crystal and seconded by Councilmember T. Bierbaum to approve the 2021 LakeFest on May 14-15, 2021.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

ITEM 7. CITIZEN COMMENTS

A. General Comments from the audience

Mayor Campbell asked for any comments.

Dr. M. Henderson of Forward DeFuniak, Inc. announced that they have received confirmation on February 17, 2021 from the National Park Service that Chautauqua has a possibility it could be designated as a National Historic Landmark. The proposal must be written by a PhD consultant historian to be considered as a National Historic Landmark designation. Dr. Henderson was informed by the state historic preservation officer that a competitive grant may be available. We will need to show how we differ from other Chautauqua sites, as well the integrity of structures on the former campus will be compared with other sites. She requested that Councilmember R. McKnight and Chris Mitchell be appointed as the city's citizen liaisons for the working group to prepare the applications. She also requested that Mr. Mitchell send out a press release.

Councilmember R. McKnight mentioned that we would receive a brown interstate sign with the designation which would boost tourism and is an overlay to our federal district. He has spoken to the Department of Interior who already had a file folder on the Chautauqua Hall of Brotherhood.

Motion by Councilmember W. Graham and seconded by Councilmember T. Bierbaum for Councilmember R. McKnight and Chris Mitchell to work as city representatives with the Forward DeFuniak.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

Stewart Duncan came forward and invited the Council to stop by this weekend for the DeFunk Disco tournament for veterans that help with support dogs at We Care Park any time between 7:30 a.m. and 1 p.m.

ITEM 8. REQUEST TO BE ON THE AGENDA –

- A. Dr. Melinda Henderson – Update on the Planning for the Sprint Triathlon planned for May 15, 2021 from 5 a.m. to 10 a.m.

Dr. M. Henderson, Executive Director for Forward DeFuniak, came forward and went over the Triathlon. They are in the planning stage and need volunteers. She thanked city staff on the smooth permitting. The interest from the business community is increasing and the funds will help meet the expense budget of \$20,000. She requested the Council support the event by waiving fees incurred from city staff assistance.

Dr. M. Henderson said the route is in the Lake yard. Where the proceeds will go has not been decided on, as they are not sure if there will be any left over. She hopes it will bring 1,000 people to their event in hopes they will stay for LakeFest.

In response to the Farmers Market question from Mayor Campbell, Main Street Director Chelsea Blaich came forward stating Main Street is working collaboratively with LakeFest and Forward DeFuniak. She mentioned that the concert series was a success.

D. Cosson, representing Forward DeFuniak, added staff has worked with them and he thanked Public Works in particular.

ITEM 9. LEGISLATIVE REQUESTS –

- A. Councilmember R. McKnight – Offer motion that the office previously occupied by the City Manager be designated as the Mayor’s office, and that the Mayor occupy the office within ten calendar days of today

Councilmember R. McKnight said that four years ago the mayor was moved from his office.

Motion by Councilmember R. McKnight and seconded by Councilmember K. Crystal to have the Mayor return to the office designated as the Mayor’s office and occupy the office within ten calendar days of today.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

B. Councilmember R. McKnight – Offer motion that the Council prepare an inventory of past motions that were not accomplished

Councilmember R. McKnight said many things have been approved by Council, but the will of the Council was not followed. He asked if the Council had a list that the city manager did not act on.

Mayor Campbell had suggested utilizing a list like the County uses for Council actions so the Council would receive a monthly tally.

Motion by Councilmember T. Bierbaum and seconded by Councilmember H. Ennis that staff develop a tracking for motions and projects.

City Attorney Clay Adkinson said the mayor and staff had met and compiled a pending list that goes beyond all motions. They are aware there is a backlog and will provide a way to address it.

City Marshal J. Hurley came forward and said he was tasked with providing a noise ordinance but needed direction. He mentioned decibel meters audible to the human feet, noise within 100 feet for dogs adding the current ordinance just states loudspeakers are not permitted.

City Attorney Clay Adkinson added the implementation would be arduous and somewhat costly, as well as the overall logistics could possibly be statutorily a problem.

Councilmember T. Bierbaum said we need to clean up the pending problems before we move on to the next project.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

C. Councilmember R. McKnight – Offer motion that a policy be developed that monitors the completion of employee evaluations and for the City Manager to report the completion to Mayor and Council

Councilmember R. McKnight brought up the personnel policy on annual evaluations. He said the former city manager failed to provide evaluations on seven of his direct reports. As this is a major responsibility of the city manager, it is important that we have a mechanism in place. Feedback is essential.

City Attorney Clay Adkinson said we have an employee evaluation in place and subscribe to progressive discipline. However, the city is exposed when we do not have a record in writing. Safety is also an issue. If the City Manager is not doing the annual reviews, he could be accountable. He suggested that the City Manager produce the evaluations of all employees

before the City Manager is reviewed. Councilmember K. Crystal said we should add this requirement to the job description.

Motion by Councilmember T. Bierbaum and seconded by Councilmember W. Graham the city manager is to provide employee evaluations before the city manager's evaluation is completed and the requirement be added to the job description.

City Marshal J. Hurley mentioned he has the evaluations done on the anniversary of the employment for each employee, however, that is not effective. He suggested that HR develop a policy that is effective and efficient adding July 1st should be the date when evaluations are due.

Council agreed for continuity with the Police Department, and July 1st would be good.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

Councilmember R. McKnight said a specific date requires input. He requested that HR submit a list of evaluations by department that are tardy. He does not need names, but he wants the number and percentage, as it is an important metric.

Councilmember T. Bierbaum said the will of the Council is that everyone gets caught up on their evaluations.

D. Councilmember K. Crystal – Offer motion to Dissolve Economic Development Committee and Cemetery Board

Motion by Councilmember K. Crystal and seconded by Councilmember R. McKnight to dissolve the Economic Development Committee.

Councilmember R. McKnight mentioned he had served on the EDC. He stated the committee received \$8,000 every year but did not expend any money.

Discussion ensued that the city also supported the County EDA. Mayor Campbell mentioned that Mr. Imfeld provides a monthly EDA report. The EDA has been concentrating on DeFuniak Springs projects, as they are working to the north and south on infrastructure projects. In fact, the city will take over a \$4 million dollar infrastructure that the city has not paid for but will receive the benefit of it. Mayor Campbell said, as the vice chair, he can update the Council once a month if Mr. Imfeld is not available.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

Motion amended by Councilmember T. Bierbaum and seconded by Councilmember H. Ennis to give \$2,500 of the EDC funds to support the triathlon and provide funds to other organizations, as needed.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Councilmember Wayne Graham. Ayes 5, Nays 0. All ayes. Motion carried.

Councilmember R. McKnight suggested taking the money and adding it to the mayor's salary, but it must occur before the April election.

Motion by Councilmember K. Crystal and seconded by Councilmember T. Bierbaum to dissolve the Cemetery Board.

City Attorney Clay Adkinson said he will bring back an ordinance for the cemetery.

Mayor Campbell said the hire of the Cemetery Coordinator has helped with the problems. He mentioned setting a workshop to set fees and clear up conflicts with the ordinance, as most decisions are handled at the staff level.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

E. Councilmember K. Crystal – Review of Professional Planning Services Contract with The Planning Collaborative (TPC)

Councilmember K. Crystal mentioned the original scope was for the Comprehensive Plan and policy. The Planning Department has been using them for other services, and he has been told they are not the best fit for us. They are located in another county. He added he thinks the new director would not need their services.

City Attorney Clay Adkinson advised they would need a 30-day notice per the contract. They have not been utilized under their project scope. Mayor Campbell said they have pending items, but the city has not received the items yet. One item was the Bay Springs annexation. City Attorney Clay Adkinson said he has not seen the project in 60 days.

Motion by Councilmember T. Bierbaum and seconded by Councilmember K. Crystal to give TPC a 30- day notice.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

ITEM 10. CITY ATTORNEY – Clay Adkinson

- A. Motion to conduct a Public Hearing and approve on 2nd Reading, An Ordinance Repealing and Replacing, in Part, Ordinance 871, thereby amending the Municipal Code, Chapter 6, Cemeteries, Section 6-11, entitled “Burial Plots”; Providing for Severability and Providing for an Effective Date

Motion by Councilmember T. Bierbaum and seconded by Councilmember K. Crystal to approve a Public Hearing and approve on 2nd Reading An Ordinance Repealing and Replacing, in Part, Ordinance 871, thereby amending the Municipal Code, Chapter 6, Cemeteries, Section 6-11, entitled “Burial Plots.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

City Attorney Clay Adkinson read Ord. 918 by title.

ITEM 11. STAFF REPORTS – Pending Items

Item 11A. Mayor Campbell stated he received an agenda request from City Marshal James Hurley requesting to purchase two 2021 Dodge Charger Police Interceptors in the amount of \$69,798.

Motion by Councilmember K. Crystal and seconded by Councilmember T. Bierbaum to approve the purchase of two police cars in the amount of \$69,798 per the quote.

Chief J. Hurley mentioned they are in the budget.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

ITEM 12. EXECUTIVE COMMENTS –

- A. Mayor Campbell – Request review of most recent status of several projects, activities, and initiatives

Mayor Campbell said he has reached out to staff and is getting information and will have more information the next couple of weeks.

- B. Mayor Campbell – Request authorization to the Mayor, as the overseer of the City, to sign timecards, purchase orders, invoices, warrants and contracts, as well as authorization to make policy and hiring decisions.

City Attorney Clay Adkinson mentioned during the interim of not having a city manager, he advised the contracts to be approved also to add that the mayor is authorized to execute. Also, the mayor has certain signature authority, but because of auditing purposes and a system of checks and balances but is needed.

Finance Director D. Gibson said the mayor sign all warrants and the pay roll register. However, she added the mayor cannot sign purchases orders, invoices, and timecards, based on what he is already doing. Therefore, City Attorney Clay Adkinson advised that the finance director could sign off on purchases orders, invoices, and timecards, as long as she has the approval from the auditor. If the auditor does not approve the finance director, he asked that the City Clerk receive approval.

Motion by Councilmember W. Graham and seconded by Councilmember K. Crystal to authorize the Finance Director to sign off on purchase orders, invoices, and timecards provided that the auditor approves the sign off, or if not approved, authorize the City Clerk to sign off.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.

Motion by Councilmember K. Crystal and seconded by Councilmember R. McKnight to authorize the Mayor to have signature authority on items that require the city manager signature.

Vote: Councilmember R. McKnight, Aye; Councilmember T. Bierbaum, Aye; Councilmember K. Crystal, Aye; Councilmember H. Ennis, Aye; Councilmember Wayne Graham, Aye. Ayes 5, Nays 0. All ayes. Motion carried.


In response to HR Director L. Woodham, City Attorney Clay Adkinson advised all hires would need the Council approval.

Motion by Councilmember T. Bierbaum and seconded by Councilmember K. Crystal to authorize the mayor to sign off on the new hires, dependent on whether the Department Director approved the hire.

ITEM 13. ADJOURNMENT

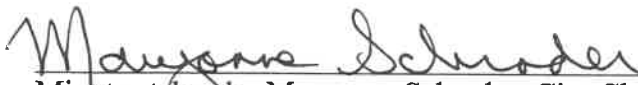
Mayor Campbell adjourned the meeting at 12:26 p.m.

Approved:



Bob Campbell, Mayor

ATTEST:



Minutes taken by Maryanne Schrader, City Clerk
Proper notice having been duly given

