

**DeFuniak Springs City Council  
Special Meeting Minutes  
Council Chambers  
February 26, 2021**

The following Council members were present: Mayor Bob Campbell, Mayor Pro-Tem Robert McKnight (Seat 2); Councilmember Todd Bierbaum (Seat 1); Councilmember Kevin Crystal (Seat 3); Councilmember Henry D. Ennis (Seat 4), and Councilmember Wayne Graham, arrived at 3:11 p.m. (Seat 5). Staff present: City Attorney Clay Adkinson, City Clerk Maryanne Schrader, and Finance Director Debra Gibson.

Mayor Bob Campbell called the meeting to order at 3:02 p.m.

Purpose of the meeting:

- A. Examine materials presented by the HR Director and determine terms of the advertisement and job description for the City Manager
- B. Temporary Compensation to individuals impacted during the interim

3. City Manager Advertisement and Job Description Discussion - Mayor Campbell explained the purpose of the meeting.

Councilmember R. McKnight said he was not happy with the material presented by HR, as he does not think it is written at the level of candidate we need. He added all five Councilmembers must agree to hire the candidate.

Mayor Campbell mentioned he does not agree that the manager be paid at the highest level, however, Councilmember R. McKnight stated that historically the city manager is the highest paid employee.

Councilmember R. McKnight went over the job description and stated it is not robust enough. He thinks it should have less bullet points with a need to be categorized to make it easier to understand. However, Councilmember K. Crystal said the person we are trying to hire will be able to read and categorize to understand.

Discussion ensued on the timeliness that Council provided HR with their comments.

Councilmember T. Bierbaum voiced concern about the severe lack of managerial coverage in the absence of a city manager. He urged Council not to delay in the posting of the ad.

Councilmember R. McKnight stated the ad needed to be sharpened, adding he does not care about “knowledge” as a job qualification as he cares about the skill sets in getting the job done.

Councilmember K. Crystal said everyone has strengths and weaknesses adding if the majority of the Council wants to agree with the job description, the ad could run concurrently and move forward with the timeline presented by HR.

**Motion** by Councilmember K. Crystal and seconded by Councilmember T. Bierbaum to accept the timeline and post the ad.

Councilmember R. McKnight said he has not received feedback from Council on his comments sent in earlier. He reminded the Council that it takes a unanimous vote from Council to hire the city manager. He added he wants the bar set high.

Councilmember T. Bierbaum stated the comments appear to be a threat if it does not meet Councilmember R. McKnight's standards and added he found them upsetting and disturbing.

Councilmember K. Crystal reiterated his motion was on the ad and timeline.

Councilmember W. Graham arrived at 3:11 p.m. Mayor Campbell went over the job description and timeline mentioning that HR provided the job description draft, ad, and timeline.

Councilmember W. Graham said he was satisfied with the ad and timeline.

Councilmember K. Crystal and T. Bierbaum also stated they were satisfied with what HR brought before Council.

Councilmember R. McKnight stated the job description was weak. He reminded Council that it takes five votes to select a city manager, as it must be a unanimous vote.

Councilmember K. Crystal said we vote as a body not as an individual. He voiced concern that one member would hold up a decision on a qualified candidate. He asked Councilmember R. McKnight to keep in mind that we represent the citizens not as an individual.

Councilmember R. McKnight wants a good pool of applicants. He represents the citizens and clarified the job description is inadequate.

Councilmember W. Graham asked for a job summary of surrounding cities. However, HR Director L. Woodham reviewed not less than one hundred descriptions from other cities including the Florida League of Cities, so W. Graham responded he was satisfied with her research.

HR Director L. Woodham added she would email the comments received from Councilmember R. McKnight this morning to all of the Council. However, she later brought copies and handed them to the Council.

#### Public comments:

Citizen, Melinda Henderson, came forward and urged that the ad and job description be done right. The applicants will respond to the ad and job description. It is better to take the time to avoid a turnover, even if we have to hire an interim manager.

Citizen, Joan Sangl, stated she has 40 years in Human Resources, and stated the ad should contain a blurb as an eye-catcher. The HR staff will need to screen the applicants. The applicant will need to be able to answer the questions based on the job description.

Councilmember K. Crystal said he has sat on city review and hiring boards. Our HR director provided a list of questions. The ad did not necessarily break it down, but the interview questions covered it. J. Sangl provided several questions that could be used in an interview.

City Attorney Clay Adkinson explained the city's process, stating HR does not screen beyond the minimum requirements before the Council's interview process. HR provides a matrix of applicants on minimum requirements that are set by Code. The Council would review the applicants and select those they wish to interview. Additionally, the Code requires four minimum qualifications.

Councilmember R. McKnight stated he sent in his comments this morning with 110 changes. He noted inaccuracies, so he wants the language to be exact. He suggested being specific by stating the number of sewer customers, adding an accurate range of the current city workforce, clarifying a bachelor's degree is desired, using "strong administrative skills" instead of "knowledge", and adding to the description to have experience in acquiring and managing federal and state grants.

Councilmember K. Crystal said his motion was to get the ad and timeline out, but the job description can be tweaked.

Councilmember K. Crystal amended his motion to include the comments from Councilmember R. McKnight and get the ad on the street on Monday.

Discussion ensued on the exact wording on the qualifications and educational requirements for the ad verbiage.

Councilmember K. Crystal announced he preferred to keep his original motion and called the question.

**Vote:** Councilmember Robert McKnight, nay; Councilmember Todd Bierbaum, aye; Councilmember Kevin Crystal, aye; Councilmember Henry D. Ennis, aye; and Councilmember Wayne Graham, aye. Ayes – 4; Nay 1. Motion passed.

**Vote** on the original motion: Councilmember Robert McKnight, nay; Councilmember Todd Bierbaum, aye; Councilmember Kevin Crystal, aye; Councilmember Henry D. Ennis, aye; and Councilmember Wayne Graham, aye. Ayes – 4; Nay 1. Motion passed.

Councilmember Robert McKnight said his prior statement still stands and voiced concern on rushing the process of hiring a city manager.

Mayor Campbell asked for public comment.

#### 4. Temporary Compensation Discussion

Mayor Campbell stated he has placed extra activity, duties, and responsibility on the Administration staff: Cindy, Lisa, and Maryanne. He asked that each person receive an extra \$3 an hour per person to make up for the extra duties they have had to undertake until we hire a city manager or an interim manager. City Attorney Clay Adkinson clarified the three dollars would be on top of their existent base salary.

**Motion** by Councilmember H. Ennis and seconded by Councilmember W. Graham to increase the Administration staff salary for Cindy, Lisa, and Maryanne for each employee to receive an extra \$3 an hour per person on top of their base salary.

Councilmember R. McKnight asked how much it would be and the duration, and Mayor Campbell replied the duration would depend on the hire of a fulltime city manager or an interim city manager.

City Attorney Clay Adkinson said it will last through the end of the budget year. If the salary goes into the next budget year, it will be needed to look at in the next budget year.

Councilmember K. Crystal added it will depend on the start date of the new city manager.

In response to HR Director L. Woodham, Mayor Campbell requested if it could be retroactive or extended two weeks after the hire of the city manager. However, City Attorney Clay Adkinson said it could start in the current pay period.

**Vote:** Councilmember Robert McKnight, aye; Councilmember Todd Bierbaum, aye; Councilmember Kevin Crystal, aye; Councilmember Henry D. Ennis, aye; and Councilmember Wayne Graham, aye. All Ayes. Motion passed.

Mayor Campbell said Ms. Kelly Schultz has given her notice of resignation. A week ago, things had to be performed by a director, which is out of her scope of work at the present time. He requested that Kelly's salary be increased \$8 an hour extra. In response to Councilmember R. McKnight, Mayor Campbell responded that her salary had been reduced either \$9 or \$10 an hour when she was demoted from the Planning Director position. Hearing no motion, Mayor Campbell closed the discussion.

Councilmember K. Crystal announced that two meetings ago, the mayor was given the direction to exercise benevolent oversight in the absence of a city manager. Currently, the mayor receives about \$6 an hour, even with his increased responsibilities. The previous interim manager had a salary of \$38 an hour.

City Attorney Clay Adkinson advised the Charter prohibits a salary change to the mayor while serving his term, so the motion would be to provide a supplement payment to "Mr. Bob Campbell" to include an additional pay to be paid by the hour and would be needed to be detailed by his timesheet.

**Motion** by Councilmember K. Crystal and seconded by Councilmember H. Ennis to give Bob Campbell supplemental pay in the amount of \$32 an hour for supplemental duties, as he serves as the benevolent oversight during the time he is serving in that role beginning this pay period.

Councilmember R. McKnight asked if this would cover over 40 hours. City Attorney Clay Adkinson responded the mayor is exempt. The new pay will be \$38 an hour, which is broken down as \$6 for serving as mayor and \$32 dollars for serving in the administrative role providing benevolent managerial oversight.

**Vote:** Councilmember Robert McKnight, aye; Councilmember Todd Bierbaum, aye; Councilmember Kevin Crystal, aye; Councilmember Henry D. Ennis, aye; and Councilmember Wayne Graham, aye. All Ayes. Motion passed.

Councilmember R. McKnight mentioned that given the increase of responsibilities of the office of the mayor provided in the new City Charter, a pay raise is appropriate for whomever wins the

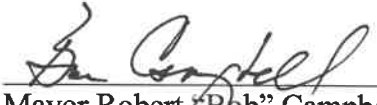
city election in April. He would like to see it in the \$18 range. City Attorney Clay Adkinson replied it would need to be done at the Council meeting before the election.

5. Public Comments – No further comments.

6. Adjourn

Mayor Campbell adjourned the meeting at 5:02 p.m.

Approved:

  
\_\_\_\_\_  
Mayor Robert "Bob" Campbell

Attest:

  
\_\_\_\_\_  
Minutes submitted by Maryanne Schrader, City Clerk  
*Proper notice having been duly given*

