

**DeFuniak Springs City Council  
Special Meeting Minutes  
Council Chambers  
March 3, 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 (Seat 5). Staff present: City Attorney Clayton Adkinson, City Clerk Maryanne Schrader, and Finance Director Debra Gibson.

Mayor Bob Campbell called the meeting to order at 4:30 p.m.

Purpose:       A. Approval of Job Description for the City Manager  
              B. Discussion and vote on a revised timeline for the hiring process

3. Approval of Job Description for the City Manager

Mayor Campbell asked HR Director L. Woodham to update the Council, and L. Woodham stated she had incorporated the revisions and concerns that Councilmember R. McKnight submitted.

**Motion** by Councilmember R. McKnight and seconded by Councilmember W. Graham to accept the provisions as presented for the City Manager job description.

**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 the salary range for the city manager.

Mayor Campbell asked Council if they had thoughts on the salary range.

City Attorney Clayton Adkinson said Council could not speak on the salary range, as it was not listed for discussion on the agenda. He recommended that it be added to the Council meeting for Monday, March 8th.

4. Discussion and vote on a revised timeline for the hiring process

HR Director L. Woodham said there is a conflict on the previously approved timeline. She requested adding April 13, 14 and 15<sup>th</sup> to accommodate the applicants.

Responding to Councilmember T. Bierbaum regarding tightening the schedule, HR Director L. Woodham responded the timeline provides the candidate time in case they have to travel.

Discussion ensued to ensure there were no conflicts with the city election on April 13<sup>th</sup>, the Council meeting on the April 12<sup>th</sup>, and the Canvassing Board schedule.

Discussion ensued on the number of applicants to choose to interview, and City Attorney Clayton Adkinson mentioned in the past the field was narrowed to five applicants.

Councilmember K. Crystal suggested having a Meet and Greet, so the department directors can provide feedback based on the top pick from the Council.

HR Director L. Woodham said if the candidates are available. She added Council has less than ten days to make a selection. She suggested permitting a Zoom meeting option.

In response to Councilmember R. McKnight regarding human resources providing the applications and qualification matrix on March 30<sup>th</sup>, HR Director L. Woodham responded March 26<sup>th</sup> is the close of the applications for the first round, however, the job notice remains open. She added she has received two completed applications, seven inquiries from Indeed and one phone call, so far.

HR Director L. Woodham said she is adding the updated job description on the website and regarding the salary range, she will advise applicants that the City Council will decide on Monday, March 8<sup>th</sup>. After the decision, she will notify anyone that has applied.

**Motion** by Councilmember T. Bierbaum and seconded by Councilmember K. Crystal to approve the revised timeline for the hiring process and the addition of the two dates.

Citizen R. Sangl asked if there would be a pseudo committee of department heads, and Councilmember K. Crystal replied that there will be a "Meet and Greet" for the Department Directors only.

Citizen R. Sangl asked whether the public can see the applications, and if the public has a say in the process. Mayor Campbell responded the public can request to see them and ask Council any questions.

Councilmember R. McKnight requested clarification on the statement of whether there is a sunshine issue, if the candidates meet with the department heads, as there is no sunshine issue if no Council are present. Councilmember K. Crystal replied, he was told by legal there could be an issue if department heads were to make a recommendation, City Attorney Clayton Adkinson agreed said the Department Heads are part of the public and can make any comments. However, if Council asked for recommendations, that would be different.

Dr. M. Henderson asked whether the job description was approved, pointing out there was a typo in the draft in the objective section. She also commented the part of historical knowledge or transparency is not noted in the description. She added the document is missing that it is desirable that an applicant should have expertise in working with citizen groups.

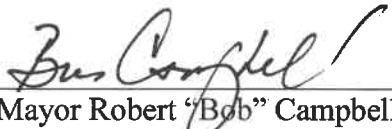
**Vote:** Councilmember Robert McKnight, aye; Councilmember Todd Bierbaum, aye; Councilmember Kevin Crystal, aye; Councilmember Henry D. Ennis, aye; and Councilmember Wayne Graham, aye. All Ayes. Motion passed.

5. Public Comments – No further comments.


6. Adjourn

Mayor Campbell adjourned the meeting at 4:52 p.m.

Approved:

  
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Mayor Robert "Bob" Campbell

Attest:

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

