

DeFuniak Springs City Council
Workshop Minutes
Walton County Courthouse
July 26, 2021
4:00 P.M.

The following members were present: Mayor Pro-Tempore Todd Bierbaum (Seat 1) and Councilmember Kevin Crystal (Seat 3). Also, present: City Manager Robert Thompson; City Attorney Clay Adkinson; and Finance Director Debra Gibson. Mayor Bob Campbell, Councilmember Robert McKnight (Seat 2), Councilmember Henry D. Ennis (Seat 4), and Councilmember Anthony Vallée (Seat 5) were excused.

Mayor Pro-Tempore Todd Bierbaum called the workshop to order at 4:00 p.m.

City Attorney Clay Adkinson explained the workshop is to hold a Public Hearing on the American Rescue Plan Act Funding Project Priorities. He mentioned no action can be taken at the workshop and noted we do not have a quorum. He asked Katie Taff, Director of Grants Management, for Liberty Partners to come forward to start the presentation.

Director of Grants Management, Katie Taff, said she and staff have been working together on formalizing the processes on the receipt and expenditure of funds. She stated the goals and objectives are loss revenue, creating procedures for expenditure of funds and the Council Priority List of Projects. She also mentioned the Public Hearing gives the public a chance to talk about how they would like the funding to be used. She added that speaking in an open workshop allows the Council to openly discuss the subject without violating the Sunshine Law.

K. Taff went over the exact uses that funding may be used for and went over guidance from the government program. She mentioned Kara Chilcutt, Grants Coordinator, and she are communicating weekly but suggested having a clear process set up to ensure that the processing and reporting are clearly defined. Kara Chilcutt also added that she has been pleased with the communication with Liberty Partners.

In response to Councilmember K. Crystal regarding reporting and setting up good business practices, Finance Director D. Gibson said there are strict IRS requirements for quarterly reporting adding the report is due this October. She will place the funds in a specific fund approved by Council mentioning Grant Coordinator Kara Chilcutt requested the funds to be placed in a specific fund in order to track the invoices. D. Gibson added that Kara and she have been working with Liberty Partners.

Katie Taff said the grants and purchasing policy can be added to the addendum in the report for accurate staff monitoring.

In response to Councilmember K. Crystal on when the bank account can be opened, City Attorney Clay Adkinson stated the account request can be added to the regular agenda.

Mayor Pro-Tempore T. Bierbaum requested that the bank report be brought to Council as an agenda item.

Katie Taff said after the first October reporting requirement, a report will be due to the State annually, and City Manager R. Thompson said a quarterly report will be provided to the Council.

Councilmember K. Crystal said the grants and purchasing policy can be added to the addendum in the report for accurate staff monitoring.

K. Taff requested a project list from Council, adding she will determine eligibility for each project and identify clear processes to manage funding from the US Treasury. She added the reports go through five years from the last date of expenditure.

City Attorney Clay Adkinson suggested the Public Hearing be opened and hold discussion with Council until we have a quorum.

Mayor Pro-Tempore T. Bierbaum opened Public Hearing and closed the Public Hearing at 4:17 p.m., as no one came forward.

In response to Councilmember K. Crystal on the priority list, City Attorney Clay Adkinson replied that the city manager can meet with the consultant and staff to review what is currently on our priority list that could be identified under the American Rescue Plan Act funding.

Mayor Pro-Tempore T. Bierbaum suggested Public Safety be placed on the priorities for expenditure of the ARPA funding to include the police and fire stations, police car and fire trucks as well as radio systems.

City Manager Robert Thompson said the staff will identify the priorities and come back to Council.

K. Taff said the allocation is \$2.93 million in response to the question from Councilmember K. Crystal on the allocation that the city should expect to receive.

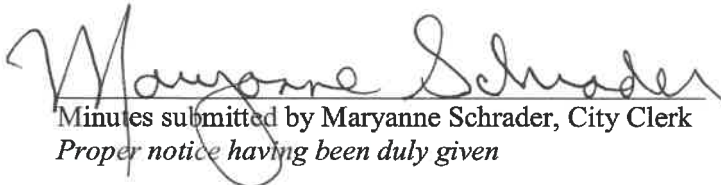
Mayor Pro-Tempore T. Bierbaum adjourned the meeting at 4:20 p.m.

Approved:



Mayor Pro-Tempore T. Bierbaum

Attest:



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

