

City of Freeport

MARCH 5, 2015 WORKSHOP

I. Meeting Called to Order

The meeting was called to order by Mayor Russ Barley at 6:30 p.m.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Jennifer Laird.

Staff present: City Clerk Gary Mattison, City Planner Latilda Hughes-Neel.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Personnel Reorganization

Councilman Farris: Billing needs to be under the City Clerk; needs better supervision. The City Clerk is over all the finance anyway. The City Planner and City Bookkeeper need to be under the City Clerk for Human Resource issues.

Councilwoman Cuchens: Problems with direct staff reporting to the Mayor because she can't discuss those issues with the Mayor due to Sunshine law. Being over a dept. puts you in a position to be engaged. We need a chain of command on complaints/problems; too many people trying to solve problems independently

Councilwoman McLean: At some point, will need to hire a Utility Supervisor

Councilwoman Brannon: does the City Clerk need administrative staff?

Councilwoman McLean: all department heads need to sit down with Floyd and get up to speed on their budgets.

Councilwoman Laird: the Parks Director needs a spending limit so she doesn't have to bring every little purchased to the Council for approval.

City Clerk Mattison presented the existing organizational chart and a revised chart.

- ✓ Council directed staff to place the revised organizational chart on regular meeting agenda
- ✓ Council directed staff to add Personnel Training/Evaluations to regular meeting agenda

City Clerk Mattison requested guidance from the Council pertaining to Grants/ Grants Writing. The Council discussed hiring various grant writers for different types of grant

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applications and strategic planning.

- ✓ Council instructed staff to place “Workshop for Strategic Planning” on regular council agenda.

City Clerk Mattison will meet with Bob Jones and Preble-Rish regarding grants.

City Clerk Mattison suggested that he and Councilwoman McLean work on the draft Personnel Policies and present a draft for review by the entire council. The Council agreed.

City Clerk Mattison touched on the annexation initiative and the time set aside by the administrative team to complete Phase II.

Mayor Barley asked if the job description of the City Clerk should be expanded to include more administration powers.

IV. Adjournment

Mayor Barley called for a motion to adjourn. A motion was made by Councilwoman McLean. Meeting adjourned at 7:54 p.m.

CITY OF FREEPORT

Mayor

ATTEST:

City Clerk