

**TOWN COUNCIL OF THE TOWN OF GREENVILLE  
CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE, FL 32331**

**WORKSHOP**

**Monday, May 6, 2024 at 6:30 P.M.**

**MINUTES**

1. CALL TO ORDER: Mayor Dansey called the meeting to order at 6:35 P.M.
  
2. ROLL CALL:

**Present:**

Mayor Barbara Dansey  
Vice Mayor Robin Housh  
Councilmember Brittini Brown  
Councilmember Ryan Kornegay  
Councilmember Chiquila Pleas

**Also Present:**

Edward Dean, Interim Town Manager  
John Reid, Town Attorney

3. INVOCATION AND PLEDGE OF ALLEGIANCE:
  
4. DISCUSSION – TOWN MANAGER JOB DESCRIPTION:
  - Attorney Reid was recognized to explain the job description.
  
  - Attorney Reid stated that he and Councilmember Kornegay met with the human resources consultant previously identified by the Town Council to discuss the job description for town manager.
  
  - Attorney Reid identified changes to the language previously presented to the Town Council.
  - Two paragraphs addressing financial matters were duplicative, so they were merged.
  - The requirement that Town Manager reside in Madison County was changed to a reasonable driving distance.
  - Attorney Reid said that the consultant provided recommendations on advertising the job descriptions including newspapers, outside city hall, Facebook page, Indeed, Chamber of Commerce websites, and job boards at FSU, FAMU, and TSC (formerly TCC).

- Councilmember Brown asked if the entire job description would be used in the advertisement.
  - Councilmember Kornegay said that the job description may change depending on the site. He recommended using the job description as the basis for advertising.
- Councilmember Brown asked who would be tasked with advertising.
  - Councilmember Kornegay said that the human resources consultant would do so.
- Councilmember Brown recommended that language regarding financial responsibilities that was in the prior language be restored to the new definitions.
- Councilmember Brown recommended that job description include familiarity with personnel rules.
  
- Councilmembers Brown and Pleas discussed whether a salary be included.
- The Council discussed negotiating salary during interviews, listing a cap for the salary, or listing a range for salary.
  
- The Council discussed whether to list the number of work hours required.
- Councilmembers Kornegay and Pleas recommended requiring 40 hours per week.
- Councilmember Brown said the town manager may work outside of the city hall.
- Councilmember Kornegay said that he expected the 40 hours per week to be in and outside of the office.
- Interim Town Manager Dean said that he is required to meet with outside parties during all hours of the day and outside of Town Hall.
- Councilmember Kornegay recommended waiting to decide specific work hours until the applicant is in place.
  
- Councilmember Brown said that the benefits section should be expanded but that it can be done at a later meeting.
  
- Councilmember Brown said that listing specific degrees may exclude applicants.
- Mayor Dansey said that the qualifications section allows relevant experience to be considered.
- Councilmember Brown said that the Council should be on the same page about what relevant experience would count.
- Attorney Reid suggested that the qualifications should be broad, so the Council has the freedom to decide on the applicants at interviews. He said that the descriptions are meant to attract applicants, not to restrict the Council's decision-making power.
- Councilmember Kornegay recommended that applicants be permitted to submit a 250-word statement identifying relevant work experience.

5. DISCUSSION – TOWN CLERK JOB DESCRIPTION:

- Attorney Reid was recognized to explain the job description.
- Councilmember Pleas asked if the Clerk was required to attend council meetings.
- The Council discussed whether the Clerk should be required to attend the council meetings.
- Mayor Dansey and Councilmember Kornegay said they thought the Clerk should be required to attend meetings.
- Councilmember Brown opposed requiring the Clerk to have a bachelor's degree.
- Councilmember Kornegay said that we could have consider work experience.
- The Interim Town Manager said that many managers hold master's degrees while clerks have bachelor's degrees.
- Councilmember Brown said that the manager should have a higher degree as the clerk.
- Councilmember Kornegay said that he did not oppose requiring the same level of education for the manager and clerk.
- Councilmember Brown said that requiring higher degrees will lead to higher salaries.
- Mayor Dansey said that the job descriptions would not prevent the Council from choosing a preferred candidate.
- Councilmember Kornegay recommended not changing the language.
- Attorney Reid referenced the requirements for the clerk under the charter. The charter requires the clerk or designee to attend meetings. The charter makes the clerk a management position.
- The consensus of the Council was to change the requirement to an associate's degree.
- Councilmember Kornegay recommended that the manager position list a bachelor's degree, master's degree preferred and that the clerk position list an associate's degree, bachelor's degree preferred.
- Councilmember Brown said that the requirement of notary republic does not specify a timeline.
- Councilmember Brown said that requirements of knowledge of laws and rules should also say the candidate may also have a willingness to learn.

6. DISCUSSION – SMALL COUNTY SURTAX INTERLOCAL AGREEMENT:

- Attorney Reid was recognized to explain the interlocal agreement.

- Attorney Reid said that the 2024 Small County Surtax Interlocal Agreement added onto the 2020 Small County Surtax Interlocal Agreement by providing additional services to Greenville.
- The primary purpose of the 2020 Small County Surtax Interlocal Agreement was to allow surplus funds collected by the county to be dispersed to the municipalities.
- Attorney Reid also referenced the option raised at the last meeting that the Council could terminate the 2020 interlocal agreement.
- Attorney Reid said that he spoke with the County Attorney who noted that the county is not required to provide these services for free, which is why they are paid for with the interlocal agreement.
- If the interlocal agreement were terminated, the services could potentially stop, or Greenville would pay for the services.
- Attorney Reid also noted that any debts associated with Greenville would need to be assigned to Greenville if the interlocal agreement were terminated.
- Attorney Reid said the Small County Surtax statute requires revenues to be paid to the county who can either spend those moneys under an interlocal agreement or distribute the county and municipalities under a statutory formula based on population.
- Mayor Dansey and Vice Mayor Housh said that we could not afford to terminate the interlocal agreement.
  
- Councilmember Pleas asked if the emergency services provided to Greenville were fully staffed.
- Attorney Reid said that the issue of staffing and quality of service was unrelated to the interlocal agreement. He previously spoke with the county attorney who recommended staff discussions between the county and Greenville to address the quality of services.
- Interim Town Manager Dean said that he would discuss the issue with the county fire chief to expand services.
- Councilmember Brown said that Madison is staffed first, so services take too long to get to Greenville.
- Councilmember Brown said that the interlocal agreement could be leverage used by Greenville to secure better services.
  
- Councilmember Brown said that the purpose of the 2020 interlocal agreement was not to help municipalities but for the county to get their money.
  
- Councilmember Kornegay asked if we can still seek better services if Greenville signs the interlocal agreement.
- Attorney Reid said that based on his discussion with the county attorney, the request for improved services would not be related to the interlocal agreement and could be handled separately.

- Councilmember Brown said that she would attend the county commission meeting on Wednesday and would speak about services.

7. ADJOURNMENT:

ACTION: Councilmember Brown moved to adjourn.  
Seconded by Vice Mayor Housh

The Regular Meeting was adjourned at 8:40 P.M

Minutes approved and adopted by the Town Council on May 28, 2024.