

TOWN OF CINCO BAYOU
VISION WORKSHOP MEETING MINUTES
20 August 2001

Chairman/Councilman Dan Farley called the Vision Workshop Meeting to order at 5:05 P.M. Present at the meeting were: Councilman Dan Farley, Mayor Randall Drabczuk, Councilman Sara Carroll, Attorney Michelle Anchors, Town Manager/Clerk Nell Webb, Assistant Monika Gillette, and resident Jim Bratton. Arriving late were Councilman Carol Koch, Councilman Norm Frucci and resident Perry Kirsch.

Mayor Drabczuk explained that a Vision Meeting was going to take place in lieu of the advertised budget meeting since the budget was already reviewed and the Council decided another meeting was not needed. Chairman Farley opened the Vision Meeting by reviewing the list submitted by Councilman Frucci as an agenda. Question 1 was read aloud, "What are the roles and limitations of the Council (referring to the Council-Manager form of government)?" Councilman Carroll read from Chapter 1 of the "Basic Forms of Municipal Government" which specified the Council-Weak Mayor form of government in place in Cinco Bayou. Question 2 was read aloud by Councilman Farley, "What are the Town Manager duties and where are they defined?" Mrs. Webb reviewed Ordinance 56 and her employment contract, both of which outlined her duties and responsibilities. Question 3 was reviewed next, "Who is the Town Manager's supervisor? To whom does she report? Reference?" Mayor Drabczuk explained that the town manager answers to the entire council and not to any one council member. With Councilman Frucci not yet at the meeting, Councilman Farley made a motion to adjourn the meeting. Councilman Koch said that perhaps the group should wait another 10 minutes. The motion failed due to a lack of a second.

Question 4, "How is the Town Manager rated? By whom?" was reviewed next. Mrs. Webb said there was no formal review, but that an informal review was done at budget time when a raise was considered. At this point, Councilman Frucci arrived at the meeting and said that the main purpose was to review the position of the Town Manager, not the current Town Manager, but the position itself. Councilman Frucci asked how the Town Manager could know how she stands with the council and felt she was left, "twisting in the wind." He also said there was not enough opportunity at council meetings and because of the Sunshine Law not enough other opportunities to have discussions with and about the position of the Town Manager. He also felt that during budget discussion there was not enough time for any kind of performance review. Councilman Koch also asked when job performance was reviewed. Mrs. Webb confirmed that when the budget was adopted was the only time the job performance was reviewed. Councilman Farley stated that he felt that during budget discussion there was sufficient time to review job performance. Councilman Frucci stated that there was a need to have a way to rate employees. Councilman Farley suggested perhaps an incentive or bonus program. Councilman Frucci suggested devising a rating system to allow all council members to put down their thoughts. Mayor Drabczuk stated that although Mrs. Webb was not responsible to him, that he was there to help as needed, but also stated that perhaps a rating system was a good idea. Councilman Frucci agreed to draft a motion to implement a rating. Mr. Kirsch suggested doing a survey of the residents. Mrs. Webb felt that the residents should not be part of a review system. Councilman Farley stated that Mrs. Webb has a unique job and that she must work in the best interest of the Town. Councilman Frucci stated that with a rating system that Mrs. Webb should not feel threatened. Councilman Farley stated that he gets ample feedback from Mrs. Webb and that she should feel threatened by what was being discussed. Councilman Koch stated that Mrs. Webb's name be taken out of the discussion and that it should refer to the position only. Councilman Carroll referenced Question 10, "How is the Town Manager insulated from political decisions/disputes? Should she be? Sales tax is a good example" and said that once an issue passes it is her responsibility as Town Manager to support the Council's wishes. Councilman Frucci stated that the council has never passed anything supporting the sales tax.

Mrs. Webb stated that she felt that this was a personal attack. Councilman Frucci strongly stated that this was not a personal attack and that it was an attempt to review the position of the Town Manager, whoever that person might be at any given time.

Attorney Anchors explained that the Town Manager was an "at will" employee and could be fired for any "legal" reason. She said that a variety of methods could be used for getting feedback and that the Town has a right to fire at will just as the Town Manager has a right to quit without notice. Councilman Frucci stated that he would like to get feedback in an official way. Councilman Carroll said she has given both positive and negative feedback to Mrs. Webb and from her point of view it is better to give one-on-one feedback. Councilman Farley suggested that the Town manager write responsibilities and objectives and provide list of accomplishments. All agreed that a formal review system was a good idea. Mayor Drabczuk asked that the issue be researched and a draft brought to the next Council meeting.

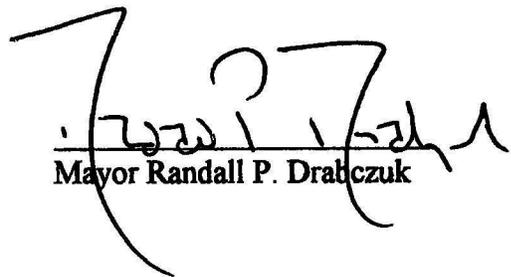
Mrs. Webb referenced questions submitted by Councilman Koch. Councilman Koch stated that for the Town's benefit a full time secretary was needed. Mrs. Webb stated that Monika Gillette and Ursel Behnken were chosen based on their experience and that a full time person was not necessarily needed and that coverage was always provided. Councilman Farley thought that job sharing was a good idea and that it was in the Town's best interest to control expenses. Councilman Koch also stated that she felt that the Town Manager should live in Cinco Bayou. Mayor Drabczuk stated that since Cinco Bayou was so small it was stated in an ordinance that the Town Manager does not need to live in Cinco Bayou. Councilman Koch stated that the Town Manager should at least live in Okaloosa County.

After all Council members finished their discussions, resident Jim Bratton gave an update of Bat Houses he is proposing on placing under the Cinco Bayou bridge. The Council was supportive and suggested he approach the council with further information, but said that resident support would be needed for the project.

Adjourn – There being no further business, the meeting adjourned at 6:42 p.m.

ATTEST:

Nell Webb
Town Manager/Clerk


Mayor Randall P. Drabczuk