

**City of Freeport**  
**WORKSHOP MINUTES**  
6:00 p.m./Council Chambers/Freeport City Hall  
February 25, 2016

**I. Meeting Opened**

The February 9<sup>th</sup> 2016 Workshop was called to order at 6:00 pm by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

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

Staff present: City Attorney Clayton Adkinson, City Clerk Rebecca Podraza, Water Supervisor Larry Tuggle, Park's Director Dana Weiler.

**II. Invocation and Pledge of Allegiance**

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

**III. Personnel Policies Manual Update**

- The Council resumed discussion of the manual at section **204-Selection Process**. A Hiring Process Outline was distributed to the Council from the August 12, 2014 Regular Council Meeting for discussion. The Hiring Process for Non-Department Head Employees and Department Head Employees was revised and agreed upon and will replace the current section 204 of the manual.
- Council discussed appointing City Clerk Podraza to update the manual and present revisions to the Council when completed. City Attorney Adkinson recommended that the Council vote at a regular meeting for a motion to have City Clerk Podraza update the manual and present it to the Council for review when completed.
- Temporary and Part-Time employee classification policies were discussed by the Council. Hourly rates for temporary employees will be decided by the Council.
- Compensatory time off was discussed by Council. Revisions were noted and will be made to the manual for the final review.

Mayor Russ Barley called for a motion to adjourn. Janice McLean motioned to adjourn. Meeting adjourned at 6:50.



ATTEST:

*Rebecca Podraza*  
City Clerk

FREEPORT CITY COUNCIL  
*Russ Barley*  
Mayor  
*Janice McLean*  
Council President