



Special Commission Meeting Minutes

May 05, 2025
7:05 PM

25440 West Newberry Road,
Newberry, Florida 32669

QUORUM CHECK

Mayor

Tim Marden

Commissioners

Mark Clark

Rick Coleman

Monty Farnsworth

Donald Long

Tony Mazon

City Clerk

Judy Rice

City Attorney

Scott Walker

Managerial Consultant

Jordan Marlowe

Staff:

Assistant City Manager for Public Works and Utilities

Jamie Jones

Executive Assistant

Randa Paul

Records & Administrative Coordinator

Jeannene Mironack

Absent:

Interim City Manager

Dallas Lee

CALL TO ORDER

Mayor Marden called the meeting to order at 7:45 PM.

APPROVAL OF AGENDA

**Motion to approve the Agenda as published was made by
Commissioner Mazon, Seconded by Commissioner
Farnsworth.**

Mayor Marden asked for public comments. There were none.

**Voting Yea: Commissioner Coleman, Commissioner Clark,
Commissioner Farnsworth, Commissioner Long,
Commissioner Mazon**

MOTION PASSED 5-0

INVOCATION

Naim Erched provided the invocation.

PLEDGE OF ALLEGIANCE

Commissioner Clark led the Pledge of Allegiance.

AGENDA ITEMS

1. New City Clerk Process

City Clerk Rice presented the item with a PowerPoint.

Discussion ensued.

Motion to:

- **Add responsibility for the Community Redevelopment Agency Minutes to the City Clerk's Essential Job Functions;**
- **Set the minimum qualifications as a High school diploma and a minimum of five (5) years' experience in progressively responsible related governmental/business administrative work;**
- **Set the minimum salary as \$60,000/year; and**
- **Have Human Resources advertise for internal applicants only on Monday, May 12th, 2025 with an application deadline of Monday, May 19th, 2025. The City Clerk's office will receive and review all applications, then provide their recommendation to the City Commissioners.**

was made by Commissioner Clark, Seconded by Commissioner Coleman.

Mayor Marden asked for public comments. There were none.

Voting Yea: Commissioner Coleman, Commissioner Clark, Commissioner Farnsworth, Commissioner Long, Commissioner Mazon

MOTION PASSED 5-0

COMMENTS

Commissioner Coleman made comments.

MEETING ADJOURNMENT

The meeting was adjourned at 8:57 PM.

Signed and approved on this 27th day of May 2025.

Timothy R. Marden, Mayor

Judy S. Rice, City Clerk