

MINUTES  
ORIENTATION MEETING  
BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
Tuesday, April 29, 2003, 10:00 a.m.

Present upon roll call, Commissioner Kaplani, Commissioner Reynolds, Vice Mayor Commissioner Lishamer, Mayor Beyrouti, Attorney Denhardt.

TOWN STAFF INTRODUCTION – MAYOR BEYROUTI

Each staff member present introduced their self to the board, along with a brief history about themselves and their functions as an employee with the town.

Building Official, Mike Nadeau gave a report in regard to the ongoing projects the building department is involved with, (grants, landscaping medians, stormwater/paving projects, NPDES, etc.) Mayor Beyrouti explained that Mr. Nadeau also serves as the Code Enforcement Officer of the Town, and encourages all the Commissioners not to become involved in code enforcement issues.

Mayor Beyrouti encouraged all Commissioners to speak to the staff and ask any questions that they may have.

Mayor Beyrouti explained the purchase procedures as outlined in the Town Charter, Section C-16 (e). Any Commissioner that would like information on any of the accounts receivable or payables, etc., should ask Town Clerk, Donna Draper or Deputy Town Clerk, Mary Palmer.

TOWN MEETINGS – ATTORNEY DENHARDT

Attorney Denhardt reviewed the rules of procedure for Town meetings. Attorney Denhardt read from the codebook, the powers and duties of the Mayor, Section C-15 and powers and duties of the Commissioner, Section C-16. The Commission determines its own rules of procedure, (although all matters are motioned, seconded, discussed by the Commission and then opened to the public for discussion before a vote is taken). The Town Charter does not mandate Robert's Rule of Order. Commissioner Kaplani asked if the Chair could make a motion. Mayor Beyrouti explained that the Chair does not make a motion, but can make a recommendation. After discussion, it was the consensus of the Commission, that if any Commissioner would like to change procedures, to please bring any ideas or recommendations to a workshop meeting for discussion.

SUNSHINE LAW – ATTORNEY DENHARDT

Attorney Denhardt briefly discussed the Sunshine Law, Public Records and the Quasi Judicial Process. Attorney Denhardt advised the Commissioners that they may call him at any time if they have questions.

PROCEDURE MANUAL – TOWN CLERK DRAPER

Town Clerk, Donna Draper told the Commission the Procedure Manual for the Town is in the office, and encouraged to review.

There being no further, the meeting was adjourned.

Respectfully submitted,

Mary F. Palmer, CMC  
Deputy Town Clerk