

**WORKSHOP MEETING  
BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
WEDNESDAY, JULY 28, 2021 – 2:00 P.M.  
MINUTES**

Present upon roll call: Commissioner Krouk, Commissioner Blackburn, Vice Mayor Robinson, and Mayor Henderson. Absent, Commissioner Krajewski.

**OLD BUSINESS**

Discussion – FY 21/22 Budget

Vice Mayor Robinson stated the commission and FAC have been working on the budget for the past several months. We have a balanced budget, which shows \$136,558.00 transfer from surplus. Some items added to the budget is a salary for a Town Administrator and Financial Services. Vice Mayor Robinson stated the Commission in the past has spoken about attorney services and going out for a bid. The RFP is completed, and the commissioners have a copy. Vice Mayor Robinson asked each commissioner if they have any comments or edits, please advise the Town Clerk, as he would like to advertise the RFP. Tracy Campbell has accepted the Deputy Clerk position. Can we accomplish everything we need to, with just Tracy and Mary. Tracy has much experience with the building department process. Town Clerk Palmer stated the line item for the dept. 512 does include the rate of \$26.50 per hour for Tracy Campbell. Commissioner Krouk stated she would like to allocate some of Tracy's pay from the building department expenses. Town Clerk Palmer will set this up through payroll. The Commission discussed and set a special meeting for Friday, July 30<sup>th</sup> at 11:00 a.m. to formally hire Tracy Campbell as Deputy Town Clerk. Commissioner Krouk stated the Town Administrator will take on Commission responsibility, not clerical work of the Town Clerk and Deputy Clerk. Commissioner Krouk stated we have enough work for a full-time Administrator. Commissioner Krouk stated the RFP for the building software is now in the hands of the Attorney for review. Mayor Henderson asked what the time frame will be for implementation. Commissioner Krouk stated 8-12 weeks and we will need staff contributory time to help implement.

Resident, Bill Krajewski commented he is in full agreement and thanked Michael for making sure that we got everything accounted for in budget and agree with Cinda with cost of the building department allocation to understand truly how the building department is running.

Lisa Hendrickson, Personnel Chair, stated she is currently still working on the items the Commission currently have given them. First draft of the Town Administrator job description is completed. If the commission has any comments for the job description to please relay to Town Clerk Palmer. Chair Hendrickson told Commissioner Krouk the committee did incorporate your comments you suggested.

**NEW BUSINESS**

Discussion – Increasing Business Tax Receipt Fees

Mayor Henderson tabled this item, so more research can be conducted.

**MISCELLANEOUS**

Mayor Henderson announced the following meeting dates:

Special Meeting – Friday, July 30, 2021 – 11:00 a.m.

Regular Meeting – Wednesday, August 11, 2021 – 4:00 p.m.

Workshop Meeting – Wednesday, August 25, 2021 – 2:00 p.m.

Respectfully submitted,

Mary F. Palmer  
Town Clerk