

MINUTES
CITY COMMISSION MEETING

March 20, 2012

The City Commission met this date in special session in the Commission Chambers. A quorum being present, the meeting was called to order at 6:00 PM with the following in attendance.

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| Mayor | : | John B. Arnold, Jr. |
| Commissioners | : | Heyward H. Strong, Jr. |
| | : | Diane Kelley |
| | : | Joe Morgan |
| | : | Kay Hamilton |
| City Clerk | : | Tammy Johnson |
| City Administrator | : | Carl Scott |
| Police Chief | : | Joe Hart |
| Fire Chief | : | Mark Norris |
| Recorder | : | Lois Davis |

Others in Attendance: Joan Morse (Camera), Joe Morgan, Jr., James Valandingham, Rhianna Hamilton, Jason, Hamilton

Mayor Arnold gave a heartfelt welcome to Ms. Kay Hamilton and Mr. Joe Morgan, the two new Commissioners.

The Mayor stated that Articles IV, Sec. 1, and V of the Charter outlines that an organizational meeting will be held as soon as possible after the swearing in of the new Commissioners to assign the general duties, function and responsibilities.

Commissioner of Health and Sanitation - Kay Hamilton

General Duties - (1) Collection of household waste, yard debris, etc. (2) Pollution, both air and water (3) Projects to protect land, beach and shore areas against erosion, also projects for rehabilitation and use, except streets and roads (4) Cemetery matters, (5) Public Health (6) Sanitation measures (7) Annual budget figures for health and sanitation and cemetery (primarily capital improvements) (8) City Representative in Chamber of Commerce matters, (9) City Recycling Program (10) Other assignments as necessary

Mayor Arnold stated that the City is about to embark on a recycling program, and stated that the City has a compactor and trailers, which will be placed at different locations.

Commissioner of Public Institutions - Diane Kelley

General Duties - (1) Parks, playgrounds, beaches and recreation areas (Little League) (2) Piers, docks, boathouses, rafts, floats, etc. (3) City representative regarding harbor facilities and matters under jurisdiction of Coast Guard or U. S. Corps of Engineers (4) Library matters, (5) Educational and school matters, as applicable (6) Federal and state assistance and revenue sharing programs, applicability to developments with the City (7) City web site development and updating as required (8) Cooperative planning efforts in coordination with other governmental bodies (9) Annual budget figures for public institutions and library (10) Other assignments, as necessary

Commissioner of Municipalities - Heyward H. Strong, Jr.

General Duties (1) Water works, water supply, testing, etc (2) Sewer collection system and pump stations (3) City representative with other governmental bodies in water and sewer matters (4) City representative in Economic Development Council matters (5) Insurance matters (6) TV Cable and Alarm System (7) City representative with utility companies, re their installations, etc (Okaloosa Gas Board not included) (8) City buildings (except at the City Yard), maintenance, new construction, utilization, etc (9) Prepare annual budget figures for TV Cable/Alarm System and Utilities (water/sewer) (10) Focal Point for all League of Cities and lobbying activities (11) Mayor Pro Tem (12) Other assignments, as necessary

Commissioner of Streets - Joe Morgan

General Duties - (1) Streets (2) Layout of streets and developments, street naming, house numbering, mail delivery, etc (3) City representation when dealing with County and State Highway officials (4) Highway and city traffic matters, such as parking, loads of vehicles, types of vehicles, house trailers, buses, boats, etc (5) Municipal construction and storage facilities for tools, equipment and vehicles (city yard) (6) City representative ton TPO (7) Storm water drainage systems or plants (9) Annual budget figures for Fire Department, storm water and streets (primarily capital improvements) (10) Other assignments, as necessary

Mayor, or Commissioner-at-Large - John B. Arnold, Jr.

General Duties - (1) Commissioner of Finance and Police (2) Administrative Matters (3) Judicial Matters (4) General Personnel Matters (5) Public Relations (6) Emergency Operations and Planning (7) Military Affairs (8) City Safety Committee Representative (9) Code Enforcement (10) Building Inspection (11) Others as required

COMM. STRONG MADE A MOTION TO APPROVE THE GENERAL DUTIES, FUNCTIONS AND RESPONSIBILITIES FOR THE COMMISSIONERS AS OUTLINED BY MAYOR ARNOLD. COMM. MORGAN SECONDED THE MOTION, WHICH PASSED UNANIMOUSLY WITH A 5 - 0 VOTE OF THE COMMISSION.

Mayor Arnold urged the Commissioners to be extremely careful about the Sunshine Law, noting that each member of the Crestview City Council plead guilty to violating the Sunshine Law and were each fined \$500. He reminded the Commission not to discuss anything that could possibly be voted on by the Commission.

Special Meeting

A special Commission meeting was scheduled for 6:00 PM on Monday, March 26th, to discuss (School Rezoning) and (School Charter Study).

Adjourn

There being no further business to be brought before the Commission, the meeting adjourned at 6:11 PM.

Mayor
John B. Arnold, Jr.

Heyward H. Strong, Jr.
Chair, VCA

ATTEST:

Tammy Johnson, CMC
City Clerk

March 20, 2012

The DVD labeled March 20, 2012 contains the audio and video of this meeting and be kept as a permanent part of these minutes.