



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Draft City Commission Special Meeting

### **CITY COMMISSIONERS**

*Jill Luke, Mayor*

*Pete Emrich, Vice Mayor*

*Barbara Langdon, Commissioner*

*Debbie McDowell, Commissioner*

### **APPOINTED OFFICIALS**

*Jason Yarborough, Interim City Manager*

*Amber L. Slayton, City Attorney*

*Heather Taylor, City Clerk*

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Thursday, February 4, 2021

10:00 AM

CITY COMMISSION CHAMBERS

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### **CALL TO ORDER**

Mayor Luke called the meeting to order at 10:00 a.m.

### **ROLL CALL**

**Present:** 4 - Mayor Jill Luke, Vice Mayor Pete Emrich, Commissioner Barbara Langdon and Commissioner Debbie McDowell

### **Also Present:**

Interim City Manager Jason Yarborough, City Attorney Amber Slayton, City Clerk Heather Taylor, Fire Chief Scott Titus, Human Resource Director Christine McDade, Planning Division Manager Nicole Galehouse, Planner III Alison Christie, Parks and Recreation Director Sandy Pfundheller, Parks and Recreation Assistant Director Tricia Wisner, Parks and Grounds Manager Jeff Nelson, Aquatic Supervisor Patricia Sturgess, and Police Chief Todd Garrison

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chief Titus.

### **1. APPROVAL OF AGENDA**

*A motion was made by Vice Mayor Emrich, seconded by Commissioner Langdon, to approve the agenda as presented. The motion carried by the following vote:*

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

### **2. PUBLIC COMMENT:**

Paul Orsino: expressed support of presenting a Key to the City to Melodi Wilson

Bobbie Durso: expressed support of presenting a Key to the City to Melodi Wilson

Sam Taylor: expressed support of presenting a Key to the City to Melodi Wilson

### 3. CONSENT AGENDA:

Mr. Yarborough noted items to be pulled from the consent agenda for discussion.

***A motion was made by Vice Mayor Emrich, seconded by Commissioner Langdon, to approve the consent agenda with the exception of Items 21-0102 and SAP-21-002 to be pulled for discussion. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**A. [21-0102](#)** Approve Acceptance of the Donation of an Additional Canine to the Police Department

Mayor Luke spoke to the item and thanked the foundation who donated the canine.

Ashley Maher, Charlotte Community Foundation Chief Executive Officer, spoke to the donation and partnering with the City.

***A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to approve Item No. 21-0102. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

Discussion followed regarding donations having a letter of gratitude sent with the Mayor's signature.

***There was consensus for the City Manager to send letters of gratitude, with the Mayor's signature, in response to donations to the City.***

**B. [21-0106](#)** Approve the Termination of the First Amendment to Superior ASP Order 160324-1 with Central Square Technologies for TRAKiT Software for the Neighborhood Development Services Department and Authorize the City Manager to Terminate Same.

***This Item was approved on consent.***

**C. [21-0122](#)** Approve ProCare Product Plan Service Agreement (Id. No. 201112035819), a Six-Year Preventative Maintenance and Repair Service Agreement with Stryker Corporation for North Port Fire Rescue's Stretcher Lifting Systems and Stretchers at a Cost of \$ 24,803.10

***This Item was approved on consent.***

**D. [CCSAP-21-002](#)** Approve Funds from the Special Event Assistance Program to the Rotary Club of North Port Foundation, Inc., in the Amount of \$182.80 to Cover the Costs of City Fees and/or Resources Associated with the Rotary Car Show Fundraiser Event to be Held on January 30, 2021.

Ms. Galehouse responded to questions regarding approval under executive powers, the event already taking place, and ability to reimburse the applicant for the fees they have already paid.

Mr. Yarborough responded to questions regarding future changes to Code Section 55(b)

regarding special events.

Ms. Galehouse spoke to the code amendment regarding the timeline for the application process, event permit timeline, and timeline to request assistance.

Ms. Slayton spoke to the participation under the assistance program funding considerations and requirements; noting that the assistance is not tied to a timeline.

Ms. Galehouse clarified the assistance amount.

***A motion was made by Commissioner McDowell, seconded by Commissioner Langdon, to approve the special event assistance program to fund the Rotary Club in the amount of \$182.80 using special event assistance funds. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

- E.** [21-0169](#) Approve Template for a Nondisclosure and Confidentiality Agreement Relating to Economic Development Activities and Authorize the City Manager or Designee to Sign Future Agreements Using the Approved Template

***This Item was approved on consent.***

- F.** [21-0173](#) Appointment of Christine O'Neal as the Fifth Trustee on the North Port Police Officers' Pension Board of Trustees to Serve a Term from December 12, 2020 to December 12, 2022.

***This Item was approved on consent.***

- G.** [21-0212](#) Approval of Minutes for the December 7, 2020 Commission Workshop, and the January 7, 2021 Commission Regular Meeting.

***This Item was approved on consent.***

- H.** [21-0229](#) Ratify Polling Place Agreements for Precinct 309/311 and Precinct 313/331 between the City of North Port and the Supervisor of Elections of Sarasota County for the March 9, 2021 Special Election

***This Item was approved on consent.***

#### **4. PUBLIC HEARINGS:**

- A.** [CC](#)  
[PLF-20-216](#) Approval of PLF-20-216, Renaissance at West Villages Phases 2B and 2C Final Plat (QUASI-JUDICIAL)

Mayor Luke announced the item; stating it is a quasi-judicial hearing.

Ms. Taylor read the petition title and swore in those wishing to provide testimony.

There were no ex parte communications.

John Luczynski, Wellen Park, LLP, being duly sworn, provided a presentation including

development of next 155 lots and building in the second quarter.

Ms. Galehouse, being duly sworn, provided a presentation including infrastructure and subdivision plan approval, number of lots in phases, surety bond, plat review by surveyor, Planning and Zoning Advisory Board (PZAB) recommended approval with the correction of scrivener's area, and staff recommendation.

There were no aggrieved parties.

There were no applicant or staff rebuttals, public comment, commission questions, or closing arguments from staff or applicant.

***A motion was made by Vice Mayor Emrich, seconded by Commissioner Langdon, to approve PLF-20-216 as presented. The motion carried on the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

## **5. GENERAL BUSINESS:**

### **A. [21-0084](#) Discussion and Possible Action Regarding a Volunteer Reward Program**

Mayor Luke announced the item.

Mr. Yarborough introduced the item.

Ms. Pfundheller spoke to the item including prior commission direction, number of current volunteers and recognition, financial impact of recognizing volunteers with free passes, recommendation for donation and funding policy to be drafted, legal review regarding public purpose, and responded to questions regarding current scholarship program funding and use requirements, and volunteer recognition event banquet.

Chief Garrison spoke to Police Department volunteer program and awards program.

Ms. Pfundheller replied to additional questions regarding responsibility for tracking volunteer hours and extensive staff time.

Discussion followed regarding the current department recognition programs being adequate, contingency fund use for recognition with approval of Commission, future budgeting for pool passes to be used at the discretion of staff, advisory board recognition in Commission budget and having further discussion.

***No action was taken.***

### **B. [21-0124](#) Discussion and Possible Action Regarding Parks and Recreation Advisory Board Recommendation for the Addition of a New Dog Park.**

Mayor Luke announced the item.

Mr. Yarborough introduced the item.

Commissioner McDowell provided an overview including Parks and Recreation Advisory Board recommendation for a second dog park, existing dog park conditions, future budget discussion, possible locations, and the need for an educational campaign.

Ms. Pfundheller spoke to current dog park sodding, cost to replace the park, inability to

maintain sod due to use, and current level of service.

Mr. Nelson spoke to use of park, difficulty growing turf, alternatives, cost of artificial turf, irrigation improvements, use of mulch, pebbles, and sand, and improvements made to the fence dividing the small dog and large dogs parks.

Discussion took place regarding non-essential amenities and the economic status.

Mr. Nelson responded to questions regarding weekly maintenance.

Ms. Pfundheller spoke to impact on other parks by accommodating a higher level of service for the dog park, removal of divisional fence, and review of spacing between the two fences.

Discussion continued regarding planning for a second park, feasibility of having separate dog parks for large dogs and small dogs, review of design and layout of entrance to add space for larger and small dogs, longevity of turf, and funding through park impact fees and/or surtax.

***A motion was made by Commissioner McDowell, seconded by Commissioner Langdon, to direct the City Manager to bring back discussion, for the 2021-2022 budget, regarding a Capital Improvement Project (CIP) for a dog park east of Toledo Blade to include cost and location. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

***A motion was made by Commissioner McDowell, seconded by Commissioner Langdon, to direct the City Manager to bring back, at the first Budget Workshop in June, ideas, suggestions, and costs for improvements at the existing dog park.***

Discussion took place regarding having a Service Level Adjustment for the June budget workshop.

***The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

Discussion continued regarding providing education to dog park users relevant to cleaning up after their dogs.

***A motion was made by Commissioner McDowell, seconded by Commissioner Langdon, to direct the City Manager to work with Communication and Parks and Recreation to develop educational tools for cleaning up after dogs. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**C. [21-0126](#)**

Discussion and Possible Action Regarding Presentation of a Key to the City for Melodi Wilson at the Mar

Mayor Luke announced the item.

Commissioner Langdon spoke to the item and provided background on Ms. Wilson.

Discussion took place regarding determining what veterans to recognize, veterans who serve the city in addition to their time in service, and Ms. Wilson's accomplishment of

Veteran of the Year.

Ms. Taylor read in the following public comments into the record:

Deborah Maguire: expressed support of awarding the Key to the City to Ms. Wilson  
Bobby Schotte: expressed support of awarding the Key to the City to Ms. Wilson  
Michael Manarina: expressed support of awarding the Key to the City to Ms. Wilson  
Michele Dimos: expressed support of awarding the Key to the City to Ms. Wilson  
Norman MacLellan: expressed support of awarding the Key to the City to Ms. Wilson

***A motion was made by Vice Mayor Emrich, seconded by Commissioner Langdon, to approve Item 21-0126 presenting a Key to the City to Melodi Wilson at the March 4, 2021 Regular Meeting. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**D. [21-0186](#)** Discussion and Possible Action Regarding Certified Local Government Requirements Related to Historic Preservation

Mayor Luke announced the item.

Mr. Yarborough introduced the item.

Ms. Christie spoke to the item including previous commission direction and requested additional direction.

Mr. Yarborough spoke to issues with the requirement to fill board vacancies within 60 days and transitioning from an advisory board to a authority board.

Discussion took place regarding concern with filling vacancies and staff requirement for certification.

Commissioner McDowell stated she is not in favor of moving forward due to staff requirements and current board vacancies.

Discussion continued regarding status of historical designations at Warm Mineral Springs, and implications of not obtaining Certified Local Government (CLG) status.

Mayor Luke stated she is not in favor due to restraints and not having a historical society.

***A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to rescind prior Commission direction to move forward with Certified Local Government. The motion carried by the following vote:***

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**E. [21-0203](#)** Discussion and Possible Action Regarding City Manager Position

Mayor Luke announced the item.

Recess was taken from 11:50 a.m. until 12:30 p.m.

Commissioner McDowell introduced the item including capability of Human Resources to conduct search, promotions from within, 6-month trial periods, having the conversation prior to second reading of budget amendment and reason for agenda item.

Discussion ensued regarding value placed on hiring people from other companies for fresh ideas and new views, promoting from within, providing a trial period with a plan that includes measurable milestones, conducting a search simultaneously to the trial period, benefits of conducting a search, pros and cons from hiring within, the need for a full board prior to hiring a city manager, providing structure for evaluation of Interim City Manager, the need to discuss attributes the Commission is looking for in a City Manager, and providing criteria for search.

Ms. McDade spoke to the request for quotes and proposals received, search firm selection by the Interim City Manager, and executive recruiter to work with Commission for candidate profile.

Discussion continued regarding the second reading of the budget amendment.

Ms. Taylor read the following public comment into the record:

Anonymous: expressed concern with not utilizing hiring agency

**No action was taken.**

F. [21-0142](#)

Discussion and Possible Direction Related to North Port Aquatic Center Operational Analysis and Recommendations Regarding Operating Hours, Programming and Scheduling, Rentals, and Fees

Mayor Luke announced the item and provided a brief history of the item.

Mr. Yarborough introduced the item.

Ms. Pfundheller spoke to data tracking.

Ms. Wisner provided a presentation including operational analysis and recommendations, mechanisms for annual data tracking and trends analysis, year in review aquatic center operational timeline, operating hours, average hourly head count by season, lightning impacts, holiday attendance and revenue, operational observations and public input, overview of proposed modifications option 1 and 2 including pros and cons, and request for Commission direction.

Discussion took place regarding months included in winter season, winter participation, operating budget, data regarding lightning and increased risk, liability insurance risk, and winter activities and participation.

Ms. Wisner responded to Commission questions clarifying the water park is open to the public on Saturday and Sunday for option 1 and 2, option 1 spring and fall open until 5:00 p.m., public input regarding public use being open until 6:00 p.m. in option 2, instructional time for option 2, accommodating programs during operating hours, option 2 water park being open for rental, difference between option 1 and option 2, accommodating lap swimmers in option 1, competition pool and water park summer hours for public use, considerations based on proposed school calendar, what option best serves the goal to minimize operating cost and maximize incremental revenue, and opening on Mondays when Spring Back is in close proximity of summer schedule.

Ms. Taylor read the following public comment into the record:

Jeff Bailey: expressed support of the schedule and fee discount categories and requested

temporary waiver of resident participation requirement

**A motion was made by Commissioner McDowell, seconded by Commissioner Langdon, to change the lightning radius from 10 miles to 8 miles. The motion carried by the following vote:**

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to revise the holiday schedule to close the entire complex on Martin Luther King Day, Presidents Day, Columbus Day, the Friday after Thanksgiving, and Christmas Eve. The motion carried by the following vote:**

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to close the water park and pool during spring, fall, and winter on Monday instead of Wednesday. The motion carried by the following vote:**

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to approve option 1 as presented, adjusting hours for spring and fall to reference Tuesday through Friday and Saturday and Sunday. The motion carried by the following vote:**

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to provide an effective date of March 1, 2021.**

**A motion to amend was made by Commissioner McDowell, seconded by Commissioner Langdon to close the water park and pool for Presidents Day, 2021. The motion to amend carried by the following vote:**

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

**The main motion as amended carried by the following vote:**

**Yes:** 4 - Mayor Luke, Vice Mayor Emrich, Commissioner Langdon and Commissioner McDowell

Recess was taken from 2:17 p.m. until 2:27 p.m.

**G. [21-0146](#)**

Discussion and Possible Direction Related to North Port Aquatic Center Proposed Team & Tournament Prioritization Schedule and Fee Discount Categories

Mayor Luke announced the item.

Mr. Yarborough introduced the item.

Ms. Pfundheller spoke to prior Commission direction, staff review, and aquatic facility comparisons.

Ms. Wisner provided a presentation including use of aquatic center team and tournament prioritization schedule, availability for public use, definitions, high school discount, fee discount categories, economic impact discount, and responded to questions regarding fee discount, North Port High Schools being level 1 priority and other levels add "all other Sarasota County Schools", options provided by consultant, current discounts, program rates with instructor agreements, and revenue sharing.

Discussion took place regarding reviewing pricing strategy, reviewing admission fees, recommendation for economic impact discount one day event with 60 participants and 2 day events with 100 participants, future fee discussions, temporary discounts enhancing usage and attracting revenue producing organizations, and water polo request for residency requirement.

***A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to approve the User Tournament Prioritization Schedule and Fee Discount Categories with the changes that Level 1 is North Port Schools including recognized charter schools and Levels 2, 3, and 4 will include all other Sarasota County Schools.***

***A motion to amend was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to establish an effective date of March 1, 2021. The motion to amend carried by the following vote:***

**Yes:** 3 - Mayor Luke, Vice Mayor Emrich and Commissioner McDowell

**No:** 1 - Commissioner Langdon

Commissioner Langdon dissented due to discounts being provided to organizations outside the City.

***The main motion as amended carried by the following vote:***

**Yes:** 3 - Mayor Luke, Vice Mayor Emrich and Commissioner McDowell

**No:** 1 - Commissioner Langdon

Commissioner Langdon dissented for reasons stated.

***A motion was made by Commissioner McDowell, seconded by Vice Mayor Emrich, to change the North Port Economic Impact wording to state 60 participants for one day events and 100 participants for 2 day events. The motion carried by the following vote:***

**Yes:** 3 - Mayor Luke, Vice Mayor Emrich and Commissioner McDowell

**No:** 1 - Commissioner Langdon

Commissioner Langdon dissented for reasons stated.

## **6. PUBLIC COMMENT:**

There was no public comment.

## **7. COMMISSION COMMUNICATIONS:**

Commissioner Langdon had nothing to report.

Vice Mayor Emrich had nothing to report.

Commissioner McDowell reported on Legislative Priorities for Manasota League of Cities Meeting, Upcoming Virtual Florida Legislative Conference, State of City Address, WKDW Radio Guest Speaker, Water Control Structure 106 Ribbon Cutting, Homeless to Home Luncheon, Sarasota County School COG meeting, thanked North Port Police Department for representing the City in Washington DC, and Coastal and Heartland Estuary Program meeting.

Mayor Luke commented on the use of the term "in legal review", and reported on Ribbon Cutting at Station 86, Teen Court Board Meeting, Economic Development Corporation (EDC) quarterly report, Legacy Trail virtual presentation, Convocation of Government, send off for Police Officers, Mayor's Feed the Hungry Event, needed maintenance of civics group sign on U.S. 41, meetings with Representative Buchanan and Sydney Gruters, Argus Annual Meeting, and Tourist Development Council (TDC) Meeting.

**8. ADMINISTRATIVE AND LEGAL REPORTS:**

[21-0132](#) City Manager Report

Mr. Yarborough reported on emails sent to Commission regarding Surtax issue, public input tools for Surtax, and working with Chamber of Commerce Business Task Force and informed the Commission that he will check on the status of whether the sign that shows the penny is located at the Aquatic Center.

[21-0201](#) City Attorney Report

Ms. Slayton spoke to software used for city attorney report, requested feedback from Commission and commented on the monthly departmental report modification.

[21-0208](#) City Clerk Report

Ms. Taylor had nothing to report.

**9. ADJOURNMENT:**

Mayor Luke adjourned the meeting at 3:46 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Gisele "Jill" E. Luke, Mayor

Attest: \_\_\_\_\_  
Heather Taylor, City Clerk

Minutes approved at the Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2021.