



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes City Commission Special Meeting

### **CITY COMMISSIONERS**

*Linda M. Yates, Mayor*  
*Vanessa Carusone, Vice-Mayor*  
*Christopher B. Hanks, Commissioner*  
*Jill Luke, Commissioner*  
*Debbie McDowell, Commissioner*

### **APPOINTED OFFICIALS**

*Peter Lear, Interim City Manager*  
*Mark Moriarty, City Attorney*  
*Patsy Adkins, City Clerk*  
*Kathryn Peto, Deputy City Clerk*

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Thursday, June 1, 2017

4:00 PM

CITY COMMISSION CHAMBERS

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**AMENDIED #1** Correcting the time from 6:00 p.m. to 4:00 p.m.

**NOTE: This is a draft copy of the minutes of the June 1, 2017  
Commission Special Meeting, has not been approved by the  
Commission and is subject to change.**

### **CALL TO ORDER/ROLL CALL**

The North Port Commission Special Meeting was called to order in the City Chambers at 4:00 p.m. by Mayor Yates.

Present: Mayor Yates; Vice-Mayor Carusone; Commissioners Luke, Hanks and McDowell; Assistant City Attorney Slayton; Assistant City Manager Schult; City Clerk Adkins; Deputy City Clerk Peto and Assistant Police Chief Pelfrey.

**The Pledge of Allegiance was led by Vice-Mayor Carusone.**

### **APPROVAL OF AGENDA – COMMISSION**

*A motion was made by Commissioner Hanks, seconded by Commissioner McDowell, to approve the Agenda. The motion carried by the following vote:*

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

### **PUBLIC COMMENT:**

There was no public comment.

**A. [17-1083](#)** New Employee Recognition

Human Resources Director McDade introduced the City's newest employees in Finance; Fire Rescue; Neighborhood Development Services; and Public Works Solid Waste Division.

**B. [17-1061](#)**

**Proclamation for Code Enforcement Officers' Appreciation Week**

Commissioner Luke read the Proclamation recognizing June 5, 2017 through June 9, 2017 as Code Enforcement Officers' Appreciation Week and presented it to Neighborhood Development Services Director Williams and North Port Code Enforcement Officers.

**C. [17-1028](#)**

**Proclamamtion "National Garbage Man Day" in the City of North Port Florida, June 12 through the June 16, 2017, to be accepted by Frank Lama, Solid Waste Manager.**

Commissioner Hanks read the Proclamation recognizing June 12, 2017 through June 16, 2017 as "National Garbage Man Day" in the City of North Port and presented it to Solid Waste Manager Lama and Solid Waste Operators.

**D. [17-1075](#)**

**Proclamation for July 2017 as Parks and Recreation Month**

Commissioner McDowell read the Proclamation recognizing July, 2017 as "Parks and Recreation Month" and presented it to Interim General Services Director Pfundheller who announced that the theme of this year's "Parks and Recreation Month" is "Get your play on". Citizens were encouraged to visit the North Port Parks and participate in the various park activities and programs.

**E. [17-1055](#)**

**Recognition of the 2017 Solid Waste Association of North America Florida Sunshine Chapter Road-E-O participants and winners.**

Solid Waste Manager Lama provided an overview noting that this competition was a State wide competition sponsored by the Solid Waste Association of North America with Shawn Ruff finishing second and Ben Tipp finishing third. Mr. Ruff will be representing North Port Solid Waste at the Solid Waste Association of North America International Road-E-O being held in Orlando Florida.

**F. [17-1072](#)**

**Certificate of Appreciation to be presented to Valerie LaBoy and Brian MacKenzie in recognition of Service to the City of North Port while serving on Advisory Boards.**

Vice Mayor Carusone read the Certificates of Appreciation to Valerie LaBoy and Brian MacKenzie in recognition of their service while serving on North Port Advisory Boards. Ms. LaBoy and Mr. MacKenzie were not presented to accept their Certificates which will be mailed to them.

**G. [17-1097](#)**

**Certificates of Appreciation to City Personnel for their dedicated service in handling the historic Raintree Wildfire.**

Fire Chief Taaffe provided an overview of the "Raintree Wildfire" noting that the fire began June 13, 2017 and lasted for 7 days affecting a fire area of approximately 3,500 acres. It was noted that this fire was the largest fire in the Southwest Florida area in the last 10 years.

Fire Chief Taaffe read into the record the organizations which assisted in containing and ensuring a safe resolution to the fire. The 106 names of those employees receiving Certifications of Appreciation for their work and dedication in dealing with the fire were

also read into the record. Letters of appreciation will be sent to all organizations and departments that assisted North Port in this emergency situation.

H. [17-1080](#)

Presentation of the annual report about a Music Suite Use Agreement for the North Port Performing Arts Center

Customer Service Coordinator Bryce introduced Barbara Johnson, President, North Port Performing Arts Association; Assistant Treasurer and Librarian, North Port Performing Arts Chorale and Head Custodian for the Music Suite.

Ms. Johnson provided schedules for the upcoming season at the North Port Performing Arts Association (NPPAA) and a report on the Use Agreement between the City of North Port and NPPAA relative to the use of the Music Suite located on the North Port High School campus next to the North Port Performing Arts Center. There was no public comment and no questions from the Commission.

I. [17-1081](#)

Utilities Departmental Presentation

Public Utilities Director Newkirk provided a PowerPoint presentation regarding the ongoing, future and completed Capital Improvement Projects. There was no public comment.

Discussion ensued regarding: (1) approximately 70 new customers have participated in the Pilot Water Expansion Project with the potential of approximately 260 more homes participating. Subsequent to a question, an overview was provided of how the Pilot Water Expansion Project works and the criteria for participating in the Project; (2) it was noted that the Aquifer Storage and Recovery Project is projected to be complete in 2018 which will enable underground storage of 1 million gallons of water per day; (3) during the budget process updated funding amounts for Capital Improvement Projects will be provided.

J. [17-1099](#)

Appointment of Josh Reid and Lauren Alamrode as Members to the North Port Art Advisory Board.

City Clerk Adkins provided an overview regarding the two applicants for the Art Advisory Board.

Applicant Josh Reid introduced himself and provided brief background information.

***A motion was made by Commissioner McDowell, seconded by Commissioner Luke, to appoint Josh Reid and Lauren Alamrode as regular members of the North Port Art Advisory Board. The motion carried by the following vote:***

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

K. [17-1100](#)

Appointment of a Member to the Planning & Zoning Advisory Board.

City Clerk Adkins provided an overview regarding the two applicants for the Planning and Zoning Advisory Board. It was noted that Mr. Metzger's term on the Public Utility Advisory Board expires May 24, 2018.

***A motion was made by Commissioner Carusone, seconded by Commissioner McDowell, to appoint Kevin Rouse as a regular member of the Planning and Zoning Advisory Board. The motion carried on a four to one (4-1) vote with Commissioner Luke dissenting stating that she was in support of the appointment of John Metzger:***

**Yes:** 4 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks and Commissioner McDowell

**No:** 1 - Commissioner Luke

- L. [17-1048](#) Ordinance 2017-15, first reading, creating a Youth Advisory Council and Youth Ambassador position

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner McDowell, to read Ordinance 2017-15 by title only. The motion carried by the following vote:***

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

City Clerk Adkins read Ordinance No. 2017-15 into the record by title only.

Upon the request of Vice-Mayor Carusone, Justin Willis provided an overview of the proposed "Ambassador" or "Ombudsman" portion of the proposed Youth Advisory Council and suggested ideas for the purpose; goals, volunteer efforts and need for a Youth Advisory Council in North Port as obtained through research of Social Services, school age students; volunteer organizations and youth organizations. Clarification was provided regarding the term "Ombudsman" and the role an Ombudsman would play on the Youth Advisory Council. Vice-Mayor Carusone noted that if the ambassador/ombudsman position is a paid position, it would be under the authority of the City Manager.

Discussion ensued: (1) clarification was provided regarding a Youth Ambassador position as a paid position/volunteer position options; (2) meeting schedules and location of meetings as referenced in Section 5 of the Ordinance; (3) it was clarified that if an appointee changes schools during their membership term, they would become an "At-Large" member and retain their membership on the Council to finish their term; (4) clarification was provided regarding Section 3 - f (2) ii and Section 3, 3. in reference to the process for removal of an adult and/or Youth member; (5) utilizing the term "North Port Youth Council" or NPYC" throughout the Ordinance; (6) the manner in which a vacancy is filled as referenced in Section 3 - f (3); (7) Section 3 - e - changing the Term of Service to one year; (8) number of terms permitted to be served.

Discussion continued: (1) Page 1, Section 2 - change the language to read, "...to provide our youth an opportunity to be active and make a difference...".(2) acceptable number of terms permitted; (3) Florida Sunshine Law as applied to the Youth Advisory Council and engaging in volunteer efforts; (4) clearly defining length of term and term limits to ensure interested youth are provided the opportunity to serve; (5) scheduling meetings every other month; (7) Section 2, Purpose and Intent, it was suggested to add the word "opportunity" between the words "youth" and "to".

***There was a consensus to add the words "an opportunity" in Section 2, Purpose and Intent" to read, "The purpose of the NPYC is to provide the City Commission a youth perspective on issues that affect the City of North Port and to provide youth an opportunity to be active and make a difference in their community."***

Discussion continued: (1) a term limit of 2 consecutive years with the opportunity to re-apply after a one year absence; (2) setting term limits to one year terms; (3) ensuring Members remain on the Council long enough to gain institutional knowledge to instruct new members on prior and ongoing activities; (3) the possibility of the Council becoming a selective affiliation group with two year terms; (4) limiting the possibility of new members being appointed with two year terms with two consecutive terms; (5) a volunteer

group which would not fall under the regulations of Florida Sunshine Law with no term limits and established by a governing Board which would be dictated by the Sunshine Law; (6) Commission communication with the Council and an adult member to help direct the Council; (7) two year terms with two consecutive terms as with the other North Port Advisory Boards; (8) the ability to amend the Ordinance in the future to address issues which may present themselves as the Council moves forward.

***A motion was made by Commissioner McDowell, seconded by Commissioner Hanks to change the Terms of Service as listed on page 2, Section 3, 1.c, Term of Service, to a one year term. The motion carried as follows:***

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

Deputy City Clerk Peto left the meeting at 5:53 p.m.

Discussion continued: (1) clarification was discussed regarding the process for addressing a student appointed to represent a certain school and moving to a different school district during their term as a Member and allowing that Member to serve out the term as appointed; (2) page 2, in reference to the Term of Service it was suggested to read, for clarification, "when filling a vacancy, a full term begins once the remaining time for said vacancy has expired".

***There was a consensus to change page 2, Section 3, 1.c, Term of Service, to read, "When filling a vacancy, a full term begins once the remaining time for said vacancy has expired."***

Recess from 6:36 p.m. to 6:53 p.m.

Discussion continued: (1) page 2, Section 3, 1.d regarding Appointment; deleting the sentence "Applicants may be nominated by the NPYC and/or the City Commission; (2) changing the sentence on page 2 - d. to read, "All applicants shall be interviewed and recommended by the NPYC and final approval by City Commission"; (3) add a sentence to page 2 d., "The initial Members shall be interviewed and approved by the City Commission"; (4) clarification was provided regarding the Adult Members totaling 4 with the appointment of an Ambassador; (5) regarding Section 7, C. it was suggested to remove the City Commission Liaison and replace with an Youth Ambassador; (6) ex officio non-voting Adult Members being subject to Florida Sunshine Laws; (7) suggested duties of an Ambassador as the advocate of all youth and Florida Sunshine Law training for the Adult Members and Advisory Council Members; (8) page 34 of the Florida Sunshine Manual addressing ex officio Board Members subject to Sunshine Law regulations; (9) when City Staff is appointed to a Board, they are no longer acting as staff but as a Member of a Board and are subject to Florida Sunshine Law; (10) it was suggested to change the reference of Adult Members to Adult Advisors; (11) the importance of an Adult Member/Advisory on the NPYC to assist in organizing, providing direction and ensuring Sunshine Laws are adhered to and including the City Clerk or designee to record meetings and transcribe minutes; (12) City Attorney Slayton provided clarification noting that anytime 2 or more Board Members meet or participate in an activity outside of a recorded meeting, there is potential for a Sunshine Law violation; (13) Council Members communicating with the Adult/Ambassador as appointed Members; (14) clarification of the duties of a Youth Ambassador as referenced in Attachment "A" was reviewed; (15) the Draft Minutes of a Commission Workshop Meeting were referenced regarding the appointment of Adult Members as one staff member and one adult volunteer. Also reflected in the Draft Minutes was that Justin Willis volunteered to be the adult member liaison as the Youth Ambassador; (15) it was clarified that, referencing the Draft Minutes, the Council would consist of Staff Liaison, Youth Ambassador and Adult Members; (15) the requirement of the City Clerk or

designee to record meetings and transcribe minutes and designating a staff liaison; (16) the City Manager will assign a staff liaison to the Council and which will not be needed to be reflected in the Ordinance in Section 3, 2, c., (iii); (17) it was suggested that the City Commission could assign 2 Adults to assist with the administration of the Council; (18) review of the residential requirements of the Staff Liaison as listed in the Ordinance; (19) the reverter clause enabling changes to the Ordinance as necessary; (20) changing Adult Advisory Members to Adult Administrators; (21) Adult Advisors which are part of several Florida Youth Councils; (22) educating the appointees on the Sunshine Law and trusting the appointees to follow the Sunshine Law; (24) as we new Members are appointed, there will be instruction on the Sunshine Laws; (25) the Adults will assist the Youth in complying with the Sunshine Laws and administrative duties; (26) the Ordinance states that the Adult Members are non-voting Members with no authority on voting issues; (28) the previous Sister City Committee which experienced the prohibition of communication within the Florida Sunshine Law. Due to this restriction, the Committee made the decision to ban and pursue the task of the Sister City as a private group; (29) every Adult Administrator shall be 20 years or older, every non-staff adult administrator shall reside in the City of North Port for one year prior to their appointment and shall remain a resident throughout his or her term; (30) the staff representative will be removed as it is covered with the staff liaison, (31) it was noted that there is a City Commissioner appointed to the Community Economic Development Advisory Board as a non-voting Member; (32) a Youth Ambassador on a Board would take the place of a City Commissioner on the Board as a non-voting member, the intent of a Youth Ambassador was to ensure that as the Commission terms out, the Youth Members are able to move forward with projects being developed from year to year with the same passion and as experienced with each Commission; (33) remove the City Commission Liaison and keep the Youth Ambassador; (37) the first consensus is to change the word Advisory Members to Adult Administrators throughout the Ordinance.

***There was a consensus on Page 2, Section 3 - Composition of Board - 1. Student Members - d. Appointment; change to read, "To be eligible, interested students shall submit an application form and meet the criteria as set forth herein. All applicants shall be interviewed and recommended by the NPYC with final approval by the City Commission. The initial Members shall be interviewed and approved by the City Commission".***

***There was a consensus on page 3, Section 3, Composition of Board, 2. Adult Advisory Members, to change Adult Advisory Members to Adult Advisory Administrators throughout the Ordinance.***

Discussion continued: (1) it was suggested to have a staff liaison, a representative from the City Clerk to transcribe minutes and record meetings, and one more adult which which would be either a City Commissioner or Youth Ambassador if the total number of Adults is to remain at 3, with the intent to have only one Adult Administrator; (2) consider the Adult Administrator as the staff liaison, the Youth Ambassador and the representative from the City Clerk's Office totaling 3 adults; (3) (ii) and (ii) of Section 3, 1. reverting back to the original Ordinance; (4) there will be 3 Adult Administrators on the Council including a representative from the City Clerk, a staff liaison and a Youth Ambassador; (5) the duties of a staff liaison was reviewed; (5) the staff liaison and representative from the City Clerk would not be subject to Section 3, 2. (d) and (e); (6) remove all Adult Members; (7) remove Section 3, 2; Adult Advisory Members and list under the Youth Ambassador, the duties and responsibility requirements, changing Section 3, #3 to #2; (8) change #3 to read, "Youth Advisory Members serve at the pleasure of the City Commission and any Youth Advisory Member may be removed with or without cause by the City Commission" (9) under the Ambassador include the language that they are subject to being removed by the City Commission with or without cause; (10) the duties of a Youth Ambassador was reviewed,

***There was a consensus to remove Section 3, Composition of Board #2, Adult Advisory Members in its entirety with #3 becoming #2.***

***There was a consensus to remove the word Adult from Section 3, Composition of Board, 3. which is now 2.***

***There was a consensus to remove Adult Advisory Members throughout the Ordinance.***

Discussion continued: (1) Section 4, Duties of Members, A. 1. the word "of" should be removed; (2) the City Attorney should review the Ordinance for typographical and grammatical errors; (3) page 4, Section 4, Duties of Members, D. Election of Officers, should reflect the appointment limit of one term year for the officers and that a Council Member shall not serve for more than one consecutive term; (4) the election of officers held in the first meeting in October to enable Members to be acclimated to school schedules and coincide with the Fiscal Year; (5) election of officers January 1st as previously discussed and as with other Advisory Boards; (6) election of officers held at the first initial meeting and to set a date for elections thereafter ; (7) language to enable the term of the initial election of officers to be one year term; (8) the election of officers will be held in the first meeting in October; (9) Section 4, Duties of Members; D. Election of Officers, D. second sentence to read, "Election of officers shall be held annually during the first meeting held in October"; (10) Section 4, Duties of Members; D. Election of Officers, the last sentence to read, "The Staff Liaison will act as Chair for the enabling meeting to elect initial Officers who shall serve until the annual election."; (11) discussion regarding election by a majority of member present versus members appointed.

***There was a consensus to direct the City Attorney to review the Ordinance for typographical and grammatica errors.***

***There was a consensus in Section 4, Duties of Members, D. Election of Officers, to change the language to reflect the term as Chair it is no more than a one year term and a Member cannot serve as Chair for more than one year consecutivaly.***

***There was a consensus that the first paragraph in Section 4, Duties of Members, d. Election of Officers, should read, "the Council shall elect, by a majority vote of members present, a Chair, Vice-Chair and Secretary; each officer shall hold office for one (1) year and/or until a successor is elected. Election of officers shall be held annually during the first meeting in October. The Staff Liaison will act as Chair for the enabling meeting to elect initial Officers who shall serve until the annual election is held. Also included in this paragraph should be language limiting the term of office to one consecutive term.***

Discussion continued: (1) on page 4, regarding Section 4, Duties of Members (9) changing the sentence to read, "develop annual goals and objectives"; (2) page 4, Section 4, Duties of Members D.1, delete the words "with assistance from the Adult Advisory Members" as directed previously throughout the Ordinance; (3) removing the last sentence of D.1 and moving the sentence reading, "The Council may appoint sub-committees when necessary to research issues" to Section 6, General rules creating a Section 6 C.

***There was a consensus to change Section 4, Duties of Members A. 9, to read "Develop annual goals and objectives".***

Discussion continued: (1) Page 4, Section 5, Meetings, A. to remove the words "except for such matters as may lawfully be considered in executive session": (2) clarification was provided regarding the requirement of meeting no less than quarterly; (2) page 5, Section 7, Role of City Commission, C., the words "exhibit A" should be changed to

"attachment A" and whenever referenced in the Ordinance; , Section 5, Meetings, A; as it is stated that the Council will meet no less than quarterly; (3) Section 5, Meetings A.; in reference to "Regular meetings may be held monthly at an appropriate location" to leave as written; (4) creating a 6.D in Section 6, General Rules, to enforce the requirement of Florida Sunshine Law training, which is covered under Section 9, referred to as the "Reverter Clause"; (5) Section 7, Role of City Commission, C. the words "exhibit A" are referring to what is labeled "Attachment A" and should be changed to "Exhibit A" whenever referenced throughout the Ordinance; (6) subsequent to the suggestion on page 5, Section 5, Meetings, B., changed to read, "The majority of the present voting membership shall constitute a quorum", City Attorney Slayton provided clarification on the number of members present to constitute a quorum required to take action. If a Board/Committee/Council if following Robert's Rules of Order, a quorum is required to take action. In Section 6, General Rules, it states that Robert's Rules of Order may be used as a guide for all meetings. If a Board/Committee/Council has the ability to have 11 members appointed and there are only 7 appointed at the time of a meeting, then a quorum should be based on the number of appointed members. The Ordinance requires a 2/3 vote on issues with the Bylaws, not on actions taken at Regular Meetings where Robert's Rules of Order in reference to "a quorum" may or may not be followed. Section 5, Meetings B. will be changed to read, "The majority of the entire voting membership shall constitute a quorum".

***There was a consensus that in Section 3, Duties of Members D. 1., to remove the sentence "The Council may appoint sub-committees when necessary to research issue" and add to Section 6, General Rules creating 6.C.***

***There was a consensus on Page 4, Section 5, Meetings, A. to remove the words "except for such matters as may lawfully be considered in executive session".***

***There was a consensus to leave as written, Section 5, Meetings A. regarding "Regular meetings may be held monthly at an appropriate location"***

Discussion continued: (1) ensuring the language in the Ordinance reflects the two thirds (2/3) vote required for actions regarding the Bylaws; (2) process for possible recommendations to the City Commission; (3) moving Section 8, Bylaws and Other rules of Procedure, C. to Section 5, Meeting, as D. to read, "Enactment of the bylaws and other regulations and passage of any amendment to same requires a two-thirds (2/3) majority vote of the Council present.; (3) Section 6, General Rules, A. remove the sentence, "A quorum is necessary to transact official business at any meeting"; (4) Section 6, General Rules B. clarification was provided regarding the first sentence regarding initiated or carrying out activities addressing community concerns the NPYC deems important. It was noted that these actions should be at the approval of the City Commission. It was further noted that the duty of the staff liaison is to approve, deny or require City Commission approval for activities which the NPYC deems important. Assistant City Manager Schult noted that there is a difference between an Advisory Board and a Council. An Advisory Board advises and make recommendations to the City Commission. A Council develops programs and activities. The title of the Ordinance states 'Creating an Advisory Board to be Known as the "North Port Youth Council". It was suggested to change the title to read, "An Ordinance of the City of North Port Creating a North Port Youth Council and Setting Forth Membership Requirements and Powers and Duties of Such Board". Further clarification was provided that if the North Port Youth Council is created as a Council, this would designate all authority to the Council to approve all activities and other issues; (5) Assistant City Manager Schult noted that the staff liaison and the Adult appointee would provide guidance to the Council on what are acceptable activities and processes for addressing other issues. With the City Clerk or designee recording and transcribing minutes, the City Commission will be



aware of the activities of the Council. At any time the Council may request the staff liaison or adult appointee to bring an issue to the City Commission for approval; (6) City Attorney Slayton noted that if the Commission makes the decision to change the title of the Ordinance, removing reference to an "Advisory Board", The Ordinance would be required to be advertised prior to second reading moving forward; (7) City Clerk Adkins noted that the advertisement would be required to be noticed 10 days prior to the second reading; (8) City Manager Schult suggested that the Ordinance could be brought back for a first meeting to allow time for the changes to the Ordinance be made per Commission direction; (9) City Attorney Slayton, addressing a concern, noted that an Advisory Board makes recommendations to the City Commission for the Commission to take action and Vice-Mayor Carusone noted that a Council makes recommendations to the City Commission for consideration and takes action in the community they deem appropriate such as fund raisers, the creation of scholarships, scholarship review, programming at the Teen Center and other appropriate activities with approval of the Commission. Currently the Commission has charged the Art Advisory Board certain activities and can assign certain duties for the NPYC to focus on; (10) Section 6, General Rules, B. add the words "with Commission approval" at the end of the first sentence; (11) it was noted that a Joint Meeting with the Commission was previously discussed and in Section 7, Role of City Commission A. the word "may" changed to the word "shall".

Recess from 8:44 p.m. to 9:02 p.m.

Following recess, discussion continued: (1) Section 7, Role of City Commission, C. was removed; (2) Section 8, Bylaws and Other Rules of Procedure was clarified noting that enabling the Council to create their Bylaws and procedures could be referring to the process for organizing activities and goals the Council could be focusing on with the Bylaws being approved by the City Commission; (2) determining the annual goals and objectives as different from the Bylaws and in Section 8, Bylaws and Other Rules of Procedure, A. change to read, "The NPYC may promulgate other regulations governing the procedure of the Council No provision or procedural regulations shall be contrary to the provisions of this Ordinance or other applicable law"; (3) remove the word "Bylaws" where reflected in Section 8.

Section 6, General Rules, A, delete the sentence, "A quorum is necessary to transact official business at any meeting."; (5) Section 6, General Rules, B., concerns were expressed regarding "NPYC may initiate or carry out activities addressing community concerns they deem relevant and important"; (6) clarification was provided that the title of the Ordinance which reads "creating an advisory board to be known as the "North Port Youth Council" if changed to designate this is a Council not an Advisory Board, the advertisement for second reading could be met or the amended Ordinance could be brought back for a first reading; (7) City Attorney Slayton provided the definition of an advisory board versus a council (8) page 5, Section 6, General Rules, B. add the words "with Commission approval" at the end of the first sentence; (9) Section 7, Role of City Commission, A. change the word "shall" to "may".

***There was a consensus to change the words "exhibit A" to "Attachment A" when used in the Ordinance.***

***There was a consensus to change the wording in Section 5, Meetings, B. to read, "The majority of the entire voting membership shall constitute a quorum."***

***There was a consensus that in Section 6, General Rules, A. to remove the second sentence which reads, "A quorum is necessary to transact official business at any meeting."***

***There was a consensus that in Section 6, General Rules, B. to add the words "with Commission approval" at the end of the first sentence to read, "From time to time, the NPYC may initiate or carryout out activities addressing community concerns they deem relevant and important with Commission approval."***

***There was a consensus that in Section 7, Role of City Commission, A. to change the word "shall" to the word "may" to read, "The City Commission may communicate upcoming issues to the NPYC, so they may respond accordingly."***

Discussion continued: (1) the intent of Section 9 in the Ordinance was clarified noting that the City Attorney should develop the appropriate language for Section 9 to reflect that Chapter 4 of the North Port City Administrative Code shall apply and if there is a conflict between Chapter 4 and the Ordinance, the Ordinance will govern and to capture the new North Port Youth Council in Chapter 4 of the Administrative Code as article 9.

***There was a consensus to remove Section 7, Role of City Commission, C.***

***There was a consensus in Section 8, Bylaws and Other Rules of Procedure, A. change to read, "The NPYC may promulgate other regulations governing the procedure of the Council No provision or procedural regulations shall be contrary to the provisions of this Ordinance or other applicable law".***

***There was a consensus to remove the word "Bylaws" where reflected in Section 8.***

***remove "Bylaws and Other" in the title of Section 8; in Section 8, A. to remove the word "bylaw" and "of the bylaws; and change B. and C. accordingly, removing "bylaws".***

***There was a consensus to direct the City Attorney to develop appropriate language for Section 9 to reflect that Chapter 4 of the North Port Administrative Code shall apply and if there is a conflict between Chapter 4 and this Ordinance, the Ordinance will prevail.***

***There was a consensus for the City Attorney to capture the North Port Youth Council in Chapter 4 of the North Port City Administrative Code as Article 9.***

Discussion continued; (1) considering the changes to the Ordinance, the necessity of having another first reading; (2) City Attorney Slayton clarified that advertisement would be required prior to the second reading due to the change in the title of the Ordinance; (2) Youth Ambassador as a paid position versus a volunteer position; (3) Assistant City Manager Schult clarified the duties of the North Port Police and Parks & Recreation volunteer programs. A Youth Ambassador volunteer would be an appointed position unlike the Police and Parks and Recreation volunteers; (4) creating a Youth Ambassador Volunteer Program with one Youth Ombudsman as the director; (5) the ongoing development of an Intern Program; (6) appointing one Youth Ambassador to enable one person to serve for more than one year and perform the duties all encompassing of the youth including the NPYC, the Sarasota County Plan for Youth, the Youth Council Coalition and other Youth groups and coordinating the NPYC with organizations and activities for youth throughout the County; (6) addressing a concern, Assistant City Manager Schult noted that the City has the ability to create a part-time position; (7) if the Youth Ambassador is a paid position, it would be up to the City Manager as to what Department the Ambassador would fall under including the Parks & Recreation Division; (8) from a budgetary perspective, the City Manager would require Commission approval to create a new position; (9) if a paid position for a Youth Ambassador, an employee application would be required; (10) there was a general agreement that the Youth Ambassador should be a volunteer position; (11) Page 3, Section 3. Composition of

Board, #2 was removed and reviewed to ascertain if there was anything that should remain in reference to a Youth Ambassador such as the age limits, residential requirements, fingerprint requirements and background screening and that they will serve at the pleasure of the City Commission; (12) review of the list of duties of a Youth Ambassador as listed in "Exhibit A" was reviewed; (13) remove from the list of duties for the Youth Ambassador "Organizes medial relations as it pertains to youth"; (13) "work with youth to promote broadcasting and social media outreach within the confines of the law." should be removed or in conjunction with media staff; (14) Mayor Yates clarified that a consensus is that everybody agrees with the action; (15) "The City's liaison between all youth services and organizations for example; Day Care's After School Programs and youth groups" as listed in Exhibit "A" were reviewed and noted that some of the programs are done through the schools and the Boys and Girls Club. The original intent of a Youth Ambassador was to ensure the NPYC was established. As the NPYC is established, the duties of the Youth Ambassador will be defined and it was agreed to remove this from the list; (16) the position of a Youth Ambassador will be brought before the Commission as a Resolution or Ordinance; (17) Section 7, Role of City Commission, C. was removed which states the appointment of a Youth Ambassador who's duties are attached as exhibit "A"; (18) reviewing "Exhibit A" some of the items listed could be captured in the goals and objectives of the NPYC; (19) changing the Youth Ambassador position to a paid position as the position evolves.

Public comment was held from 9:22 p.m. to 9:25 p.m.

Justin Willis: North Port Youth Council.

***There was a consensus to include within Attachment "A", the bullet numbers 1, 4, 5, 9, 12 and 14 as the duties of a Youth Ambassador along with the introduction of Exhibit "A", adding the requirements of Section 3, Composition of Board, 2, A. and B. and Section 3 number 3. from the Ordinance and to bring back to the Commission Attachment "A" as a Resolution or Ordinance, whichever is deemed appropriate.***

***A motion was made by Vice-Mayor Carusone, seconded by Commissioner Luke to approve Ordinance 2017-15 as amended for second reading to the June 27, 2017 meeting and to be re-advertised. The motion carried by the following vote:***

**Yes:** 5 - Mayor Yates, Vice-Mayor Carusone, Commissioner Hanks, Commissioner Luke and Commissioner McDowell

### **PUBLIC COMMENT:**

There was no public comment.

### **COMMISSION REPORTS:**

Commission McDowell noted that she had contacted Interim City Manager Lear regarding developing an Environmental Advisory Board and requested a consensus for her to continue to work on developing the Board.

Discussion ensued: (1) previous direction for staff to create a historic culture advisory board which has been finalized but not scheduled to bring before the Commission.

***There was a consensus for Commission McDowell to bring back a draft Ordinance creating an Environmental Advisory Board for discussion.***

### **ADMINISTRATIVE AND LEGAL REPORTS:**

There were no administrative and legal reports.

**ADJOURNMENT:**

Mayor Yates adjourned the North Port City Commission Special Meeting at 10:04 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Linda M. Yates, Mayor

Attest: \_\_\_\_\_  
Patsy C.Adkins, MMC, City Clerk

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2017