



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes City Commission Special Meeting

### **CITY COMMISSIONERS**

*Christopher B. Hanks, Mayor*  
*Debbie McDowell, Vice-Mayor*  
*Vanessa Carusone, Commissioner*  
*Peter Emrich, Commissioner*  
*Jill Luke, Commissioner*

### **APPOINTED OFFICIALS**

*Peter Lear, City Manager*  
*Amber L. Slayton, City Attorney*  
*Kathryn Peto, City Clerk*

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Thursday, January 3, 2019

1:00 PM

CITY COMMISSION CHAMBERS

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**NOTE: This is a draft copy of the minutes of the 1-3-2019 City Commission Special Meeting, has not been approved by the Commission and is subject to change.**

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

The North Port City Commission Special Meeting was called to order at 1:05 p.m. in City Commission Chambers by Mayor Hanks.

Present: Mayor Hanks; Vice-Mayor McDowell; Commissioners Carusone, Luke and Emrich, City Manager Lear; Assistant City Attorney Golen; City Clerk Peto; Police Chief Garrison and Fire Chief Titus.

**A moment of silence was observed followed by the Pledge of Allegiance led by Commissioner Carusone.**

### **1. APPROVAL OF AGENDA – COMMISSION**

After a request by the Mayor, the Commission determined that they would like to move item 7.A. immediately after 3.A. and move item 6.A. after 7.C.

***A motion was made by Vice-Mayor McDowell, seconded by Commissioner Luke, to move item 7.A. immediately after 3.A. and move item 6.A. after 7.C. The motion carried by the following vote:***

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

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

Public comment was held 1:09 p.m. - 1:10 p.m.  
Shania and Shannon Ling: Miss Florida Teen USA Pageant

Discussion ensued: (1) it was suggested to have the City Manager and the Public Information Officer (PIO) meet with Ms. Ling, and that the City advertise her representation as Miss Sarasota County on social media to promote a positive aspect of North Port; (2) it was explained she is seeking sponsorships toward her \$2,500 goal within the next ten days; (3) it was noted there are numerous civic groups that may be able to help.

***There was a unanimous consensus that the City help solicit sponsorship of individuals and businesses along with the Chamber and Chamber members and any other partnership that the City has to find a way to find a way to earn the capital needed for her to represent the County.***

### **3. WELCOME OF NEW EMPLOYEES:**

#### **A. [18-906](#) Acknowledgment of New Employees**

Human Resources Director McDade introduced the City's newest employees in the City Manager's Office, the Fire Department, Parks and Recreation, the Police Department, Public Utilities and Public Works.

### **7. GENERAL BUSINESS:**

#### **A. [18-896](#) Discussion of Legislative Priorities with State Elected Officials**

City Manager Lear introduced State Representative James Buchanan.

Discussion ensued: (1) it was suggested to add "hurricane" in the evacuation route description, and correct the typo "live" to "life" under Infrastructure; (2) Mr. Buchanan will have a district office in North Port on the corner of Pan American Boulevard and U.S. 41; (3) it was suggested that Mr. Buchanan and Gedee Car from Senator Gruter's office be provided a copy of the Resolution regarding stormwater management; (4) the Certificate of Need process should be reviewed and continue pursuit of a hospital to be built in North Port; (5) a suggestion was made to bring assistance to the City to help alleviate upcoming costs for water and sewer infrastructure. There was no public comment.

***There was a unanimous consensus to add the word hurricane to the evacuation route description.***

### **5. PRESENTATIONS: TIME LIMIT OF 15 MINUTES**

#### **A. [18-904](#) Parks & Recreation Department Presentation**

General Services Director Pfundheller and Parks and Recreation Manager Wisner provided a PowerPoint presentation.

Discussion ensued: (1) Phase 2 of the Boundless Playground will address surfacing and the parking lot, staff is working on grant funding to complete this project; (2) the cast-iron lines at Warm Mineral Springs need to be replumbed and staff is treating as an emergency and securing quotes for repairs, the piping is being reviewed to conform with the master plan for renovations and temporary restrooms have been brought in; (3) it was suggested that staff inform the Commission with the timeline for completion of the piping repairs; (4) staff is working on the Staff Development Review (SDR) for the parking lot at the Senior Center and the construction bid should go out this year; (5) it was explained that Facilities Maintenance would be responsible for landscaping at the Senior Center; (6)

a suggestion was made to have staff provide the Commission with a breakdown of revenue from Warm Mineral Springs; (7) concern was expressed regarding the Senior Center parking lot taking two years to complete, and it was suggested that staff provide Commission with the timeline of the project. There was no public comment.

## **7. GENERAL BUSINESS:**

### **B. [18-913](#)**

#### **Update on Communications Initiatives and Discussion and Possible Action regarding the City's 60th Anniversary Logo**

City Manager Lear provided an overview of the item. City Attorney Slayton joined the meeting 1:59 p.m. Communications Manager/Public Information Officer (PIO) Taylor gave a PowerPoint presentation.

Discussion ensued: (1) four logo suggestions were presented with the Commission favoring option three; (2) suggestions were made to modify option three by swapping the sun image with a diamond, and change the leaf coloring; (3) it was suggested that the showcase be completed by June so that the display aligns with the City's anniversary celebration; (4) concern was expressed to use 1959 movie themes for Halloween because children may not be familiar with the selections and it may undermine the event.

***There was a unanimous consensus to use logo option three, changing the leaf color only when applicable.***

Discussion continued: (1) it was explained that the historical display is not being constructed by the City and may not be available by the anniversary date; (2) it was suggested that if the display showcase cannot be built by the volunteers prior to the anniversary date then the City should construct it; (3) concern was expressed that the display case was to be made by students and that should be honored.

***There was a unanimous consensus to see if the volunteers can complete the display showcase by the anniversary date.***

Discussion continued: (1) it was suggested to not use calendars as a promotional item as it is already January; (2) it was noted that the Historical Advisory Board can work on items for the 75th anniversary; (3) a suggestion was made to contact the Braves and see if they would like to work with the City to promote their grand opening and the City's anniversary; (4) it was suggested to see if the Braves would participate in a diamond drop for New Year's Eve.

***There was a unanimous consensus to have a conversation with the Braves to discuss a joint effort with the City.***

Discussion continued: (1) a suggestion was made that the community video/banner landing page use North Port businesses for advertising; (2) the agreement outlines what advertising is not allowed, advertising specifics can be discussed with the vendor and the City can select two non-profits to advertise on the site; (3) this community video would be a two-year agreement with the vendor; (4) it was suggested that advertising for the non-profits be rotated and not limited to two, and that the advertising be geared toward tourism.

***There was a unanimous consensus that staff will bring back a solidified contract to the Commission for a decision regarding the community video.***

Discussion continued: (1) it was noted that the Unified Land Development Code (ULDC) provides color perimeters for banners; (2) the banner program with advertising would be for a three-year period; (3) concern was expressed for creating a distraction for drivers with advertising along U.S. 41; (4) a suggestion was made to bring this promotional item back

with more information.

***There was a majority consensus for staff to bring back additional information of the banners regarding designs, locations, size limits and length of time.***

Discussion continued: (1) a suggestion was made to contact Visit Sarasota and ask that they include Warm Mineral Springs on their page; (2) it was suggested that the City's website offer one-click access to Commission meetings; (3) the Art Advisory Board should be included in researching a mural for the Senior Center and that they can follow up with a joint meeting with the Commission; (4) it was explained that the cost of murals are \$25,000 and upwards, that murals have not been budgeted, and that Commission direction is needed to move forward; (5) it was noted that there is an Art in Public Places fund and that funding could be used to pay for the mural; (6) it was suggested that staff report to the Commission how much money is available in the Art in Public Places fund, after the balance of funds is known the Commission can decide to move forward with the mural for the Senior Center.

***There was a unanimous consensus to use the funds from the art in public places bucket to pay for the mural.***

Discussion continued: (1) it was explained that requests are closed on the SeeClickFix site and then opened on other City software, residents are contacted and provided with the appropriate work order for reference. There was no public comment.

**C. [18-918](#)**

**Appointment of Deputy City Clerk**

City Manager Lear gave an overview of the item.

Discussion ensued: (1) it was suggested that the language in the first paragraph on page two of the contract should be changed to reflect the wording in section 11.05(c) of the Charter, and that the reference to Section 11.01 stated on the first paragraph on page three of the contract be corrected to Section 11.03; (2) it was explained that the designation Ms. Taylor holds does not need to be renewed and that the membership is to be maintained; (3) a suggestion was made to reword the language of the last sentence in section 11 regarding reimbursement of educational assistance in the event her employment ends. There was no public comment.

***A motion was made by Vice-Mayor McDowell, seconded by Commissioner Carusone, to approve the employment agreement with Ms. Heather Taylor as presented with the following two changes: (1) section 7.b. should be pursuant to section 11.03; (2) section 11. a provision that if Ms. Taylor leaves employment any classes in progress or completed within the year will be reimbursed. The motion carried by the following vote:***

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

Recess 3:38 p.m. - 4:03 p.m.

**4. PROCLAMATIONS AND RECOGNITIONS: TIME CERTAIN AT 4:00 P.M.**

**B. [18-908](#)**

**Proclamation for Make a Difference Day**

Commissioner Luke read the Make a Difference Day Proclamation into the record and presented it to Parks and Recreation Manager Wisner, Mr. Jim Foubister with Serve Florida and General Services Director Pfundheller. It was announced that volunteers can sign up at [www.ServeFL.com](http://www.ServeFL.com) or come out January 12, 2019 at 8:30 a.m. at the North

Port Skate Park along North Port Boulevard to help start the ground work for an 18-hole Disc Golf course. Volunteers will be provided with a shirt, gloves, bags and a small supply of hand tools. Lunch will be provided by Serve Florida at the end of the volunteer work day.

C. [18-902](#) Proclamation for North Port School Choice Week

Vice-Mayor McDowell read the North Port School Choice Week Proclamation into the record.

A. [18-900](#) Arbor Day Proclamation 2019

Commissioner Emrich read the Arbor Day Proclamation into the record and presented it to City Arborist Pieper and Neighborhood Development Services Director Miles.

## **6. PUBLIC HEARINGS:**

A. [18-909](#) Ordinance 2018-63, first reading, creating a North Port Youth Council

***A motion was made by Commissioner Luke, seconded by Vice-Mayor McDowell, to read Ordinance No. 2018-63 by title only. The motion carried by the following vote:***

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

City Clerk Peto read Ordinance No. 2018-63 into the record by title only. City Manager Lear gave an overview of the item.

Discussion ensued: (1) it was explained that the Commission appoints members to the board based on applications submitted; (2) a suggestion was made to change at-large "representatives" to at-large "members" on line 123; (3) it was suggested that the ordinance address student representatives that change schools; (4) concerns were expressed that students that live just outside City boundaries and attend North Port schools would not be able to participate due to the residency requirement; (5) a suggestion was made to remove the residency requirement for school representatives and keep it in place for members at-large; (6) it was suggested that the ordinance require one-year prior attendance at a North Port school to apply for a representative position; (7) the ordinance provides for a one-year appointment to the board, and the board will set their schedule with Commission approval; (8) concern was expressed that line 175 may not be worded correctly to align with the Charter, and it was suggested that language be clarified that the Commission may approve a budget, and that the City Manager may provide staff support; (9) it was noted that the provision on line 146 regarding Commission approval of the meeting schedule is to afford the youth members the opportunity to be integral with the Commission; (10) it was clarified that the North Port school system means a school located within the City of North Port.

***A motion was made by Commissioner Carusone, seconded by Commissioner Luke, to continue Ordinance No. 2018-63 for second reading to the January 22, 2019 meeting with the following amendments: (1) must attend North Port school system for one-year those representing the school requirement; (2) line 175 to change the verbiage that the City Manager will determine the support staff and the Commission will determine the budget; (3) line 123 to change the verbiage as depicted by Commissioner McDowell; (4) line 53 to remove the requirement for a school representative to be a City resident; (5) addressing that if a person changes school or leaves the school that they have been appointed to represent, that person will either automatically transfer to an open position and if none is available the seat***

***will be vacated. The motion carried by the following vote:***

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

## **8. PUBLIC COMMENT:**

### **PUBLIC COMMENT**

Justin Willis: youth advisory board.

## **9. COMMISSION COMMUNICATIONS:**

Commissioner Emrich: nothing to report.

Commissioner Carusone: nothing to report.

Vice-Mayor McDowell: (1) requested an update of the public records consultant and the software for public records requests.

Discussion ensued: (1) it was explained that the Request for Proposal (RFP)(s) regarding the public records consultant should be back January 18, after the response review process, if a contract is necessary it will be brought back to the Commission; (2) staff will send an email to the Commission regarding the timeline as stated in the RFP; (3) the public records software vendor is in process of being compliant with Criminal Justice Information Services (CJIS) and Florida Department of Law Enforcement (FDLE) before the Police Department can be integrated, and compatibility issues are being addressed; (4) it was noted that other municipalities utilize work-arounds to address compatibility issues which requires purchase of additional software; (5) an implementation date is not known at this time due to the issues being addressed and testing of the software.

Commissioner Luke: nothing to report.

Mayor Hanks: (1) suggested that Consent Agenda items be pulled by noon the day before the scheduled meeting so that staff does not lose work time by appearing in Chambers if their attendance is not necessary.

Discussion ensued: (1) it was suggested that pulled Consent Agenda items be moved to the beginning of the meeting; (2) concern was expressed that to change the format of the Agenda may require modification of the Code; (3) it was noted that the Code provides for a suggested layout of Agendas, which gives the Commission the purview to govern itself.

Mayor Hanks passed the gavel to Vice-Mayor McDowell.

Discussion continued: (1) it was noted that the Code further provides that the Mayor must ask the Commission if there is a Consent Agenda item they wish to remove, without regard to the timeline; (2) to pull a Consent Agenda item the day prior is inconsistent with the Code; (3) a suggestion was made that the minutes reflect for clarification that the Code shall be brought back to the Commission for modification of the process.

***A motion was made by Mayor Hanks, seconded by Vice-Mayor McDowell, to make it a requirement that if a Consent Agenda item is pulled, that it be pulled by noon the day prior to the meeting and that the Consent Agenda be moved to the front of the Agenda.***

***A motion was made by Commissioner Carusone, seconded by Commissioner Luke, to amend the motion to follow the process as proposed until such time as the Code***

*is brought back to the Commission to comply with the new process. The motion carried by the following vote:*

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

*A vote was taken on the main motion, as amended, to make it a requirement that if a Consent Agenda item is pulled, that is be pulled by noon the day prior to the meeting and that the Consent Agenda be moved to the front of the Agenda, and to follow the process as proposed until such time as the Code is brought back to the Commission to comply with the new process. The motion carried by the following vote:*

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

#### **10. ADMINISTRATIVE AND LEGAL REPORTS:**

There were no Administrative and Legal Reports.

#### **11. ADJOURNMENT:**

Mayor Hanks adjourned the North Port City Commission Special Meeting at 5:08 p.m.

City of North Port, Florida

By: \_\_\_\_\_  
Christopher B. Hanks, Mayor

Attest: \_\_\_\_\_  
Kathryn Peto, City Clerk

Minutes approved at the City Commission Regular Meeting this \_\_\_\_ day of \_\_\_\_\_, 2019.