

**CHARTER REVIEW ADVISORY BOARD  
MINUTES OF REGULAR MEETING  
WEDNESDAY, MARCH 6, 2019**

**PRESENT:** Cory Hutchinson, Chair; Justin Willis, Vice-Chair; Robert Smith; Melanie Breuer; Eve Sweeting; City Attorney Slayton; City Clerk Peto; and Recording Secretary Hale.

**ABSENT:** William Sauer.

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The Regular Meeting of the Charter Review Advisory Board was called to order in the Meeting/Training Room 244 at 6:00 p.m. by Chair Hutchinson.

The Pledge of Allegiance was led by Board Member Sweeting.

**3. PUBLIC COMMENT**

**PUBLIC COMMENT** 6:01 p.m. – 6:04 p.m.

Commissioner Luke: change the term “Mayor” used by the Commission back to “Chair.”

**4. APPROVAL OF MINUTES FOR JANUARY 29, 2019**

*A motion was made by Vice-Chair Willis, seconded by Board Member Smith, to approve the January 29, 2019 Charter Advisory Board Regular Meeting minutes as presented. The motion carried unanimously on a voice vote.*

**5. NEW BUSINESS**

**A. Selection of Next Meeting Date**

Following a brief discussion, it was decided to select the next meeting date based on tonight’s discussion.

**B. Update on the Board’s Annual Report to the Commission**

After Chair Hutchinson explained City Advisory Boards’ requirement to submit an Annual Report to the Commission, discussion ensued: 1) at the January 29, 2019 Charter Review Advisory Board Meeting, it was decided to request a joint meeting with the Commission after Board Members have had time to develop substantive issues to discuss; 2) City Clerk Peto suggested, in the meantime, to send a written Annual Report to the Commission to comply with the requirement to submit a Report during the first quarter of the year.

*There was a unanimous consensus to send the Board’s written Annual Report to the City Clerk and Commission and delete the word “Administrative” in reference to the City Code.*

**C. Discussion Regarding Use of Parliamentary Procedure during Commission Meetings**

Board Member Smith explained his reasoning why the Sturgis Standard Code of Parliamentary Procedures should be adopted by the Commission.

Discussion ensued: 1) currently, the Commission utilizes Robert’s Rules of Order as a guide to conduct their meetings; 2) a lack of structure was noted in Commission meetings and it was suggested it may help if a set of

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parliamentary procedures were followed; 3) it was noted that the Commission's ability to adjust aspects of their meetings is beneficial to all parties involved; 4) clarification was provided from the City Code, Section 2-61(a) that: "rules of procedure consistent with Section 6.02 of the City Charter, the Commission shall be guided by parliamentary rules as outlined in Robert's Rules of Order as Revised. The City Clerk shall be recognized as the Parliamentarian"; 5) additional pros and cons were discussed.

***There was a unanimous consensus by majority that no changes are needed regarding parliamentary procedures for the Commission and a motion is not needed.***

### **D. Discussion Regarding District Representation by Commissioners**

Chair Hutchinson provided an overview of the item and discussion ensued: 1) as North Port is a relatively small city, there may be the potential in the future of having several quality candidates in a district, but only one is able to run due to the restriction of one commissioner per district; 2) the Commission would be more functional if all districts representations were at-large; 3) citizens have voiced complaints pertaining to the way districts are currently divided; 4) a review of the current district could be made with the intention to re-draw the district lines if needed; 5) other considerations included; [a] a 3-2 method with three districted commissioners and two at-large commissioners, or the 4-1 method with four districted commissioners and one at-large commissioner; [b] current commission salaries may be a deterrent to finding quality candidates; 6) Board Member Smith favored adding a sixth commission seat but would oppose a motion to re-district boundaries unless the costs are known.

#### **PUBLIC COMMENT**

David Duval: the current method of adjusting districts.

Commissioner Luke: adjustments to government as the City grows and the cost of additional commissioners.

David Duval: the costs to add a six-member commission.

***A motion was made by Chair Hutchinson, seconded by Board Member Willis, that the Charter Review Advisory Board recommends to the City Commission to change to four Districted Seats with one being At-Large Seat. The motion carried on a four-to-one (4-1) vote with Board Member Taylor dissenting for reasons stated.***

#### **PUBLIC COMMENT:**

Commissioner Luke: the scenario if no one in the district wants to run for the Commission Seat.

The following issues were suggested as discussion items on the next Board agenda; 1) discussion and possible recommendation regarding the scenario if no one in the district wants to run as a Commission candidate; 2) the title change from "Mayor" back to "Chair" as the presiding officer of the Commission.

### **E. Discussion Requiring a Referendum for Project Funding**

Chair Hutchinson requested this agenda item, suggesting a cap be placed on the amount of public money the Commission may utilize for a project without requiring a referendum.

Discussion ensued: 1) although Attorney Slayton had not researched the topic, it did not seem to be illegal, providing the City Charter stipulates such an undertaking; 2) it was suggested to use surtax funds for non-essential projects or services and to add that provision to the City Charter; 3) clarification was provided that the amount of money spent on a project is bound by the amount of available funding in the surtax; 4) the City Charter states the City cannot incur a bonded debt without going to a full referendum; 5) additional discussion is needed for this item.

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***There was a unanimous consensus to table the discussion concerning project funding requirements to a subsequent meeting and for Board Members to do individual research on the subject.***

Following a brief discussion, it was decided to schedule the next meeting on Tuesday, May 7, 2019 at 6:00 p.m. in room 244.

Agenda items included: 1) changing mayor to chair; 2) the issue of a vacancy in a district if no one should run.

**6. PUBLIC COMMENT**

There was no public comment.

City Clerk Peto stated that during the February 7, 2019 Commission Meeting, the Commission requested that each Advisory Board Staff Liaison surveys the Members to determine whether it is adequate to have a meeting time limitation of 90 minutes.

***There was a unanimous consensus that the length of Charter Review Advisory Board meetings be set at 90 minutes.***

**7. ADJOURNMENT**

***A motion was made by Board Member Smith, seconded by Board Member Sweeting, to adjourn the Charter Review Advisory Board Regular Meeting. The motion carried unanimously on a voice vote.***

The Charter Review Advisory Board Meeting adjourned at 7:14 p.m.

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CORY HUTCHINSON,  
CHAIR

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_ 2019.