



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes - Final Community Economic Development Advisory Board

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Wednesday, October 2, 2019

10:00 AM

City Hall Room 302

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### 1. Call to Order

Ms. Thomas called the meeting to order at 10:01 a.m. and noted that, in the absence of the Chair, a pro tem Chair needed to be appointed to preside over today's meeting.

***A motion was made by Board Member Haley, seconded by Board Member Pankiw to appoint Board Member Suggs as the pro tem Chair for today's meeting. The motion carried unanimously by voice vote.***

### 2. Roll Call

**Present** 4 - Vice Mayor Debbie McDowell, Board Member Virginia Haley, Board Member Richard Suggs, and Board Member David Pankiw  
**Absent** 1 - Board Member Jodie Vaughn

### Also Present

Neighborhood Development Services Director Frank Miles, Staff Liaison Mel Thomas, Economic Development Manager, Sondra Guffey, Marketing & Business Development Specialist, Staff Chris Johnes and Recording Secretary Ida Goodman.

### 3. The Pledge of Allegiance was led by the Board.

### 4. Public Comment

There was no public comment.

### 5. Approval of Minutes

#### A. [19-1107](#) Minutes for the August 7, 2019 Regular Meeting

It was noted that Vice Mayor McDowell was not listed as being absent.

***A motion was made by Board Member Haley, seconded by Board Member Pankiw to approve the Minutes as amended. The motion carried unanimously by voice vote.***

### 6. New Business

#### A. [19-1095](#) Discussion regarding the Economic Development Corporation of Sarasota County

Ms. Thomas introduced this item and distributed information regarding the Sarasota County Economic Development Corporation (EDC).

Discussion ensued regarding the Joint County/Municipality Economic Development Program Interlocal Agreement, North Port membership to the EDC, Client/Customer Management System, City Website, Tourist Development Agreement, and EDC scheduled meeting with all involved municipalities.

Ms. Thomas noted she will provide an update on the Interlocal Agreement at the next meeting.

**B. [19-1097](#)**

**Discussion regarding Board Recruitment**

Mr. Suggs provided an overview.

Vice Mayor McDowell clarified the process for changing the Board membership criteria.

Discussion ensued regarding Board membership criteria in other Municipalities, possibility of combining categories and allowing more than one representative under one category, Land Development Code and expertise of a Land Use Attorney, staff consideration when determining the Community Economic Development Advisory Board schedule, what constitutes a quorum, process of changing the meeting times, day and meeting occurrences.

***A motion was made by Board Member Haley, seconded by Board Member Pankiw for Staff Liaison Mel Thomas to create a letter to the City Manager requesting the Community Economic Development Advisory Board membership criteria be increased to two Financial Services Representatives, two Real Estate Representatives, combining the North Port Resident and Home Owners Association Board Member to North Port Citizen with up to two Representatives, and expand the Tourism Representative definition to include Sports and Entertainment, and explore holding meeting monthly at an earlier time of either 8:00 a.m. or 8:30 a.m.***

Discussion ensued regarding preferred day of the week and time of day for scheduled meetings.

***A motion was made by Board Member Haley, seconded by Board Member Pankiw to amend the main motion to include consider a meeting time of 4:00 p.m. The motion to amend carried unanimously by voice vote.***

***The main motion as amended carried unanimously by voice vote.***

**C. [19-1111](#)**

**Discussion regarding offering incentives for new business development**

Ms. Thomas introduced the item.

Discussion ensued regarding the City Commission considering a variety of incentives including impact fees and deferrals, Sarasota County Board of Commissioners addressing incentives including ad valorem taxes, Sarasota County current packet of incentives, expediting the process for business development and permitting, and creating an incentive package for North Port. .

## **7. Updates**

**A. [19-1098](#)**

**Upcoming Proclamations at October 3rd Commission Special Meeting**

Ms. Thomas reported that Proclamations will be presented at the October 3, 2019

Commission Special Meeting recognizing October 4, 2019 as Manufacturing Day, proclaiming October 6 through 13, 2019 as National Home-Based Business Week, and there will be a reception prior to the meeting.

**B. [19-1099](#) Toledo Blade Corridor Lunch and Learn**

Ms. Guffey provided an overview noting that the event will be held on October 15, 2019 with invitations going out to small manufactures along the Toledo Blade Corridor, Suncoast Career Edge and Dr. Gross with Epiphany Health.

**C. [19-1100](#) Real Estate Summit update**

Ms. Thomas provided an overview and noted that the Real Estate Summit will be held November 1, 2019 focusing on North Port.

**D. [19-1101](#) Insightly Customer Relationship Management (CRM) Software as a Service (SaaS) update**

Ms. Thomas noted this item was previously discussed.

**E. [19-1102](#) GrowFL Recruitment Event on October 22nd**

Ms. Thomas reported that an event is scheduled for October 22, 2019 in Sarasota.

**F. [19-1103](#) Grant Application for Sumter/I-75 update**

Ms. Thomas noted there was nothing new to report.

**G. [19-1104](#) Interlocal Agreement update**

This item was previously discussed.

**H. [19-1105](#) Braves 2020 opportunities**

This item was tabled.

**8. Future Agenda Items**

There were no future agenda items discussed.

**9. Public Comment**

There was no putlic comment.

**10. Adjournment**

Chair Suggs adjourned the meeting at 11:26 a.m.

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Joseph Hafner, Chair

Minutes were approved at the Community Economic Development Advisory Board this \_\_\_\_ day of \_\_\_\_\_, 2019.