City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes
Charter Review Advisory Board

Wednesday, June 17, 2026 | **6:00 PM** | **City Hall Room 244**

1. CALL TO ORDER

Board Member San Vicente called the meeting to order at 6:00 p.m.

2. ROLL CALL

Present 4 - Chair Harrison, Alternate I Kowalczyk, Vice Chair San Vicente and Board Member Torres

Absent 3 - Board Member Boddy, Board Member Guerin-Staples and Board Member Justice

ALSO PRESENT:

Staff Liaison Powell and Assistant City Attorney Coughlin

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Harrison.

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

A. 26-0273 Approval of the December 17, 2025 Charter Review Advisory Board Minutes.

Board Member San Vicente announced the item.

Discussion took place regarding referendum recommendation status.

A motion was made by Board Member Harrison, seconded by Board Member Kowalczyk, to approve the minutes as presented. The motion carried on the following vote:

Yes: 4 - Chair Harrison, Alternate I Kowalczyk, Vice Chair San Vicente and Board Member Torres

Absent: 3 - Board Member Boddy, Board Member Guerin-Staples and Board Member Justice

6. PRESENTATIONS

A. 26-0232 Presentation of Sunshine Law Training (Presented by the Office of the City Attorney)

Board Member San Vicente announced the item.

Ms. Coughlin provided a presentation including public meetings definitions, open meeting requirements, social media, legal review, penalties, public records definitions, email and text messages, public record requests, retention, examples, Florida Commission on Ethics, prohibited conduct and relationships, voting conflicts of interest, relatives, quorums and motions, alternate members, and requesting information that is not a public record.

Discussion took place regarding retaining public records and communication with Commission.

7. NEW BUSINESS

A. 25-2851 Discussion and Possible Action Regarding Recommending New Verbiage Allowing Charter Officers to Live Outside the City

Board Member San Vicente announced the item.

Discussion took place regarding Commission direction, County or State residency, Charter Officers, City residency pros and cons, internal versus external selection process, contract stipulations, commute reimbursement, and legal review.

A motion was made by Board Member Harrison, seconded by Board Member Kowalczyk, to recommend the City Commission place a Charter amendment before the voters to amend the residency requirements for Charter Officers by replacing the current City-only residency requirement with a regional residency requirement allowing Charter Officers to reside within Sarasota County or a contiguous county, specifically Manatee County, DeSoto county, or Charlotte County, while allowing the City Commission to impose stricter residency, availability, or response requirements through employment contracts. The motion carried on the following vote:

Yes: 4 - Chair Harrison, Alternate I Kowalczyk, Vice Chair San Vicente and Board Member Torres

Absent: 3 - Board Member Boddy, Board Member Guerin-Staples and Board Member Justice

Discussion continued regarding Charter amendment process.

B. 26-0252 Discussion and Possible Action Regarding Recommending Changes to Sections 5.01 and 5.02 of the City Charter.

Board Member San Vicente announced the item.

Discussion took place regarding prior legal review, municipality Charter comparisons, Commission communication limitations, prior conflicts, recommended changes, language interpretation, and legal review.

A motion was made by Board Member Harrison, seconded by Board Member Kowalczyk, to recommend the City Commission amend Section 5.2 of the City Charter to include verbiage except for the purposes of inquiry or information, the City Commission and its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager. The motion carried on the following vote:

Yes: 4 - Chair Harrison, Alternate I Kowalczyk, Vice Chair San Vicente and Board Member Torres

Absent: 3 - Board Member Boddy, Board Member Guerin-Staples and Board Member Justice

C. [25-2943] Discussion and Possible Action Regarding Election of Chair and Vice Chair

Board Member San Vicente announced the item and called for nominations for Chair.

Board Member Torres nominated Board Member Harrison to serve as Chair.

With no additional nominations Board Member San Vicente closed the nominations and requested a motion.

A motion was made by Board Member Torres, seconded by Board Member Kowalczyk, to elect Board Member Harrison as Chair. The motion carried on the following vote:

Yes: 4 - Chair Harrison, Alternate I Kowalczyk, Vice Chair San Vicente and Board Member Torres

Absent: 3 - Board Member Boddy, Board Member Guerin-Staples and Board Member Justice

Board Member San Vicente announced the item and called for nominations for Vice Chair.

Board Member Torres nominated Board Member San Vicente to serve as Vice Chair.

With no additional nominations Board Member San Vicente closed the nominations and requested a motion.

A motion was made by Board Member Torres, seconded by Board Member Kowalczyk, to elect Board Member San Vicente as Vice Chair. The motion carried on the following vote:

Yes: 4 - Chair Harrison, Alternate I Kowalczyk, Vice Chair San Vicente and Board Member Torres

Absent: 3 - Board Member Boddy, Board Member Guerin-Staples and Board Member Justice

8. FUTURE AGENDA ITEMS

Board Member San Vicente announced and queried Board Members regarding items to be placed on a future agenda including prior recommendation updates, Commission terms limitations, review of Charter, meeting schedule, and advisory board attendance.

9. PUBLIC COMMENT

There was no public comment.

10. ADJOURNMENT

Board Member San Vicente adjourned the meeting at 7:13 p.m.

By: ______________________________

Steven Harrison, Chair