City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes
Charter Review Advisory Board

Wednesday, February 21, 2024 | **6:00 PM** | **City Hall Room 244**

1. Call to Order

Chair Justice called the meeting to order at 6:00 p.m.

2. Roll Call

Present 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent 2 - Board Member Bartolotta and Board Member Frandsen

Also Present:

Staff Liaison Heather Faust, Deputy City Attorney Michael Golen, and Assistant City Attorney Katlyn Coughlin

3. Pledge of Allegiance

The Pledge of Allegiance was led by the Board.

4. Public Comment

There was no public comment.

5. Approval of Minutes

24-0071 Approval of the December 20, 2023 Charter Review Advisory Board Minutes

Chair Justice announced the item.

A motion was made by Board Member Bilski, seconded by Vice Chair Garren, to approve the minutes as presented. The motion carried by the following vote:

Yes: 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent: 2 - Board Member Bartolotta and Board Member Frandsen

6. Presentation

24-0190 Assistant City Attorney Katlyn Coughlin: Sunshine Law (Public Records and Public Meetings, Ethics, and Meeting Procedures)

Chair Justice announced the item.

Ms. Coughlin provided a presentation including Government in the Sunshine Manual,

public meeting definition, open meeting requirements, penalties for violations and examples, email and text messages, public records requests, public record retention, penalty examples, ethics, prohibited conduct and relationships, voting, relatives, penalties, meeting procedures, alternate members, and request for information.

Discussion took place regarding public record request procedure.

No action was taken on this item.

24-0192 City Clerk Faust: Advisory Board Member and Chair/Vice Chair Training

Chair Justice announced the item.

Ms. Faust provided a presentation including overview, advisory board powers and duties, fundamental principals, chair/vice chair roles and responsibilities, board member responsibilities, do's and don'ts, and meeting procedures.

Discussion took place regarding process for future agenda items additions.

No action was taken on this item.

7. New Business

24-0191 Election of Chair and Vice Chair for 2024

Chair Justice announced the item.

A motion was made by Board Member Bilski, seconded by Board Member Boddy, to nominate Board Member Justice to serve as Chair. The motion carried on the following vote:

Yes: 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent: 2 - Board Member Bartolotta and Board Member Frandsen

A motion was made by Board Member Bilski, seconded by Board Member Boddy, to nominate Board Member Garren to serve as Vice Chair. The motion carried on the following vote:

Yes: 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent: 2 - Board Member Bartolotta and Board Member Frandsen

24-0194 Discussion and Possible Action Regarding Request for a Joint Meeting with the City Commission

Chair Justice announced the item.

Discussion took place regarding availability, purpose, scheduling, annual report topics, and possible dates.

A motion was made by Board Member Boddy, seconded by Board Member Bilski, to schedule a Joint Meeting with the City Commission. The motion carried by the following vote:

Yes: 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent: 2 - Board Member Bartolotta and Board Member Frandsen

24-0072 Discussion and Possible Action Regarding Sarasota County Charter Section 5.3 Compensation on Fee Basis Forbidden and Inclusion within the City Charter

Chair Justice announced the item.

Discussion took place regarding purpose of the agenda item.

A motion was made by Board Member Bilski, seconded by Chair Justice, that no action be taken on this item. The motion carried by the following vote:

Yes: 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent: 2 - Board Member Bartolotta and Board Member Frandsen

8. Unfinished Business

23-0132 Discussion and Possible Action Regarding Adding Language to the City Charter to Create a Commission Job Description

Chair Justice announced the item and spoke to Charter language regarding district seat designations, and adding language stating "...each seat is a full-time position and hereby..."

Discussion took place regarding political positions not having job descriptions, voter determination of job productivity, and future salary discussion.

A motion was made by Board Member Bilski, seconded by Vice Chair Garren, that no action be taken on this item. The motion carried by the following vote:

Yes: 4 - Chair Justice, Vice Chair Garren, Board Member Bilski and Board Member Boddy

Absent: 2 - Board Member Bartolotta and Board Member Frandsen

9. Future Agenda Items

Discussion took place regarding future agenda items being determined after the joint meeting with Commission.

10. Public Comment

There was no public comment.

11. Adjournment

Chair Justice adjourned the meeting at 6:55 p.m.

By: _____
Joe Justice, Chair