

**MINUTES
CHARTER REVIEW COMMITTEE MEETING
HAINES CITY, FLORIDA**

May 16, 2017

3:30 PM

Commission Chambers

1. CALL TO ORDER

Deputy City Manager Deric Feacher called to order the Charter Review Committee Meeting at 3:30 p.m. on Tuesday, May 16th, 2017 in the City Commission Chambers located at 620 E. Main Street Haines City, Florida.

Committee Members in attendance were: Michael Harvie, Louie McLean, Dr. Charles Anderson, and Stacy Stokes.

Absent: Dr. Timothy James

Staff in attendance: Deputy City Manager Deric Feacher and Deputy City Clerk Erica Anderson.

2. OVERVIEW OF SUNSHINE LAW

Deputy City Manager Feacher gave a brief overview of the Sunshine Law do's and don't's:

1. Meetings of boards or commissions must be open to the public;
2. Reasonable notice of such meetings must be given;
3. Minutes of the meeting must be taken.

The members are aware they are not to contact fellow board members and have conversations about items that may come before the board to be voted on and the penalties and fines for doing so.

Deputy City Manager Feacher gave an overview of the Public Records Chapter 19.10, all municipal records are open for personal inspection and copying by any person. Public records include; all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission made or received pursuant to law or ordinance in conjunction with the transaction of official business by any agency.

Deputy City Manager Feacher went over Resolution No. 17-1233 establishing the Charter Review Board, stating their duties (to review, provide input, and propose amendments), purpose, and terms as members of the Board.

3. OVERVIEW OF ETHICS TRAINING

Deputy City Manager Feacher went over the Ethics Training Workshop which will be held on Wednesday, June 14th, 2017 from 9:00 a.m. to 1:30 p.m. and presented the board with the opportunity to sign up for the training.

4. OVERVIEW OF THE CITY CHARTER

Deputy City Manager Feacher went over sections I-XII of the City Charter with the board.

5. PROPOSED CHARTER AMENDMENTS

The board will conduct their next three meetings going over the City Charter starting with the second meeting on June 22nd at 3:30 p.m. the board will discuss articles 1-5. The proposed schedule for upcoming meeting(s) will cover articles 6-9, and the next, articles 10-12.

The board discussed, districts, salaries, and elections. Deputy City Manager Feacher informed the board he will present proposed amendments from the City Commission at the June meeting.

Proposed amendments or revisions are to come before the City Commission no later than October 5, 2017. The City Commission may accept or reject all proposed amendments and revisions as well as present new amendments and revisions not recommended by the Charter Review Board.

6. ELECTION OF CHAIR / VICE CHAIR

The board selected its Vice Chair: Board Member McLean nominated Board Member Charles Anderson. Board Member Stokes seconded the nomination, the vote was approved unanimously by voice call vote.

The Board selected its Chair: Board Member Anderson nominated Board Member Louie McLean as Chair. Board Member Stokes seconded the nomination, the vote was approved unanimously by voice call vote.

Chair: Louie McLean - Accepted

Vice Chair: Charles Anderson - Accepted

7. BOARD DISCUSSION

Vice Chair Anderson questioned whether or not environmental scans of [various city charters] would be completed, comparative to other cities during the boards duration. Deputy City Manager informed the board it would be up to the board to conduct such scans.

Chair McLean stated he is happy to see more people serving on the boards here in Haines City.

8. ADJOURNMENT

Without any further discussion, the Charter Review Board adjourned at 4:08 p.m.

The next meeting will be held on Thursday, June 22, 2017 at 3:30 p.m. in the Development Services Conference Room.

APPROVED:

BY:

ATTEST:

Linda Bourgeois
City Clerk