

Charter Review Committee Minutes – June 13, 2017

Charter Review Committee Board

Members Present	Staff	Visitors
Ellis Conner	Growth Management Director	S. Stern
Adrienne McKinnie	Planning Coordinator	Doug Faircloth
Andrew Rencich	Ben Holley, Attorney	Paul Lowery
Gene Strickland		Linda Parker
Michelle Simmons	Members Absent	Graham Fountain
Warren Robinson	Joshua Molyneux	
<p>The data reflected within these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes and photographs. Comments reflected herein are sometimes paraphrased, condensed and have been edited to reflect essential subject matter covered during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Clerk's office and providing their own representative and equipment to produce a verbatim account of the proceedings pursuant to Crestview Policy 91 1, Duplication of Public Records, Chapters 119 and 283, Florida Statutes and Attorney General opinions in force at time of enactment of Policy 91 1.</p>		

CONVENE - The Charter Review Committee meeting was called to order at 6:00 p.m. on Tuesday, June 13, 2017, in the City Hall Council Chambers.

Ms. Teresa Gaillard, Administrative Assistant to City Council welcomed committee members to the orientation meeting of the board. She requested that each member introduce themselves to other members and provide a brief personal background in order to educate each member to the overall professional experience represented by this Board:

Adrienne McKinnie is from McKinnie Funeral Home and has lived in Crestview for approximately 8 years.

Ellis Conner is a retired city employee; has served 5 years on the City Council, and is a lifetime resident of Crestview.

Andrew Rencich stated he moved to the City in 2011 with the military's BRAC realignment; he has 14 years of military service and is currently a local business owner.

Eugene Strickland, Director of Missions, Okaloosa Baptist Association, stated he works with 28 Baptist Churches in Northern Okaloosa County.

Michelle Simmons has lived in Crestview since 2006; is a Paralegal for a criminal defense firm; and is currently serving as a member of the Crestview Board of Adjustment.

Warren Robinson stated he is a 17 year resident of the City, retired from the military and a current Civil Service employee. Mr. Robison is also a member of the Board of Adjustment for the City.

Ms. Gaillard presented the information book with dividers and note and question sheets provided. She further advised the Board of the contents in their manual, bringing attention to the request for references, speaker contact information. This will be used to request any research materials or speakers which might bring light to the charge at hand.

Ms. Gaillard presented and explained the Mission Statement for the Board. This is a directive given by the City Council to examine other forms of government and report back to them their findings within 90 days.

She further advised that the City Charter which was prepared in 1963 is the foundation of all City functions. There has not been a comprehensive review since 2009. The City Council desires to have citizenry review the Charter and recommend changes, if any that need to be made within the 90 day period, unless an extension is otherwise approved.

Mr. Holley further expounded on FS 286.011 the Sunshine Law and informed the Board of their need to understand and follow all aspects of this law. Further, he stated all meetings are open to the public for attendance and input. Specifically, he stated the following three items were the synopsis of the documentation which was presented to them.

1. All meetings must be open to the public.
2. Reasonable notice must be given prior to the meeting.
3. Minutes must be taken and properly recorded.

Further, Mr. Holley instructed that members are not allowed to communicate with anyone relating to the Charter other than inside a public meeting. They cannot discuss this action with the City Council or otherwise outside a public venue. Members cannot use a go-between or other means of messengers to communicate. If any member violates the Sunshine Law (the Council being unaware of said violation) and Council approves the committee's suggestions, and found out later, there could be fines. Any action taken by Council after the violation of the Sunshine Law shall be null and void. Public input will be allowed during this meeting. It is allowable for the board to give a limited amount of time for anyone to address this Board.

The committee must also comply with the Public Records Law FS 119. Anything written, copied, texted, emailed or otherwise provided by this board is to be considered as public records and may be subject to said law. Any notes taken during this meeting shall be construed as public records.

Further discussion ensued regarding the scheduling of the meeting calendar. Mr. Holley advised he would not be able to attend all meetings. Further he stated he has conflicts on Tuesday as he represents the School Board for Walton County.

Mr. Holley suggested that the Board contact Ms. Gaillard for all legal questions or otherwise, in needing his assistance or guidance. Any and all need for research and questions must be directed to Ms. Gaillard if you need legal counsel. She will make contact and he will attend the next meeting to assist you.

The board is tasked with reviewing the Charter, examining all other forms of government which might better meet the needs of the City or create better governance for the community today.

Ms. Gaillard instructed the committee of the need to elect a member to lead the committee (Chairman and Vice Chairman).

Mr. Andrew Rencich volunteered to be considered as Chairman. Mr. Robinson seconded his nomination.

Ms. Gaillard asked if there were others who wished to make a nomination.

Mr. Strickland nominated Ellis Conner, due to his familiarity with the City development and growth. Ms. Simmons seconded that nomination.

Ms. Gaillard asked each nominee to give a brief background history informing the members of their qualifications to serve in this capacity.

Mr. Rencich stated he had served 14 years in the military with various leadership roles. He stated he is a husband with a daughter; has a great amount of experience, and has the ability to foster what currently is best for the citizens of Crestview.

Mr. Conner stated he is honored to serve on this Board. He served on the last committee to review the Charter. However, there was much controversy in the City during that period. He will maintain the meeting flow by implementing Roberts Rules of Order and will recognize all those who have comments to provide to this committee.

Ms. Gaillard asked for further nominations. Hearing none; she followed suggestions of the group with a show of hands vote. Mr. Conner was selected as Chairperson; and Mr. Rencich as Vice-Chairperson.

Ms. Gaillard advised that meetings will be published in the newspaper to meet public notice requirements and in response to Mr. Rencich's questions, would provide the minutes be transcribed in a timely manner.

A lengthy discussion ensued relative to scheduling future meetings. Mr. Holley has conflicts on Tuesday and it appears that Thursday is the best meeting night for all involved.

Mr. Strickland suggested the meetings be held every 2 weeks. Others agreed that would be necessary to allow for proper study and research time.

The meeting schedule follows as all members agreed on these dates. The meeting dates chosen fall on Thursdays: 6/29/17, 7/13/17, 8/3/17, 8/17/17, 8/31/17, 9/7/17.

The meeting time was also selected as 6:00 PM to begin and end at 7:30 PM.

Ms. Gaillard proceeded to introduce the manual in greater detail to the Board and stated there is a copy of the City Charter in their notebook. Also, there is a listing of the different forms of government for study. She also advised that she is the safe partner for the Board under the Sunshine Law. She will do the research and provide answers as necessary.

Mr. Rencich asked how the procedure is done for the next meeting Agenda. Ms. Gaillard advised that agenda items would come from the Board's questions or requests. Afterward, she will prepare the data.

Mr. Conner suggested that Mr. Jack Dorman would be a good informational resource to speak, as he is a former City Manager (Destin). He is our current Consultant for the Comprehensive Plan. He was instrumental in the Comp Plan Rescue in 1988. Ms. Gaillard will contact Mr. Dorman and ask him to speak and provide his experience with various forms of government. This information will assist in completing the Board's mission. The Board will be provided the proper documentation in the types of government and how they interact in order to arrive at your decision.

Ms. Simmons mentioned in a past meeting where a group from Niceville (ISP) could possibly attend and be able to present information to the Board. Further discussion ensued.

Mr. Rencich asked about contacting a specific person or individual who was a part of that group that might be able to provide input.

Ms. Gaillard reminded and cautioned the Board members they must channel through her and she would make contact, request all speakers, and/or obtain other information; and, reiterated that no member should make individual contact without seeking her assistance. She is the sole contact for members and will make arrangements for requests to attend these meetings.

Mr. Robinson suggested that maybe someone from the Okaloosa College might be able to come and speak with the Economics program.


Mr. Rencich suggest obtaining some records for budget comparison or costs of operations one to the other of the various types of government.

Ms. Simmons questioned where one might obtain a copy of previous Council minutes regarding Mr. Studer's visit with the Council.

At this time, Mr. Conner asked for any public input from the audience. There being none, he called for a motion to adjourn.

The Motion was made by **Mr. Strickland**; seconded by **Mr. Rencich**.

The meeting s adjourned at 6:58 P.M.


Secretary


Chairman/Vice Chairman