

**MINUTES OF THE MAY 15th, 2021 MEETING  
GREEN COVE SPRINGS CITIZEN'S ADVISORY COMMITTEE**

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**1. Call to Order**

Thomas Smith, Chairman of the 2021 Green Cove Springs Citizen's Advisory Committee (GCSCAC), called the third meeting to order on Thursday May 15, 2021, at 6:30 p.m. The meeting was held in the Green Cove Springs City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

The following members were present: Chairman Thomas Smith, Vice-Chair Cheri Starnes, Secretary Hope Chessel, David P Kyser, Stephanie Williams, Theresa Crockett, Ron Winstead, Nah Deh Simmons, Cindy Ross, Taylor Collins, Henrietta Francis, Ricky Ott, Scott McGee, Erin Howard, Joanne LeBeouf, Leann Wilkes, Dan Nichols, Amber Gifford, Chris Gay, Charles Sohm, Robert Robey, Dan Jollota, Christina Treadway, and Kimber Muller.

The following members were not present: Mason Beasley, William Meeks, Al Herndon, Tim Howells, Kevin Hurley, Pam Lewis, William Taft, Wes Taylor.  
Also present was City Manager Steve Kennedy.  
Minutes from last CAC meeting were accepted.

**2. Committee Topics: None addressed.**

**3. Adoption of By-laws**

Drafted from a Citizens Advisory Committee template located in Georgia, the GCSCAC reviewed and adopted by-laws.

Article I: Name: No Objections

Motion made by Hope Chessel to adopt the shortened moniker (previously GCSCAC) to CAC (Citizens Advisory Committee) for streamlining communications. This motion was seconded by Cindy Ross. The motion was passed by majority vote.

Article II: Purpose: No objection, motion approved by majority vote.

Article III: Officers. A motion was made by Pam Lewis for members to serve a 2-year term. City Manager Steve Kennedy provided clarification for terms. Dan Jollota seconded motion. Motion approved by majority vote.

Article IV: Duties of the Committee. A motion was made by David Kyser to add "by majority CAC vote" to Article IV-1 and was seconded by Pam Lewis. Motion approved by majority vote.

Article V: Composition and Terms: A motion was made by David Kyser to set the serve until date for the current CAC from 20XX to 2023. Motion was seconded by Dan Jollota. Motion approved by majority vote.

A motion by David Sohm to amend the composition of CAC to persons under GCS Utility +1 mile, seconded by Christina Treadway. An amendment to the motion was made by David Kyser to article 5, paragraph 2, section D subsection 1: to include businesses within 1 mile of the existing city limits or utility service area of Green Cove Springs. Motion passed by majority vote.

Article VI: Meetings: a motion was made by Rob Robey to change date from 4th to 2nd Thursday of each month at 6:30pm, sentence 2 struck entirely, paragraph 3 changed to “active roster” from “roster” and removing the verbiage “November and December” from the second sentence. The motion was seconded by Cindy Ross. Motion passed by majority vote.

Of special note, committee may choose to hold monthly meetings on a different date in November and December. However, for flexibility the committee would prefer to leave the date monthly on the 2nd Thursday unless a holiday conflict arises.

A motion was made by Taylor Collins to adopt the new meeting agenda and seconded by Daniel Nichols. Motion passed by majority vote.

Article VII: Amendments to By-Laws: A motion was made by Daniel Nichols to accept as stated and seconded by Chris Gay. Motion passed by majority vote.

### **3. Committee Discussion**

Discussion led by Leann Wilkes on how to interact with the general citizenry, presenting to city council, and accepting suggestions to the committee.

Discussion led by Chairman Thomas Smith on decorum during meetings.

Group discussion on the topic of the future of the city and its growth led by Cindy Ross.

Discussion led by Dan Jollota of going forward with the committee input.

Discussion led by Charles Sohm regarding Sunshine Laws.

### **4. Adjournment**

A motion was made to adjourn by David Kyser and seconded by Dan Jollota. It was passed by majority vote.

The meeting was adjourned at 8:00 p.m.

Minutes prepared by Hope Chessel, Secretary, CAC  
May 26th, 2021

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Hope Chessel, Secretary

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Thomas Smith, Chairman

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Ed Gaw, Mayor