

The Charter Review Board as appointed by City Council Resolution No. 2020-020, for the City of Lake City, Florida met on Tuesday, June 23, 2020, beginning at 6:00 PM, via Communications Media Technology.

Call Meeting to Order

Chairman Summerall called the meeting to order at 6:00 P.M.

Roll Call

Chairman	Rob Summerall
Board Members	Gwendolyn Allen
	Sparkle Green
	Fredrick Reed – absent **
	Ann Skinner
City Attorney	Fred Koberlein
City Manager	Joe Helfenberger
Sergeant-at-Arms	Chief Argatha Gilmore
City Clerk	Audrey E. Sikes

Approval of Minutes

1. June 9, 2020

Ms. Skinner made a motion to approve the minutes as presented. Ms. Allen seconded the motion. A roll call vote was taken and the motion passed on a 4-0 vote.

Ms. Skinner	Aye
Ms. Allen	Aye
Ms. Green	Aye
Chairman Summerall	Aye

Approval of Agenda

Ms. Skinner made a motion to approve the agenda as presented. Ms. Green seconded the motion. A roll call vote was taken and the motion passed on a 4-0 vote.

Ms. Skinner	Aye
Ms. Green	Aye
Ms. Allen	Aye
Chairman Summerall	Aye

Public Comments – None

2. Read into record email and/or mail suggestions received
Email dated June 9, 2020 from Stew Lilker regarding Enhanced Public Notice

Mr. Helfenberger stated he is working with staff on a solution for information to be placed on the

website. The goal is to accomplish 100% ADA compliance on the website.

Chairman Summerall asked members if they wished to discuss the public comment submitted by Mr. Lilkler. No one asked to discuss the public comment.

Old Business

3. During the June 9, 2020 meeting, members reviewed Article V, Section 501, Section 502, Section 503, Section 504, Section 506, Section 507, Section 508, Section 509, Section 510 and Section 511 with no changes recommended. No formal motion was made to memorialize this action. A motion to leave Article V, Section 501, Section 502, Section 503, Section 504, Section 506, Section 507, Section 508, Section 509, Section 510 and Section 511 as currently stated and unchanged is needed.

Ms. Skinner made a motion to leave Article V, Section 501, Section 502, Section 503, Section 504, Section 506, Section 507, Section 508, Section 509, Section 510 and Section 511 as currently stated and unchanged. Ms. Green seconded the motion. A roll call vote was taken and the motion passed 4-0.

Ms. Skinner	Aye
Ms. Green	Aye
Ms. Allen	Aye
Chairman Summerall	Aye

Revisit Article IV – City Manager

4. Current wording of Article IV – City Manager
5. Letter from Attorney Koberlein regarding Section 404(b)

Mr. Koberlein referenced the June 12, 2020 letter and provided members an update on his work with Mr. Reed. Members concurred with the findings and recommendations. Members concurred to change 404(b) and to add a new section 105 (c) as identified below. Words ~~stricken~~ are deletions; words underlined are additions.

Section 404(b) of Article IV

(b) He shall direct and supervise the administration of all departments, officers, and agencies of the city, except as otherwise provided by this Charter or law. ~~And perform his duties without regard to race, color, creed, or national origin.~~

Section 105(c) of Article I

(c) The City shall prohibit discriminatory actions that are inconsistent with state and federal law.

Ms. Skinner made a motion to strike the words “~~and perform his duties without regard to race, color, creed, or nation origin~~” from section 404 (b) and to create a new section, 105

(c) that states, “105 (c) the city shall prohibit discriminatory actions that are inconsistent with federal and state law”. Ms. Allen seconded the motion. A roll call vote was taken and the motion passed 4-0.

Ms. Skinner	Aye
Ms. Allen	Aye
Ms. Green	Aye
Chairman Summerall	Aye

Chairman Summerall stated since this motion only addressed Article IV Section 404 (b), the remaining portions of Article IV needed a motion to remain as stated and unchanged.

Ms. Skinner made a motion to leave Article IV, Section 401, 402, 403, 404 (a), (c), (d), (e), (f), (g), (h) and (i) as stated and unchanged. Ms. Green seconded the motion. A roll call vote was taken and the motion passed 4-0.

Ms. Skinner	Aye
Ms. Green	Aye
Ms. Allen	Aye
Chairman Summerall	Aye

Revisit Section 603 of Charter – City Attorney

6. Current wording of Section 603 – City Attorney
7. Proposed verbiage for Section 603 – City Attorney
8. Report Summary from Attorney Koberlein

Mr. Helfenberger stated he supported the proposed verbiage for Section 603. The verbiage is provided below. Words ~~stricken~~ are deletions; words underlined are additions.

Section 603. - City attorney.

~~The Council shall appoint a city attorney and such assistant city attorneys as it deems necessary who shall act as legal advisors to the city and all of its officers in matters relating to their official duties. The city attorney shall approve all contracts of the municipality before the same shall become effective, which approval shall appear on every city contract signed by the city attorney.~~

The council shall appoint a city attorney and such assistant city attorneys as it deems necessary who shall act as legal advisors to the city and all of its officers in matters relating to their official duties.

- (a) Tenure of office and qualifications. The council shall appoint a city attorney, who shall act as the legal advisor to and attorney and counselor for the city and all of its officers in matters relating to their official duties. The city attorney shall serve under the direction and supervision of the council and shall hold office at the pleasure of the council. The

city attorney shall be chosen on the basis of legal and administrative qualifications. The council shall establish an appropriate contract for the city attorney, which shall contain the employment conditions, compensation, benefits and such other terms as may be appropriate.

- (b) Powers and duties enumerated. The city attorney shall be responsible to the council for the proper administration of all affairs of the city assigned to the office of the city attorney and to that end perform such other professional duties as may be required of the office by ordinance or resolution of the council or as are prescribed for city attorneys under the general law of the state which are not inconsistent with this charter and with any ordinance or resolution which may be passed by the council.

Ms. Skinner made a motion to accept the verbiage for Section 603 of the charter as presented. Ms. Allen seconded the motion. A roll call vote was taken and the motion passed 4-0.

Ms. Skinner	Aye
Ms. Allen	Aye
Ms. Green	Aye
Chairman Summerall	Aye

Revisit Section 306 of Charter – City Clerk

9. Current wording of Section 306 Duties of city clerk
10. Proposed verbiage for Section 306 City Clerk
11. Research overview City Clerk

Mr. Helfenberger stated he supported the proposed verbiage for Section 306. He thanked Ms. Sikes and Mr. Koberlein for their efforts in conducting the research and providing the supporting documentation. Ms. Skinner commended staff on the rewrite of Section 306. The verbiage is provided below. Words ~~stricken~~ are deletions; words underlined are additions.

Section 306. – ~~Duties of the~~ city clerk

The council shall appoint a city clerk, who shall serve as a Charter officer under the direction and supervision of the council and shall hold office at the pleasure of the council. The city clerk shall be chosen on the basis of administrative qualifications. The council shall establish an appropriate contract for the city clerk, which shall contain the employment conditions, compensation, benefits and such other terms as may be appropriate. The direct employees of the city clerk in the office of the city clerk shall report to the city clerk. The city clerk shall have the authority to hire, direct, promote and terminate the employees in the city clerk's office. The city clerk shall serve as official custodian of the city seal and administer oaths as necessary. The city clerk shall be the custodian of all official records of the city and shall be responsible for the proper administration of all affairs concerning records of the city placed under the city clerk's authority. The city clerk shall give notice of council meetings to its members and the

public and shall keep the journal of its proceedings which shall be public record, and perform such other duties as the council may from time to time assign.

Ms. Skinner made a motion to accept the verbiage for Section 306 of the charter as presented. Ms. Green seconded the motion. A roll call vote was taken and the motion passed 4-0.

Ms. Skinner	Aye
Ms. Green	Aye
Ms. Allen	Aye
Chairman Summerall	Aye

Charters Referenced in 306 Research – City Clerk

12. Atlantic Beach
13. Calloway
14. Fernandina Beach
15. Florida City
16. Gulfport
17. Key Biscayne
18. Longwood
19. Miami Springs
20. Niceville
21. North Palm Beach
22. Oldsmar
23. Palmetto
24. Panama City Beach
25. Vero Beach

Contracts Referenced in 306 Research – City Clerk

26. Atlantic Beach
27. Calloway
28. Fernandina Beach
29. Gulfport
30. Longwood
31. Oldsmar
32. Panama City Beach
33. South Miami

Next Meeting Date – Thursday, June 25, 2020 6:00 PM

Members concurred to cancel the June 25, 2020 meeting due to Attorney Koberlein needing additional time to prepare the final report/letter for the Charter Review Board. Members concurred to have the next meeting on Monday, June 29, 2020 at 6:00 PM. Mr. Summerall stated he would be out of town on June 29th, 2020 and asked Ms. Skinner if she would be available to chair the meeting. Ms. Skinner agreed to handle the meeting.

Ms. Skinner made a motion to cancel the June 25, 2020 meeting at 6:00 PM with the next

meeting of the Charter Review Board being held on Monday, June 29, 2020 at 6:00 PM. Ms. Green seconded the motion. A roll call vote was taken and the motion passed 4-0.

Ms. Skinner	Aye
Ms. Green	Aye
Ms. Allen	Aye
Chairman Summerall	Aye

Adjournment

All matters having been handled, the meeting adjourned at 6:30PM on a **motion made by Ms. Skinner and seconded by Ms. Allen. A roll call vote was taken and the motion passed 4-0.**

Ms. Skinner	Aye
Ms. Allen	Aye
Ms. Green	Aye
Chairman Summerall	Aye

Audrey E. Sikes, City Clerk

Rob Summerall, Chairman

** Note: Due to unexpected technical difficulties Mr. Reed was unable to verbally participate during the meeting. Even though Mr. Reed is marked absent for the meeting please let the record reflect, he was connected but was unable to be heard.