

The Charter Review Board as appointed by City Council Resolution No. 2020-020, for the City of Lake City, Florida met on Tuesday, May 26, 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.

#### **1. Introduction of Staff and Committee Members (Chairman Summerall)**

At this time Mr. Summerall introduced all the Charter Review Board Members and the three staff members that would be assisting the members during this review.

### **Roll Call**

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

### **Approval of Agenda**

Mr. Koberlein requested to add the election of a vice chair to the agenda as item 3A. **Mr. Reed made a motion to approve the agenda as amended. Ms. Skinner seconded the motion. The motion carried unanimously on a voice vote.**

### **New Business**

#### **2. Role and Responsibility of Charter Review Board Members (Attorney Fred Koberlein)**

Mr. Koberlein provided members with a Charter Review Board Participation Handbook and briefly reviewed it with them. He discussed the role and responsibility of the Board Members and stated the recommendations of the Charter Review Board will pass directly on to the voters. Mr. Koberlein reminded members the proposed schedule of tentative meeting dates can be modified if needed.

#### **3. Sunshine Provisions of the laws of Florida governing the Board, its members and its meeting (Attorney Fred Koberlein)**

Mr. Koberlein discussed Sunshine Law and how it applies to the Charter Review Board. He provided the official definition of what constitutes a public record and briefly discussed the retention of records. Mr. Koberlein advised members not to delete any public records and to contact the City Clerks Office with any questions they may have relating to records. He stated the Sunshine Manual is attached in the agenda packet and reminded members meetings must be open to the public, reasonable notice must be provided of the meeting and minutes must be taken. Mr. Koberlein stated sunshine provisions apply to elected and appointed boards.

Declaration of voting conflicts and parliamentary procedures were also covered. Mr. Koberlein reminded members discussion among two or more members of the same board must be in an open meeting and applies only to items in which a reasonable person would see foreseeable action to take place.

**A. Appointment of Vice-Chair to Charter Review Board**

At this time Chairman Summerall addressed the nomination of a vice chair for the Charter Review Board and asked members for a volunteer. After receiving no response to serve in this capacity, **Chairman Summerall made a motion to nominate Ann Skinner to serve as vice chair for the 2020 Charter Review Board. Mr. Reed seconded the motion. A roll call vote was taken and the vote passed 4-0.**

<b>Chairman Summerall</b>	<b>Aye</b>
<b>Mr. Reed</b>	<b>Aye</b>
<b>Ms. Green</b>	<b>Aye</b>
<b>Ms. Skinner</b>	<b>Aye</b>

NOTE: The motion to appoint Ms. Skinner took place at the end of the meeting.

**4. Meeting Schedule**

The tentative meeting schedule provided to the members is as follows:

May 26, 2020 (Tuesday)	6:00 PM	Introduction Meeting
May 28, 2020 (Thursday)	6:00 PM	Review Sections I and II
June 2, 2020 (Tuesday)	6:00 PM	Review Section III
June 5, 2020 (Friday)	4:00 PM	Review Section IV
June 9, 2020 (Tuesday)	6:00 PM	Review Section V and VI
June 11, 2020 (Thursday)	6:00 PM	Board discussion Charter Review Changes
June 16, 2020 (Tuesday)	6:00 PM	Approval of letter (Charter Changes/Modifications)
June 19, 2020 (Friday)	4:00 PM	Overflow date
June 23, 2020 (Tuesday)	6:00 PM	Overflow date
June 25, 2020 (Thursday)	6:00 PM	Overflow date
June 29, 2020 (Monday)	6:00 PM	Overflow date

July 6, 2020 (Monday)	On City Council agenda as an ordinance for first reading.
July 20, 2020 (Monday)	On City Council agenda as an ordinance for second/final reading.
August 3, 2020 (Monday)	Ballot language deadline for Supervisor of Elections

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

<b>Ms. Skinner</b>	<b>Aye</b>
<b>Ms. Green</b>	<b>Aye</b>
<b>Mr. Reed</b>	<b>Aye</b>
<b>Chairman Summerall</b>	<b>Aye</b>

## 5. City Charter

Mr. Summerall stated the Charter is attached to the agenda packet for review. He reminded, starting with the next meeting we will begin the review of Section I and Section II of the City Charter. Ms. Sikes will ensure members are provided a hard copy to work from.

## Public Comments

None

## 6. Read into record email and/or mail suggestions received

Mr. Summerall reported effective today, there is a City email account that has been set up to receive email suggestions for the Charter Review Board to consider. The email address is [charter@lcfla.com](mailto:charter@lcfla.com). Suggestions may also be mailed to the Charter Review Board, C/O Rob Summerall, Chair at 205 North Marion Avenue, Lake City, Florida 32055. Additionally, each Charter Review Board Member also has an email and cell phone account that has been set up for their use while serving on the Charter Review Board. The email account and city cell phone number for the members are as follows:

<u>Board Member</u>	<u>Email account</u>	<u>City Cell Phone Number</u>
Gwendolyn Allen	<a href="mailto:alleng@lcfla.com">alleng@lcfla.com</a>	386-984-2799
Sparkle Green	<a href="mailto:greens@lcfla.com">greens@lcfla.com</a>	386-365-4778
Frederick Reed	<a href="mailto:reedf@lcfla.com">reedf@lcfla.com</a>	386-984-2743
Ann Skinner	<a href="mailto:skinnera@lcfla.com">skinnera@lcfla.com</a>	386-365-5839
Rob Summerall	<a href="mailto:summerallr@lcfla.com">summerallr@lcfla.com</a>	386-984-2722

At this time the members took official action to formally appoint the vice chair for the Charter Review Board. **Ms. Green made a motion to appoint Ann Skinner as the vice chair of the Charter Review Board. Mr. Reed seconded the motion. A roll call vote was taken and the motion passed 4-0.**

Ms. Green	Aye
Mr. Reed	Aye
Ms. Skinner	Aye
Chairman Summerall	Aye

**Next Meeting Date** – May 28, 2020 at 6:00 PM

**Adjournment**

All matters having been handled, the meeting adjourned at 6:43 PM on a **motion made by Ms. Skinner and seconded by Mr. Reed. A roll call vote was taken and the motion passed 4-0.**

Ms. Skinner	Aye
Mr. Reed	Aye
Ms. Green	Aye
Chairman Summerall	Aye

---

Rob Summerall, Chair

---

Audrey E. Sikes, City Clerk