

Minutes of the Charter Review Commission
Meeting of March 21, 2011
6:00 p.m.
Village Hall
9705 E. Hibiscus Street, Palmetto Bay, FL

- 1. Call to Order:** The meeting was called to order at 6:10 p.m.

The following members of the Charter Review Commission were present:

Beverly Gerald
Warren Lovely
Brian Pariser (non-voting member)
Betty Pegram
Tom Ringel
David Zisman

The following staff members were present:

Ron E. Williams, Village Manager
Eve Boutsis, Village Attorney
Meighan Alexander, Village Clerk

- 2. Introductions**

Each member of the Commission and staff introduced themselves.

- 3. Review of Sunshine Laws**

Attorney Boutsis provided an explanation of the Sunshine Laws with reference to Florida Statute Chapter 119.07 (Public Records), notice requirements, and prohibition from discussing board activities outside of publicly-noticed meetings.

Vice Mayor Pariser asked if email communications from the public should be forwarded to the Attorney or to the Clerk. Attorney Boutsis advised the Board to forward all email communications to the Village Clerk, who acts as Secretary to this Board.

- 4. Purpose of Charter Revision Commission**

Attorney Boutsis referred to Section 6.2 of the Charter that mandates a review of the Charter every five years. She advised that any recommendations for

modification would be brought to the Village Council to be approved and then move forward to the electorate for a public vote.

Mr. Ringel asked for clarification, as he understood that the Council makes the final decision before the revisions go to the voters. Attorney Boutsis confirmed that Mr. Ringel was correct.

Mr. Zisman asked for an explanation of the process. Attorney Boutsis advised that she would take the Commission's recommendation and draft the ballot questions for approval by the Commission prior to going forward to the Village Council.

Manager Williams stated that the wording of the ballot language is important. Attorney Boutsis advised that she would email the Commission with re-lined modifications after each suggestion.

Brief discussion ensued regarding past Charter revisions.

Mr. Ringel noted that during the last Revision Commission, the Commission started at the beginning and worked through each section. He stated that the process "worked well."

The Commission discussed the number of meetings that would be necessary. Clerk Alexander advised that the Ordinance containing the Charter ballot questions must be provided to the County by August 17, 2012. She noted that the Council does not meet in August; therefore, the Charter ballot questions must be finalized by May of 2012 in order to have first reading in June, final reading in July of 2012.

Mr. Zisman asked for clarification of how a modification is achieved. Attorney Boutsis advised that the vote would be a majority vote of the Commission. Mr. Ringel noted that if an item is controversial, the Board may defer the matter and return to it later.

Mr. Lovely asked if the Chairperson is responsible for authoring the final report to the Council. Mr. Ringel advised that in the past the Commission went to the Council meeting together and provided a report.

Mr. Lovely asked if the Board is finished with its responsibility following the report. Attorney Boutsis responded affirmatively, adding that the Council

assumes responsibility at that point. Mr. Ringel stated that if the Board had a contentious issue, the Board could seek Council's opinion.

5. Election of Chairperson

Ms. Pegram nominated Beverly Gerald. Ms. Gerald passed. Mr. Lovely seconded Ms. Pegram's nomination. Ms. Gerald noted that she would like to see how the others feel. Mr. Ringel stated that he served as Chair in the past and nominated himself due to his experience. Mr. Zisman stated that he would be willing to vote for Mr. Ringel, but will agree with Ms. Gerald's nomination if she will accept.

The Board unanimously voted Beverly Gerald as the Chair. They agreed that the Village Clerk, Meighan Alexander, would be the Secretary.

6. Timetable for the Commission

Clerk Alexander provided an election calendar for review.

Mr. Ringel opined that the Board should not have to meet more than once per month; however, the public workshop should be scheduled soon.

Following discussion, the Charter Review Commission agreed to tentatively schedule the meetings for the 4th Monday of each month, with the next meeting being April 25th. The Commission agreed to have the first public workshop on May 23rd. The Commission will be meeting at 6 pm.

7. Discussion of next steps and establishment of schedule for future meetings

Discussion ensued regarding the next meeting, April 25th. The Board decided that the next meeting would include discussion regarding Articles I and II.

8. Adjourn: The meeting adjourned at 6:45 p.m.

Respectfully submitted:


Meighan J. Alexander, CMC
Village Clerk

Approved by the Charter Revision
Commission this 25th day of April,
2011.


Beverly Gerald, Chairperson