

**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**Thursday, January 21, 2016 - 6:30 pm**  
**Village Hall Chambers, 9705 E. Hibiscus Street**  
**Palmetto Bay, Florida**

**1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The meeting was called to order at 6:35 p.m.

The following members of the Village Council were present:

Mayor Eugene Flinn

Vice Mayor John DuBois

Council Member Karyn Cunningham (appeared via telephone)

Council Member Tim Schaffer

Council Member Larissa Siegel Lara

The following members of staff were present:

Village Manager Edward Silva

Village Attorney Dexter Lehtinen

Village Clerk Meighan J. Alexander

Attorney Lehtinen advised that there is legal precedence for allowing a Council member to hear the proceedings by telephone and to participate and comment. He stated that the public must be able to hear the Councilwoman.

Vice Mayor DuBois asked if the Councilwoman would be able to vote on the matter. Mayor Flinn replied that the Council will not be voting on matters.

- 2. DECORUM STATEMENT:** Any person making impertinent or slanderous remarks, or who becomes boisterous, while addressing the Council may be barred from further appearance before the Council by the Mayor, unless permission to continue or again address the Council is granted by a majority vote of the Council. Applauding speakers shall be discouraged. Heckling or verbal outbursts in support or opposition to a speaker, or his or her remarks, shall be prohibited. No signs or placards shall be allowed in the Council meeting. Persons exiting the Council meeting shall do so quietly. All cellular telephones and beepers are to be silenced during the meeting.
- 3. REQUESTS, PETITIONS AND PUBLIC COMMENTS:** No one wished to address the Council.
- 4. DISCUSSION/DIRECTION CONCERNING STRATEGIC PLAN**

Mayor Flinn confirmed to the public that the broadcast currently on the television screens is the same as what is on the Council's monitors.

Ms. Michelle Ferguson of the Novak Group gave a presentation concerning the methodology and the documents reviewed. She reviewed the population and demographic data.

Councilman Schaffer remarked that the information that is being discussed by the Novak Group is outdated by over four years. He noted that the safety information was provided by the FBI. He asked why the police weren't asked to provide information.

Ms. Ferguson replied that they met with the police department and updated information would be helpful. Councilman Schaffer stated that 2012 information from the FBI is not valid and the Commander could provide accurate information. He asked why the information was not provided. Manager Silva advised that information was provided to the Consultants by the Planning Department; however, we would have the Police Department provide the information.

Ms. Ferguson continued with the presenting, providing information concerning stakeholders and other information gleaned from the survey.

Councilman Schaffer noted that the Council had previously expressed concerns regarding the survey and its accuracy. He stated that many survey responses were inaccurate and irrelevant questions were included. Ms. Julie Novak explained that the inaccurate information was removed. Councilman Schaffer expressed his disapproval with the survey and the data provided.

Ms. Novak concluded the presentation. Councilman Schaffer remarked that the Village needs to have a strong foundation in order to draft its strategic plan.

Ms. Novak stated that their firm is not a "survey" firm and the survey was designed to be qualitative in nature and her firm believes there is sufficient information as a result of the survey to move forward.

Councilwoman Siegel Lara remarked that while the Council has not been provided the level of information that she would have liked to receive, the information is currently consolidated, which is helpful. She explained that her assumption is that information is provided for the comparability factor, as it is relevant to see how Palmetto Bay is similar and different to other communities. She stated that the general precept of data being consolidated is valuable. Councilwoman Siegel Lara stated that the scope of this effort did not include commissioning a statistically relevant study and it was not part of the contract with the Novak Group.

Vice Mayor DuBois remarked that he believed 2015 information should have, minimally, been included. He stated that in 2015, 500 new employees came to the Village, being employed with the BUPA insurance company.

Councilwoman Cunningham thanked all for their comments, but noted that nothing in the environmental scan was surprising and that the Council should be familiar with the data provided. She shared Councilwoman Siegel Lara's opinion that all of the data being consolidated is valuable, as she believes the information validates what she believed to be correct. She concurred with Councilman Schaffer's view that the crime data should be up-to-date. Councilwoman Cunningham concluded that further surveys are necessary

and should be focused on specific areas of interest, once the Council has agreed on what those areas should be.

Ms. Novak reviewed the strategic plan framework.

Councilwoman Siegel Lara suggested that the Consultant seek the information from Council individually, through a phone conversation. She stated that the answers to each Councilperson's opinion could be provided in a table for ease in voting on each item.

Ms. Novak concurred, adding that they would include a column for their recommendation. The Council concurred that the Novak Group would call each member individually.

Discussion ensued regarding community input. The Council concurred that meeting by geography and also having a variety of times (morning, evening, weekend) would be the most productive way.

Attorney Lehtinen stated that if more than one Councilperson attends, public notice would have to be provided.

Councilwoman Siegel Lara stated that the Council should not be involved in the community meetings, as they may influence the outcomes.

Councilman Schaffer stated that the surveys should go where people are congregating – local restaurants, etc. Councilwoman Siegel Lara stated that a “restaurant survey” is not the most effective, but the process does need to be convenient for the public. Councilman Schaffer said even visited the drop off locations at schools to seek parents' input would be valuable. Councilwoman Siegel Lara suggested that more than one community meeting is appropriate and the Consultant would seek Council's input on this matter.

Mayor Flinn suggested stating in the notice that these meetings are for the public, not for the Council, may increase attendance. Ms. Novak stated that having a meeting in the day, in the evening, and the weekend is the best way and they've been seeking a weekend that is not conflicting with a Village event.

Councilwoman Cunningham suggested that the picnic may be a good opportunity for seeking input, as it is well attended. She also suggested that promoting the upcoming strategic plan meetings at the Village events is an appropriate way to inform the public of the upcoming community input meetings.

Mayor Flinn suggested that the Community Outreach Committee meet with the Novak Group to discuss the matter. Ms. Novak stated that she would not be available for the Community Outreach's February 5<sup>th</sup> meeting. She explained that she would contact the Council next week.

Councilwoman Siegel Lara confirmed that as the Consultants will be contacting the Council in February, the community input/outreach will be considered in March. Ms. Novak stated that they would have informed provided to the Council in February.

Attorney Lehtinen stated that the Consultant can interview the Council members, but he cautioned Council members not to discuss the matter outside of a publicly-noticed meeting.

## 5. NEXT MEETING AND ADJOURNMENT

The meeting adjourned at 6:50 pm.

*Prepared and submitted by:*

  
Meighan J. Alexander, CMC  
Village Clerk

*Approved by the Village Council on this 7<sup>th</sup> day of March, 2016.*

  
Eugene Flinn, Mayor

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