

The Charter Review Board as appointed by City Council Resolution No. 2010-013, for the City of Lake City, Florida met on Tuesday, March 9, 2010, beginning at 6:00 PM, in the City Council Chambers located at City Hall, 205 North Marion Avenue, Lake City, Florida 32055.

1. Call Meeting to Order (Chairman Coppock)
 Chairman Coppock called the meeting to order at 6:00 P.M.

At this time Mr. Coppock resigned his position as Chair of the Board. **Mr. Lake made a motion to appoint Ann Skinner as the Chair of the Charter Review Board. Mr. Coppock seconded the motion. The motion carried on a voice vote.**

Ms. Skinner made a motion to appoint Mario Coppock as the Vice-Chair of the Charter Review Board. Mr. Kamback seconded the motion. The motion carried on a voice vote.

2. Introduction of Staff and Committee members
 Introductions were made prior to the meeting being called to order.

3. Roll Call (City Clerk Audrey Sikes)

Chair	Ann Douglass Skinner
Vice Chair	Mario Coppock
Board Members	Victoria Ellis
	Dwight Kamback
	Oliver J. "O.J." Lake
	Ann Douglass Skinner
City Attorney	Herbert F. Darby
City Manager	Wendell Johnson
Sergeant-at-Arms	Chief Argatha Gilmore
City Clerk	Audrey E. Sikes

4. Approval of Agenda
 Mr. Coppock requested to amend item 7 to reflect Meeting Schedule (Chairman Skinner) instead of (Chairman Coppock). **Mr. Coppock made a motion to approve the agenda as amended. Mr. Lake seconded the motion. The motion carried on a voice vote.**
5. Role and Responsibility of Charter Review Board Members (City Attorney Herbert Darby)

Mr. Darby discussed the role and responsibility of the Board Members. Mr. Darby stated the Charter Review Board is governed by the City Charter and asked members to read the current Charter. The main role of the Board is to determine if the City has been well served by the

Charter. Mr. Darby stated any recommended changes/modifications in the Charter must be supported by a majority of the Board. The Board is permitted to obtain recommendations relating to the Charter. The recommendations must be submitted in the following manner:

- A. Mail to: City of Lake City Charter Review Board,
C/O Ann Skinner, Chair
205 North Marion Avenue
Lake City, Florida 32055
- B. Email to: to be set up by City staff
- C. In person during public comments section of any Charter Review Board Meeting.

Mr. Darby reported the Board has ninety (90) days from March 1, 2010 to make a written recommendation to the City Council regarding any alterations, revisions, and/or amendments to the City Charter. All alterations, revisions, and/or amendments, if any, submitted to the City Council by the Board must be adopted by the City Council by Ordinance. The City shall place the proposed amendments contained in the ordinance to a vote of the electors at the next general election held with the City. The ordinance will not be binding until a majority vote by the electors on the referendum. If the amendments are approved by the electorate the amendments will be incorporated into the present City Charter with a revised copy of the Charter being filed with the Department of State.

6. Sunshine Provisions of the laws of Florida governing the Board, its members and its meeting (City Attorney Herbert Darby)

Mr. Darby discussed Sunshine and how it applies to the Board.

Mr. Darby stated all meetings must be open to the public, must have reasonable notice of such meetings and

minutes of the meetings must be taken. Mr. Darby recommended a five day public notice for the publication of ads in the newspaper. The advertisement will include how recommendations can be submitted relating to the Charter. Mr. Darby stated Board members are not permitted to discuss the Charter or any possible amendments with members of the City Council or any other Charter Review Board member. Mr. Darby also stated this includes communication via email and telephones. Mr. Darby also discourages contact/communication with Mr. Johnson and himself outside the realm of the public meetings relating to the Charter. Mr. Darby also discussed public records with members and reminded that all correspondence, even notes, was subject to public disclosure.

A member inquired if the Charter Review Board would be permitted to address redistricting. Mr. Darby stated yes if they so desires but this would have to be in conjunction with the Supervisor of Elections Office.

Mr. Darby stated the City Council will need to come to a meeting to present any recommended changes to the City Charter.

At this time Stew Lilker, 247 SW Lander Court, Fort White, Florida 32064 inquired about the budget for the Charter Review Board. Mr. Johnson reported there is no budget for the Charter Review Board, however if the Charter Review Board has a need the City will address.

Ms. Ellis mentioned she would like to see more structure in the agenda. The next agenda will be structured as identified below.

1. Call to order (Board Chair, Ms. Skinner)
2. Roll call (City Clerk Audrey Sikes)
3. Approval of Minutes - March 9, 2010
4. Approval of Agenda
5. Charter Review Comments/Recommendations from City Council
6. Public Comments
7. Read into Record Email and/or Mail Suggestions Received

8. Review Article I and II of the Charter
9. Next Meeting Date (March 23, 2010 at 6:00 PM)
10. Adjournment

Members were asked about time limits for meetings. Members concurred to a two (2) hour time limit. Mr. Coppock stated for the record the Review Board should allow person to speak as long as they like.

7. Meeting Schedule (Ann Skinner, Chair)

Ms. Ellis made a motion for the Charter Review Board to meet on Tuesday, March 16, 2010 at 6:00 PM and on Tuesday, March 23, 2010 at 6:00 PM. Mr. Coppock seconded the motion. The motion carried on a voice vote.

8. Adjournment

All matters having been handled, the meeting adjourned at 7:50 PM on a motion made by Mr. Lake and seconded by Ms. Ellis.

Ann Douglass Skinner, Chair

Audrey E. Sikes, City Clerk