1. **OPENING**
   Call to Order
   Proper Noticing
   Silence Cell Phones

2. **ROLL CALL**
   
   *Citizen’s Advisory Committee Voting Members Present:*
   - Jackie Bostick
   - Robin Caruthers
   - Jackie Gardner
   - Dallas Isham
   - Jay Turner
   - John Weaver
   - Theresa Williams
   - Thordis Williams
   - Mary Wimberly
   - Don Winters

   *Citizen’s Advisory Committee Advisory Staff Members Present:*
   - Jason McHugh, City Manager
   - Jamie Vick, Development Services Specialist
   - Tara Tradd, Code Enforcement Officer
   - David McMahan, City Planner

3. **Quorum**
   - Mr. Winters stated that there was / was not a quorum present to continue the CAC meeting.

4. **Approval of Minutes**
CALL TO ORDER
The meeting of the Citizens’ Advisory Committee for the City of Wildwood convened on Tuesday, March 19, 2019, at 6:00 p.m. in the 1st floor Conference Room 124 of City Hall, 100 North Main Street, Wildwood, Florida.

Don Winters called the meeting to order at 6:00 p.m. March 19, 2019.

Roll Call:

Citizen’s Advisory Committee Voting Members Present:
Jay Turner
Theresa Williams
Thordis Williams
Jackie Bostick
Don Winters
Robin Caruthers – came in after the start of the meeting
Jackie Gardner
John Weaver

Citizens Advisory Committee Members Absent:
Mary Wimberly
Dallas Isham

City Representatives Present:
Melanie Peavy – Development Service Director
Jamie Vick – Development Services Specialist
Randall Parmer – Police Chief

City Commissioners Present:
Joe Elliott

Members from the Public Present:
Pastor John Christian
Amanda Shine Corbin
Gerard Corbin
1) **Quorum:** Don Winters stated that a quorum was present.

2) **Approval of Minutes:** Jay Turner made a motion to approve the minutes from the February 19, 2019 meeting. Jackie Gardner 2nd the motion. The motion passed unanimously.

3) **Presentations:**
   a. **Development Services Director:** Melanie Peavy introduced Wildwood’s new Chief of Police Randall Parmer.

   Ms. Peavy also offered direction for the CAC; she encouraged the group to go to the City Commission meetings to addressed issues concerning City policies, programs, etc.

4) **Action Items:**
   a. **Swimming pool and splash park:** Jay Turner stated that a swimming pool and splash park would benefit the City. Mr. Turner also stated that the recreation center that is planned is 5-6 years out and wants to know if it can be done any sooner. Melanie Peavy stated that a splash park is in the Master Parks & Recreation Plan.

   Jay Turner made a motion to have City staff request from the Commission the status and for a date to be identified for the Master Parks & Recreation Plan; also, to request that the implementation of the plan be expedited. Theresa Williams 2nd the motion. The motion passed unanimously.

1) **Comments from general public:**
   a. Amanda Shine-Corbin asked if money is set aside for the CAC to use for projects. Commissioner Elliott stated that at this time a line item has not been budgeted for the CAC.

   b. Coach Johnny Auls expressed the need for a program that offers sports/mentorship for our kids. Melanie Peavy encouraged Coach Auls to speak with Dennis Andrews the Parks & Recreation Manager.

   c. Pastor John Christian asked about establishing a CRA that would help with blight, etc. Ms. Peavy stated that the City has two established CRAs and explained what the funds have been used for. Ms. Peavy invited Pastor Christian to come to the CRA meetings and to meet with her to discuss further.
d. Chief Parmar indicated that whatever the police department can do to support the CAC they will do.

e. Thordis Williams just wanted to encourage the group to continue to pursue the Boys & Girls Club.

f. Don Winters would like to see the CAC be successful and complete getting at least one bus stop.

2) Discussion Items:

a. 18 listed areas of the street lights from Public Works: Attachments were provided with the agenda to show the locations of the proposed street lights. Public Works is budgeting for the 18 street lights in the upcoming 2020 budget.

b. Information on starting a housing program: Jamie Vick explained that housing programs fall under the Joint Planning Agreement with Sumter County. Denna Lafferty will be contacted to present Sumter County's programs to the CAC.

c. Swimming pool and splash park: Jay Turner made a motion to move this item to an action item. Theresa Williams 2nd the motion. The motion passed unanimously.

d. CSX: Jackie Gardner asked if anything can be done about the train blocking traffic. Commissioner Elliott suggested that the Police Department be notified in order to help with the movement of the trains.

3) Adjournment: Theresa Williams made a motion to adjourn the meeting. Robin Caruthers 2nd the motion. The motion passed unanimously. The meeting adjourned at 7:17p.m.

4) Next Meeting: Tuesday, April 16, 2018 at 6:00 p.m.
5. Presentations
   a. Housing Programs – Denna Lafferty
   b. Parks & Recreation Update – Dennis Andrews

6. Action Items - None

7. Comments/Concerns from the General Public
   - Two (2) minute limit; if more time is needed the item can be placed on the agenda for the next meeting.

8. Discussion Items
   a. Bus Stops Outline – Handout attached
   b. Sunshine Law – Handout attached

Adjournment – Next Meeting Tuesday, June 18, 2019 at 6:00pm
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PROJECT INITIATION (Bus Stop Shelters)

1. Perceived Problem
   - Children need shelter while waiting for the school bus
   - Shelters don’t exist
   - Identified by CAC as a community need

2. Intended Output
   - Install bus stop shelters

3. Stakeholders
   - Landowners
   - School Board
   - City: Public Works, DSD, & City Commission
   - Engineer
   - Surveyor
   - Parents
   - Children

4. Constraints
   - Unwillingness of property owners
   - Unsatisfactory right-of-way width
   - Money
   - Man power
   - Possible unwillingness of government agencies
   - Physical geography

5. Resources

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<tr>
<th>Ideas</th>
<th>Technical Expertise</th>
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<tr>
<td>Man power</td>
<td>Money</td>
</tr>
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<td></td>
<td>Man power</td>
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</tbody>
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6. Design
   - Identify existing bus stops
   - Determine Sumter County School Board’s interest in project partnership
   - Identify proposed locations and priorities
- Legality
- Safety
- Liability
- Budget (City, School Board, other)
- What do they look like?
- What approvals are needed?
- Who is doing what and when are the task deliverables due?
- Proposal needed to take to Commission

7. **Execute.**
   - Contractor
   - Permits
   - Construction and inspection process

8. **Monitor & Control**
   - Assess the execution component and the results of your project
   - Long-term maintenance
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**Sunshine Law**

The Sunshine Law applies to any meeting, formal or casual, of two or more members of the same public board or commission to discuss some matter on which foreseeable action may be taken by the board or commission.

What are the requirements of the Sunshine Law?

1. Meeting must be open to the public
2. Reasonable notice of meeting must be given
3. Minutes of the meetings must be taken
4. There must be a reasonable opportunity for public input prior to the taking of official action.

The Sunshine Law applies to physical meetings, telephonic meetings, and electronic meetings. Even some uses of social media may trigger Sunshine Law concerns.

There are limited exceptions (e.g., “Fact-finding exception”) which should be discussed with legal counsel in advance.

Question - Can members of the same board discuss things such as weather and sports without violating the Sunshine Law? Yes, but please be careful for two reasons:

1. Issues coming before a CAC could be related to a variety of topics, so even weather or sports-related discussions could delve into topics that could foreseeably be considered by the CAC. For example, a discussion about weather may eventually lead to a discussion regarding the need for a bus shelter. As such, committee members should be mindful of the Sunshine Law throughout the course of a conversation.

2. Even if you and a fellow committee member are discussing a permissible topic “out of the sunshine,” a violation could still be alleged.

**Takeaway – Please do not have a private discussion or written exchange (directly or indirectly) with another CAC member unless you are positive it covers a matter that will not foreseeably come before the CAC. Always discuss any Sunshine Law concerns with legal counsel, and wherever possible please do so before the action of concern.**

**Gifts**

Under state law, no committee member shall:

Accept any gift from any source where the [committee member] has reason to believe that the donor is giving the gift to potentially impact official action.

**Takeaway – If you have any questions or concerns about gifts, please discuss them with legal counsel.**
Public Records

What is a Public Record? All documents, photographs, films, recordings, maintained data and other materials, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business to perpetuate, communicate or formalize knowledge.

Question - Are all public records open for inspection by members of the public? Yes, unless there is an express statutory exemption. Please discuss any possible exemption with legal counsel.

What are considered to be Public Records?

- Any memoranda or other documents circulated for review, comment or information, even if marked “preliminary” or “working draft.” Preliminary drafts or notes prepared for personal use, if not communicated and not intended to be final evidence of the knowledge recorded, are not public records.

- Text messages may be public records. The focus is on the substance of the message, not on the means used to communicate.

- Emails related to CAC business are public records, whether sent/received on your private (personal or office) email or “CAC” email. In order to protect the privacy of your private email account, please refrain from the use of private email to transact “CAC” business. If someone sends a “CAC” matter to your private email, please forward it to, and respond from, your “CAC” email.

Takeaway - If a document is even arguably a public record, please promptly provide the original or an exact copy to City staff. If you have any questions as to whether something is or would be a public record, please discuss them with staff or with legal counsel.