

**CITY OF NORTH MIAMI BEACH  
BOARDS AND COMMITTEES MEETING MINUTES**

**NAME OF COMMITTEE:** CHARTER REVIEW COMMITTEE (CRC)  
**NAME/TELEPHONE OF PERSON PREPARING SUMMARY:** Elisabeth Pierre (305) 948-2900  
**NAMES OF MEMBERS, STAFF, AND INVITED GUESTS PRESENT:**  
**BOARD MEMBERS:** NORMAN EDWARDS, BARBARA FALSEY, GLENN FINLAY, JARRET GROSS, MARY HILTON, BETH SPIEGEL  
**CHAIRPERSON:** CITY MANAGER KEVEN KLOPP AS DESIGNATED BY CITY ATTORNEY HOWARD LENARD  
**STAFF:** SOL ODENZ, MIRIAM BENSINGER, DARCEE SIEGEL  
**TYPE OF MEETING:** **REGULAR:** April 29, 2008

**MINUTES**

**AGENDA ITEM 1- INTRODUCTIONS-Call to Order and Roll Call followed by introductions:** Mr. Klopp called the meeting to order on behalf of Mr. Lenard. Sol Odenz called the roll call.

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**AGENDA ITEM 2 - INFORMATIONAL STATEMENTS-(a) City Manager, (b) City Attorney, (c) City Clerk:** Mr. Klopp went over the agenda items, advising what each item will entail in regards to this meeting. Each member did a self introduction, stating their occupation and the experience they have gained through out their lives which enables them to be a valuable asset to the committee. Mr. Klopp went over the procedures of how the Agenda packets will be distributed to the committee. Mr. Klopp explained that the purpose of the Charter was to organize and create the City of North Miami Beach as a municipality. Mr. Klopp explained the review process and offered some suggestions of how it can be successful. Mr. Lenard introduced himself, Mrs. Siegel, and Mrs. Bensinger. Mr. Lenard advised the committee that Mrs. Bensinger will attend the meetings. Mr. Lenard gave a brief explanation of their experience with the City and what they are able to offer the Committee. Mr. Lenard spoke about the purpose of an ordinance and how it works. Mr. Lenard advised the Committee about the Sunshine law and explained how it applies to the Committee. Mr. Lenard explained the role of a Committee member and also explained the process and procedures which will need to be adhered to. Mr. Odenz advised the Committee members of what is needed in order to provide information to the Committee and the public in a timely manner. Mr. Odenz went over the resolution briefly touching on the necessary steps for a motion.

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**AGENDA ITEM 3 - RESOLUTION NO. R2008-10(Explanation):** Mr. Odenz briefly explained Resolution 2008-10.

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**AGENDA ITEM 4 - DISTRIBUTION OF COPY OF CITY CHARTER BY CITY CLERK:** Mr. Odenz went over some of the information found in the City Charter and distributed the Charter to the Committee members.

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**AGENDA ITEM 5 - PROCEDURE FOR APPOINTMENT OF CHAIRPERSON/VICE CHAIRPERSON:** Mr. Klopp explained the appointment process of the Chair person. Mr. Klopp explained that a Chairperson is to be established at the 2<sup>nd</sup> Charter Review Committee meeting.

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**AGENDA ITEM 6 - OTHER BUSINESS:** Mr. Klopp offered to present a schedule to be agreed upon at the next meeting. The Committee decided that the meetings will be tentatively scheduled on every other Wednesday at 7:00 pm. Temporarily a meeting will be held every other week until it needs to be modified. Mr. Odenz stated that the public input is needed in the decision making of this Committee. Mrs. Bensinger advised the Committee that there should be a deadline for the public to submit their input. There was a motion made to instruct the manager to have staff establish an email address and also a physical address for the public to send their suggestions. Motioned was seconded and passed unanimously. The committee went over the items that will be on the next agenda.

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**AGENDA ITEM 7- ADJOURNMENT:** Meeting adjourned at 8:35 p.m.

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**FUTURE MEETINGS:**

May 21, 2008

City Council Conference Room, 4<sup>th</sup> Floor, City Hall

7:00 p.m. Regular Meeting

**APPROVED BY:**

**Charter Review Committee**

Approved on May 21, 2008

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