



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Meeting Minutes Town Council Workshop

MAYOR AND COUNCIL MEMBERS

Mayor Peggy R. Bell
Vice Mayor Sue Ellen Loyzelle
Council Member Mary Ann L. Mixon
Council Member Michael P. Callahan
Council Member Roger Coriat

CHARTER OFFICIALS

Town Attorney Mitchell Bierman
Town Attorney Chad Friedman
Town Manager Rafael G. Casals
Interim Town Clerk Debra E. Eastman, MMC

Wednesday, January 4, 2017

5:30 PM

Council Chambers

1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE & INVOCATION

Mayor Bell called the meeting to order at 5:40PM. Interim Town Clerk Debra Eastman called the roll. Mayor Bell led the Pledge of Allegiance.

Present 5 - Mayor Peggy Bell, Vice Mayor Sue Ellen Loyzelle, Council Member Mary Ann Mixon, Council Member Michael P. Callahan, and Council Member Roger Coriat

A. 2017 Town Advisory Committees

Mayor Bell provided an overview to the public on the format of the Council Workshop. Mayor Bell went over listed topics on the agenda and requested Council suggestions on additional topics to of discussion.

Council Member Coriat suggested Council Member Callahan become the liaison to the Parks and Recreation Committee, and offered to occupy the vacant liaison position on the Education Advisory Committee. Mayor Bell expressed concern with Council Member Coriat becoming the liaison on the Education Advisory Committee due to potential conflicts. There was discussion on alternatives for Education Advisory Committee liaison. Vice Mayor Loyzelle suggested possible reshuffling of current Town Council Committee liaison positions. After discussion, there was consensus for Council Member Callahan to become the Parks and Recreation Committee liaison, Council Member Coriat to become the Education Advisory Committee liaison, and Council Member Mixon to become co-liaison of the Youth Council Committee with Mayor Bell.

Town Attorney Chad Friedman provided an explanation on the rules regarding former Council Member committee appointments and the ninety (90) day window to appoint new members or reaffirm existing committee members via Resolution. Council Member Callahan expressed intentions to reaffirm current Committee Member appointments and fill any current vacancies. There was consensus for Council Member Callahan to assume former Vice Mayor's appointments and fill any current vacancies, Vice Mayor Loyzelle maintain her appointments made as Council Member, and remainder of Council maintain their current appointments.

Mayor Bell proposed adding an amendment to the Town Ordinance to include a cap on service time for committee members. Town Attorney Chad Friedman suggested the possibility of staggered terms for committee members. There was discussion on committee attendance policies. There was consensus for the Town Attorney to bring back proposed amended language regarding maximum service limits and staggered terms for committee members.

Vice Mayor Loyzelle proposed the development of a travel policy and budget for committees. There was discussion on the development of a travel policy for committees and establishing budgets for committees. Town Manager Rafael Casals informed the Council that there is a \$5,000 place holder in the current budget for committee expenses. There was consensus for the Town Attorney to provide examples of travel policies to the Council to be discussed at a future workshop.

Mayor Bell informed the Council of her intent to present a request for funding for a Youth Council Committee trip to Tallahassee at the upcoming Town Council Meeting.

Council Member Callahan proposed the establishment of unified by-laws for advisory committees. There was discussion on establishing unified by-laws for all committees. There was consensus to provide all committees a shell of by-laws and allow the addition of language tailored specific to the individual committees. There was discussion on the role of advisory committees.

2. Town Council Questions/ Comments/ Discussion

At the request of Vice Mayor Loyzelle, Town Manager Rafael Casals provided clarification on the criteria for the Town Clerk recruitment, and announced the upcoming advertisement for the Town Clerk position on January 9, 2017. After discussion, there was consensus on a tiered system of requisites for the Town Clerk recruitment.

There was discussion on extending the advertisement for the vacant Assistant to Town Clerk position.

Mayor Bell expressed regret on the length of the previous Town Council Meeting, and will propose changes to the agenda format to make it more efficient.

3. Adjournment

The meeting adjourned at 8:26PM.

For complete audio recording of this meeting, please visit www.cutlerbay-fl.gov or contact the Town Clerks Office at (305) 234-4262.