

**City of Wildwood  
Charter Review Committee Meeting  
Summary Minutes  
October 14, 2024**

**CALL TO ORDER**

The meeting of the Charter Review Committee for the City of Wildwood convened on Monday, October 14, 2024, at 6:00 PM in Conference Room 124 of City Hall, 100 North Main Street, Wildwood, Florida.

Cassandra Smith called the meeting to order at 6:00 PM, October 14, 2024.

**Roll Call:**

**Charter Review Committee *Voting Members* Present:**

David Fontaine

Andre Nacaxe

Robin Caruthers

Pastor Derrel Strickland

Keith Pearlman

**Charter Review Committee *Non-Voting Members* Present:**

Commissioner Joe Elliott (Ex-officio)

**City Representatives Present:**

Cassandra Smith – Assistant City Manager/CFO

Joshua Bills – City Attorney

Madison Guinn – Executive Assistant

**1) Opening:**

- a. **Proper Noticing:** Cassandra Smith confirmed there was proper noticing for the meeting.
- b. **Quorum:** Cassandra Smith stated that a quorum was present.
- c. **Opening Comments from Assistant City Manager/CFO:** Cassandra Smith extended her thanks for the Committee Members' time and for being a part of the Charter review process. She explained the importance of the review process, as well as examples of topics the members may come across during the process. Cassandra Smith stated that she is available to any of the committee members if they ever have any

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questions or need information. Cassandra Smith also introduced Madison Guinn, Executive Assistant, and Joshua Bills, the City Attorney, as sources of information if the Committee members should need assistance. She stated that Staff has dedicated a webpage specific to the Committee on the City's website. She concluded by thanking all of the members again.

- 2) **Comments from the General Public:** There were no members of the public present for the meeting.
- 3) **Committee Member Introductions:** Each committee member introduced themselves, spoke about their backgrounds and/or careers, and explained how they came to be Wildwood residents. Joshua Bills and Commissioner Joe Elliott followed with their introductions, and Commissioner Elliott expressed his gratitude for the committee members' participation and explained his role as an intermediary between the Commission and the Charter Review Committee. He also noted that there are two non-voting members who are high school students who could not be present at tonight's meeting.
- 4) **Presentations:**
  - a. **Sunshine Law and Public Records Overview by City Attorney:** Joshua Bills explained the laws regarding public records and public meetings. He stated the requirements of Sunshine Law and used this meeting as an example of the appropriate steps to take. He then explained conduct outside of committee meetings, such as conversations and written communication. Pastor Derrel Strickland raised a question about proper advertisement of the first meeting to ensure that everything said was in adherence to Sunshine Law. Joshua Bills confirmed that it was and gave the example of two committee members meeting for lunch and discussing matters related to the City Charter as something that would not be in adherence to Sunshine Law. Committee members expressed wanting to have a Wildwood email address set up for them in order to keep city matters entirely separate. Madison Guinn advised that she will work with the City I.T. Department to facilitate that.
- 5) **Discussion Items:**

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- a. **Overview of Charter Revision Information:** Cassandra Smith went over each of the items in the agenda packet that was passed out to each committee member, and explained how each item can be useful in the review of the charter. Commissioner Joe Elliott mentioned that the Commission may want the Committee to review certain aspects of the Charter, but the Committee may also find other areas of the Charter in need of revision as well.

An open discussion proceeded so that Committee members may ask for any clarification on the review process.

**6) Action Items:**

- a. **Appointment of Chairperson:** Pastor Derrel Strickland made a motion to nominate David Fountaine as Chairperson. Keith Pearlman to second that motion. The motion passed unanimously.
- b. **Appointment of Vice Chairperson:** Robin Caruthers made a motion to nominate Pastor Derrel Strickland as Vice Chairperson. Keith Pearlman to second that motion. The motion passed unanimously.
- c. **Establishment of Second Meeting Date:** Committee members discussed how often they would like to meet. The Committee discussed meeting monthly or as needed going forward. The date and time of the meeting was then considered. Members agreed that Monday was the preferred day of the week to meet and that 6 PM was the optimal time for future meetings. It was suggested to meet next in November and then pick back up in January after the holidays for the third meeting. November 18<sup>th</sup> was determined to be an appropriate date for all members to meet during November.

- 7) **Adjournment:** Andre Nacaxe made a motion to adjourn the meeting. Keith Pearlman to second that motion. The motion passed unanimously. The meeting adjourned at 6:45 PM.

1/14/2025  
Date

David Fountaine  
CRC Chairperson