



**Charter Revision Workshop MEETING  
MINUTES**

**TUESDAY, March 18th 2026 @ 6:15**

**TOWN HALL**

Charles Jacien, Town Clerk  
Wally Hoagland, Police Chief  
David Langley- Attorney

**Town Council Members Present**

Zane Teeters, Jr. – **Mayor**  
Cheryl Marinelli – Vice-**Mayor**  
Kay MacQueen, Councilwoman  
Susan Richert, Councilwoman  
Kim Hanawalt, Councilwoman

**Workshop: Charter Review and Amendments**

**Key Discussion Items & Consensus:**

- **Council Terms:**
  - Changed from **2-year terms to 4-year terms**
  - Consideration of **12-year (3-term) limit** to be placed on a future referendum
  - **Implementation to occur as follows:** One and two would be in 2027. Three, four, and five would be in 2028. And then from there forward it would be. Four years for everyone. Whoever got elected in 2027 would have a four-year term, and whoever got elected in 2028 would have a four-year term.
- **Liaison Positions:**
  - Consensus reached to **remove liaison position requirements** from the Charter
- **Department Authority:**
  - Department heads authorized to **hire and terminate employees**
  - Removal of department heads requires **mayoral action with supermajority Council approval**
- **Mayor's Role:**
  - Updated to reflect duties as **chief executive officer** overseeing departments
- **Rules of Order:**
  - Charter to reference Town Rules of Order
  - Robert's Rules of Order to be used when local rules are silent
- **Candidate Qualifications:**
  - Minimum age lowered from **21 to 18**
  - Petition requirements to be verified for compliance with Florida law
- **Police Department Language:**
  - Discussed changing from “must have” to “may have” (pending further review)
- **Town Clerk Authority:**
  - Proposed requirement for Clerk to **attest to contracts**
  - Discussion on bond requirements for Clerk
- **Compensation:**
  - Transition from **1099 to W-2** classification discussed

- Compensation and reimbursable expenses to be defined in policy manual
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## **Policy and Procedure Manual Updates**

The Council discussed aligning the policy manual with proposed charter changes, including:

- Vacancy appointment procedures (Mayor appointment with Council approval)
  - Election cycle alignment (odd/even year considerations)
  - Council compensation structure and payroll procedures
  - Reimbursable expense guidelines
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## **Additional Discussion**

- Verification of **1% petition signature requirement** for candidates
  - Review of **Florida Statute 768.28** regarding claims against the Town
  - Clarification of **15-day notice requirements** for claims/losses
  - Reorganization and formatting of Charter document
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## **Future Action Items**

- Council to vote at future meetings on:
    - Removal of liaison positions
    - Updated appointment and removal procedures
    - Police department requirement language
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## **Adjournment**

The meeting was adjourned.

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## **Action Items**

- **Town Attorney (David):**
  - Draft burn ban ordinance
  - Extend burn ban resolution and schedule first reading
  - Prepare redlined and clean Charter versions
  - Verify legal requirements (petition %, statute compliance, amendment thresholds)
  - Reorganize Charter and prepare ballot summaries
- **Charles:**
  - Obtain bids for security camera system and proceed if approved
  - Correct interlocal agreement errors before execution
  - Continue implementation of Town website (CivicPlus)
- **Council:**
  - Update policy and procedure manual

Respectfully submitted,

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Mayor Zane Teeters Jr

ATTEST:

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Charles Jacien Town Clerk