



**MINUTES**  
**CHARTER REVIEW DISCUSSION**  
**TUESDAY, NOVEMBER 23, 2021, 10:30 A.M.**  
**NEPTUNE BEACH CITY HALL**  
**116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA 32266**

Pursuant to proper notice, a meeting attended by Mayor Elaine Brown and Councilor Kerry Chin was held on Tuesday, November 23, 2021, 10:30 a.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

**Attendance:**

**IN ATTENDANCE:**  
Mayor Elaine Brown  
Councilor Kerry Chin

**STAFF:**  
City Manager Stefen Wynn  
City Attorney Zachary Roth  
City Clerk Catherine Ponson


**Charter Review**

A meeting was held on Tuesday, November 23, 2021, at 10:30 a.m. to discuss the need for a Charter Review Committee due to some of the Charter provisions being out of date. Some of the provisions also contradict each other.

Discussion included the process for forming a Charter Review Committee consisting of Council Members and possibly forming a Citizens Advisory Committee.

**Adjournment**

There being no further business, the meeting adjourned at 11:45 a.m.

  
Elaine Brown, Mayor

**ATTEST:**

  
Catherine Ponson, CMC  
City Clerk

Approved: 12-06-2021

