NORTH BAY VILLAGE
EST. 1945

NORTH BAY VILLAGE
OFFICIAL AGENDA
COMMUNITY ENHANCEMENT BOARD
VIRTUAL MEETING
ZOOM MEETING ID: 845 9261 7595
THURSDAY, DECEMBER 18, 2025 at 6:30 PM

1. **Opening Items**
   1A. Call to Order
   1B. Roll Call

2. **Approval of Meeting Minutes**

   2.A. Approval of the October 29, 2025, Meeting Minutes

   CEB 10.29.2025 Draft Minutes.pdf

3. **Old Business**

4. **New Business**

   4.A. Discussion on Creating a "Board Action Tracking" Document

   4.B. Discussion on Creating a "Rolling Agenda List" Document

   4.C. Discussion on Minute Drafts Preparation/Circulation Process

   Minutes - Guide - CLEAN
   Minutes - Template - GUIDE

   4.D. Discussion on the Island Walk

   4.E. Report on the Award of Contract for the Bus Shelter Project

5. **Staff / Commission Liaison Updates**

6. Public Comments

7. Agenda Items for Next Meeting: January 28, 2025

8. Adjournment

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE VILLAGE CLERK AT 305-756-7171 EXT. 45 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY VILLAGE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE VILLAGE CLERK, NORTH BAY VILLAGE, 1666 KENNEDY CAUSEWAY. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE VILLAGE CLERK AT 305-756-7171 EXT 45. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE VILLAGE WEBSITE AT www.nbvillage.com.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

NORTH BAY VILLAGE
EST. 1945

NORTH BAY VILLAGE
COMMUNITY ENHANCEMENT
BOARD ADVISORY BOARD

VIRTUAL MEETING MINUTES
MEETING ID: 845 9261 7595
OCTOBER 29, 2025, | 6:30 P.M.

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1. **Call to Order / Roll Call:**
   a. Vice Chair Farrugia called the virtual meeting to order at *6:30 p.m*.
      i. **Board Members Present:**
         1. Jacob Petrini, Vice Chair
         2. Christopher Cotton, Secretary
         3. Alexei Segal, Board Member
      ii. **Board Members Absent:**
         1. Bree Farrugia, Chair
         2. Nick Quay, Board Member
      iii. Commissioner Liaison Present
         1. Andy Daro, Harbor Island Commissioner
      iv. **Village Staff Present:**
         1. Isabele Betancourt, Assistant Village Clerk
         2. Frank Rollason, Village Manager

2. **Approval of Last Meeting Minutes:**
   a. Minutes of April 30, 2025, and September 24, 2025, meetings were reviewed, motions for approval were made and approved unanimously. (There was brief discussion on the need for a format to assist Secretary Cotton. Vice Chair Petrini and Secretary Cotton agree to review templates off-line and Assistant Village Clerk Bettancourt offered her assistance.)

3. **Old Business:**
   a. EV Charging Infrastructure Planning
      i. Village Manager Rollason provided updates on planned chargers at City Hall and the exploration of options for the community center and school parking lot.
      ii. Vice Chair Petrini shared research on charging companies that offer no upfront costs and various charging solutions, including fast chargers and home-sharing options to make EV charging usable throughout the neighborhoods or closer to buildings. He also mentioned charging pilot programs such as implemented in New York City

iii. Board discussion highlighted challenges such as limited parking spaces, outdated electrical infrastructure in older homes, and the need for strategic placement of chargers to avoid creating parking enforcement issues.

4. New Business:

a. Discussion on Creating "Board Action Tracking" Document
b. Discussion on Creating a "Rolling Agenda List" Document
c. Discussion of Minute Drafts Preparation and Circulation

On a motion made by Vice Chair Petrini and seconded by Secretary Cotton, there was a unanimous decision to table all three discussions until Chair Furrugia is present.

5. Staff / Commission Liaison Updates:

a. Artistic Planter Removal Project
    i. Village Manager Rollason presented an update on the FDOT's bridge reconstruction project.
    ii. Artistic planters must be removed by March 26, 2026. The planters are old, cracked and fragile so any repurposing may not be viable.
    iii. Other impacts include foliage removal, the elevation impact at City Hall and the Fire Station and potential water run-off from the Causeway.
    iv. The meeting with FDOT's district secretary is scheduled for November 10 or 11, 2025 to discuss these issues and other impacts on the causeway.
b. North Bay Village Island Walk
    i. Commissioner Daro reported on the Commissions recent vote for public access on the Island Walk. The majority were in favor of the Island Walk.
    ii. Commissioner Daro initiated the conversation for opening all Island Walks. The suggestion was not met with as much opposition as before.
    iii. Discussion on enforcement was had. Other Commissioners were not in favor of litigation.
    iv. Commissioner Daro believes there in consensus on the dais to create a plan to open the Island Walk as it was intended. A proper implementation plan of action needs to be addressed.
        1. What is the proper way to enforce?
        2. When the intent of the Island Walk is a continuous public access path, what does proper enforcement look like if the condominiums do not want public access?
    v. Village Manager Rollason recalled a Commission Briefing on this issue. Commissioner Daro's recollection is that the Briefing included information related to site plans, permitting, ADA compliance, sea level, private v. public properties, and other details so Commissioners had a full understanding and status as to which condominiums or buildings were in favor of the Island Walk and which were not.
    vi. Updated map is needed and Village Manager Rollason will try to get the updated map for the next meeting.
        1.
c. Other Updates
    i. Halloween – Communications Director, Julie Leonardi, reminded everyone

of the Halloween Event at Vogel Park from 6 to 8 the following day. There was discussion on Halloween traditions in the Village and trick-or-treating in North Bay Island, Harbor Island and Treasure Island

ii. Village Manager Rollason addressed the progress of finding a new location for public works operations, mentioning that the building near the boulevard in Miami is close to being finalized.

iii. Discussion on upcoming meeting schedule due to holidays. The group agreed to consider rescheduling to the first or second week of December.

6. **Public Comments: None**

7. **Discussion of Agenda Items for Next Meeting:**
   a. **Island Walk – further discussions.**

   [*The date for the next meeting will be on the agenda***.]**

8. **Adjournment:**
   a. **Motion to Adjourn:** Commissioner Daro made a motion to adjourn.
      i. **Second:** Secretary Cotton
      ii. **Vote:** All in favor
      iii. **Motion:** PASSED
   b. **Adjourned:** 7:26 p.m.

NORTH BAY VILLAGE
EST. 1945

NORTH BAY VILLAGE
ADVISORY BOARD

MEETING MINUTES
MEETING ID:

1666 KENNEDY CAUSEWAY, SUITE 101
NORTH BAY VILLAGE, FL. 33141
| 6:30 P.M.

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1. **Call to Order / Roll Call:**
    - **a.** Call to Order:
    - **b.** Roll Call:
        - **i.** Board Members Present:
        - **ii.** Board Members Absent:
        - **iii.** Village Staff Present:
2. **Approval of Last Meeting Minutes:**
3. **Old Business:**
4. **New Business:**
5. **Staff / Commission Liaison Updates:**
6. **Public Comments:**
7. **Discussion of Agenda Items for Next Meeting:**
8. **Adjournment:**
    - **a.** Motion to Adjourn: Introduced by
        - **i.** Second:
        - **ii.** Vote: Motion:
    - **b.** Adjourned:

NORTH BAY VILLAGE
NAME OF BOARD **ADVISORY BOARD**

HYBRID/LIVE/VIRTUAL
MEETING MINUTES
MEETING ID: ### ### ####

1666 KENNEDY CAUSEWAY, SUITE 101
NORTH BAY VILLAGE, FL. 33141
DAY, DATE **| 6:30 P.M.**

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1. **Call to Order / Roll Call:**
   a. Chair ***JANE DOE*** called the meeting to order at **x:xx** p.m.
   b. Roll Call:
      i. **Board Members Present:**
         1. ***NAME***, Chair
         2. ***NAME***, Vice-Chair
         3. ***NAME***, Secretary
         4. ***NAME***, Member
         5. ***NAME***, Member

      ii. **Board Members Absent:**
         1. ***NAME, TITLE*** – ***MENTION IF excused OR unexcused***

      iii. **Village Staff Present:**
         1. Julie Leonardi, Director of Communications
         2. Commissioner Andy Rotondaro
         3. ***Anyone else?***

2. **Approval of Last Meeting Minutes: *DAY, DATE***
   Use the following verbiage: "*Board Member John Doe made a motion to approve the Meeting Minutes. It was seconded by Board Member Jen Doe. The motion passed unanimously via voice vote.*" **OR**

   "*Board Member John Doe made a motion to approve the Meeting Minutes. It was seconded by Board Member Jen Doe. Upon roll call vote, the motion passed/failed X to X.*"

3. **Old Business:**
    a. ***Obtain heading from AGENDA***
        i. **INCLUDE ACTION ITEMS:** Example – "*Chair Jane Doe will call XYZ to obtain more information*."
        ii. **INCLUDE ANY/ALL MOTIONS. Use the following verbiage:** "*Board Member John Doe made a motion to* **[write out the motion details]**. *It was seconded by Board Member Josh Doe. The motion passed/failed X to X.*"

4. **New Business**
   SEE NO 3

5. **Staff / Commission Liaison Updates**
   SEE NO 3

6. **Public Comments: *SPECIFY NONE* OR *NAME OF COMMENTER***

7. **Discussion of Agenda Items for Next Meeting: *DAY, DATE***

8. **Adjournment:**
    a. **Motion to Adjourn:** Introduced by **INSERT NAME, TITLE**
        i. **Second: INSERT NAME, TITLE**
        ii. **Vote:** *All in favor* **OR** *specify result.*
        iii. **Motion: *PASSED or FAILED***
    b. **Adjourned: *TIME***

IMPORTANT FYIs:

1. **Minutes are NOT transcripts. Word-for-word is not necessary.**
2. **Use the AI synopsis to minimize effort.**
3. **DEADLINE: THREE FULL BUSINESS DAYS BEFORE THE MEETING.**
4. **Advise as soon as possible if you CANNOT complete the minutes by the deadline.**
5. **REMOVE *highlights* and RED TEXT.**
6. **Use formal names and titles: CORRECT – "*Chair Doe said …*" INCORRECT – "*Jane said …*"**