

2018 Charter Review Commission  
Minutes of  
July 19, 2017

Members in attendance: Patty Schmidt, Clay Watkins, Alice Hunt, Cassandra Denmark, Ramon "Eddie" Vicioso, Greg Masters, Robert Stanz, Mike Hickman, Charles McPherson, Lisa Jensen, Bob English and Christian Spinosa.

Pledge of Allegiance

Public Comments:

Scott Wilder, Director of Communication – Polk County Sheriff's Office, Lakeland

Mr. Wilder stated they will be attending most of the meetings as an observer and also as a resource. They are available for any questions regarding Public Safety or Law Enforcement. He was an original member of the Charter Review Commission.

- He stated regarding a super majority for considering putting items on the Charter is a very good idea. The Charter is our founding documents our constitution.
- The Charter should not be changed easily.

Approval of Minutes Charter Review Commission (CRC) Meeting on June 21, 2017

- Motion to approve the minutes of June 21, 2017 – Patty Schmidt
- Motion Second - Christian Spinosa
- **Minutes approved**

Review Public Records Law:

Michael Craig, County Attorney

Mr. Craig reviewed the information for the committee and stated there is a process in place which was used for the last committee. This process is very simple and straight forward.

- He explained the concern with the emails will be covered in Mr. Ed Wolfe's presentation
- Questions on Public Record; prior to obtaining CRC's own counsel he will be available as a resource and/or answer any questions.

- Last CRC received approximately 150 emails; most of the email traffic was agendas, minutes and other items having to do with the commission.
- Sunshine Law key things to remember; which will be handled by staff:
  - Notice of Meetings
  - Minutes of Meetings
  - The CRC can discuss the information from this commission with family and friends, but not with other CRC members. If items are to be discussed between members it must be at a CRC meeting. This is a simple rule to keep in mind. This could be an area of potential trouble.
  - Mr. English asked if the CRC information can be discussed with other County Commissioners. (Since they are not on this committee the answer is yes.)

### Review Methods of Amending the Polk County Charter

Michael Craig, County Attorney

Mr. Craig discussed the various methods and processes of how the Charter can be amended.

- Option 1 – Citizen Petition
- Option 2 – Board of County Commissioners
- Option 3 – Efficiency Commission
- Option 4 – Charter Review Commission

### Review Proposed Charter Amendments (1999 to Present – History)

Michael Craig, County Attorney

Mr. Craig discussed and did a brief review of the history covering October 21, 1997 through November 2, 2010. He explained the amendments and whether they passed or not over the years.

### **Old Business:**

#### Adopt CRC Rules of Procedure

Michael Craig, County Attorney

Mr. Craig explained there was a rough draft of these rules from the Polk County Board of County Commissioners which was discussed at the last meeting.

- There is a revised document which now will apply to the CRC. There was a question about the super majority.
- (Extraordinary Majority) is defined as a majority plus one for the CRC.

- Motion to approve the modified procedure as presented - Mike Hickman
- Motion Second – Greg Masters

#### Open Discussion:

- Ms. Denmark asked if the extraordinary majority is the super majority, should this be changed to “super majority” or leave as is just for clarity. Mr. Craig stated it can stay the way it is written.
- Mr. McPherson asked if this information stated in the Charter; there is a concern regarding the adoption of something not in line with the Charter approval through the County Commission.
- Mr. Craig stated if it is not in conflict with the Charter.

#### **Approved** the CRC Rules of Procedure

#### CRC Technology

Ed Wolfe, IT Director

Mr. Craig introduced Mr. Wolfe to the CRC and explained his presentation will make it very clear on public records and emails within the CRC.

- There was a discussion on CRC email process. He gave an overview how they (J. Freeman, M. Craig, E. Wolfe and A. Hunt) came up with this process.
- Reviewed the chart as presented to the CRC and did a complete overview.
- He explained Debi Curry should be used as the clearing house for this committee. When Ms. Curry responses her email will be captured for record, they will know their email has been received and IT will have a record as well.
- Remember to use Ms. Curry as the clearinghouse for this CRC.
- E. Wolfe gave a brief overview of the previous CRC and this system worked very well. Although in the past there were very few emails with today’s usage of email there will most like be a lot more.
- Never reply “all”.
- M. Hickman asked if a question regarding are filters in place. Mr. Wolfe stated there are a lot of filters in place throughout the system for the emails.
- Mr. Wolfe explained the filters will trap profanity; which is a big issue. If something like profanity comes through Ms. Curry will not see this email; it will get caught in the filters. IT staff will review these types of issues.
- Mr. English asked about if a resident writes to the CRC they want to raise the minimum wage to \$15.00; who will see this email. The initial email

will be sent to the administrator; the administrator is PolkCharter.Com. Ms. Curry will then forward the email to the CRC and all of the members will receive it at the same time. She will print this email and bring it to the next meeting for discussion.

- Mr. Craig reminded the CRC members they are still commissioner; if you want to weigh in on a topic the place to do is at these CRC meetings, not through email and not through reply "ALL". Ms. Jensen stated any conversations by the commissioners should be here at the noticed meetings not through telephone or by email. We do not want to have discussions that have not been noticed. The flow chart will protect all the members of the CRC.
- Ms. Hunt stated all emails received need to be captured, printed and discussed at the noticed meetings. With the exception of informational requests such as time of meeting or location.
- Mr. Wolfe introduced Mr. Christopher Carpenter who developed the website. He gave a general overview of the website. Home page is [www.polkcharter.com](http://www.polkcharter.com).
- Old reports are there as a resource for the public if they wish to view all of the previous documentation.

#### RFP for Engaging Outside Counsel for CRC

Michael Craig, County Attorney

Mr. Craig stated the RFP for engaging outside counsel they are receiving responses. The selection review meeting hasn't been set yet. This committee will come up with a recommendation for the next Board meeting

#### Hiring of Administrative Assistant – Introduction of Deborah Curry

Alice Hunt, Chairperson

A. Hunt introduction Debi Curry as the new Administrative Assistant.

#### **New Business:**

##### Adopt Public Comments Procedure

Michael Craig, County Attorney

Mr. Craig stated the document is based on the history with the county commission and other commissions around the state. He recommended the CRC adopt the procedures as presented regarding the Public Comment. This

will add in place a procedure in the event there is an outside group or groups wanting to dominate these meetings.

- Comments limited to 3 minutes
- These 3 minutes can't be assigned or delegate to someone else
- They can be revised at a later time if needed.
  
- Motion to adopt the recommendation from County Counsel – Greg Masters
- Motion for Second – Christian Spinosa

Open Discussion:

- Mr. English stated usually the chair has the prerogative to extend the 3 minutes if they deem necessary.
- Mr. Craig stated the chair always has the prerogative if necessary. These procedures are in place just to avoid abusive behavior

### **Approved the CRC Public Comment Procedures**

Recommendation Charter Amendment from 2014 Polk County Efficiency Commission

Michael Craig, County Attorney

Mr. Craig explained he included the full document “Compliance Report – Efficiency Commission” which was written last time and a provision from the charter relating to the Efficiency Commission. If this board was going to consider this; it would be helpful to have all of the back ground information. He didn't have the cost of consultant or the report that was written, it was around \$90,000. He further reviewed the information with the CRC.

- Mr. English asked when was the last Efficiency Commission Report; Mr. Craig stated he believed it was 2015.

Ms. Hunt, Chairperson explained Mr. Rennie Heath has resigned his appointment to the CRC do to personal reasons. There is no action needed this matter will be directed back to Commissioner Dantsler to fill the vacancy.

### **Set Date for Next Meeting**

Alice Hunt, Chairperson

Ms. Hunt requested everyone review the dates as proposed in the document presented.

## Open Discussion:

- There was a discussion on the dates; the CRC commissioners voiced all of their concerns regarding the days of the week, whether a list is needed trying to find a schedule which will work with the entire group.
- Make the meetings the 3<sup>rd</sup> Tuesday of every month reaffirming whether the next monthly meeting stands.
  
- Motion to approve the modified Meeting Dates to the 3<sup>rd</sup> Tuesday of every month. Lisa Jensen
- Motion for Second – Bob English

Mr. Spinos asked if there is an issue the month before with having a super majority or even a majority we can change the date. Mr. Craig stated if there is a conflict and the date needs to be changed as long as we are given reasonable time to have a Public Notice issued.

**Approved:** changing the meeting dates to the 3<sup>rd</sup> Tuesday of every month.

There was a brief discussed regarding the last 4 meetings the CRC will be traveling different locations.

Discussed Agenda for Next Meeting  
Alice Hunt, Chairperson

## Open discussion:

- How aggressive does the CRC want to be in Notifying the Public? There are other means of media; the County has other ways such as Facebook and Twitter some thoughts.
- This will be posted on the website via the minutes.
- Is there another way other than the website to notify the public?
- There will be a press-release on going out as well. This press release will be included on Facebook.

With no further business, the meeting adjourned at 6:58 p.m.

Respectfully submitted,

Deborah Curry, Administrative Supervisor  
Charter Review Commission