



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes Charter Review Advisory Board

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Wednesday, May 18, 2022

6:00 PM

City Hall Room 244

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### 1. Call to Order

Chair Duval called the meeting to order at 6:00 p.m.

### 2. Roll Call

**Present** 4 - Chair Duval, Vice Chair Gibson, Board Member Bartolotta and Board Member Garren

**Absent** 2 - Board Member Bilski and Board Member Harris

### Also Present

Assistant City Attorney Michael Golen, Assistant City Clerk and Staff Liaison Adrain Jianelli, and Recording Secretary Amanda Baker

### 3. Pledge of Allegiance

The Pledge of Allegiance was led by the Board.

### 4. Public Comment

Jeffrey Scott: Board member duties, responsibilities, and core values.

### 5. Approval of Minutes

[22-2770](#)

Approval of Minutes for the April 20, 2022 Charter Review Advisory Board Meeting

*A motion was made by Vice Chair Gibson, seconded by Board Member Garren, to approve the Minutes as presented. The motion carried on the following vote:*

**Yes:** 4 - Chair Duval, Vice Chair Gibson, Board Member Bartolotta and Board Member Garren

**Absent:** 2 - Board Member Bilski and Board Member Harris

### 6. Unfinished Business

[22-2606](#)

Discussion and Possible Action Regarding Annual Report to Commission

Chair Duval announced the item.

Discussion took place regarding goals.

There was no public comment.

***A motion was made by Board Member Garren, seconded by Vice Chair Gibson, to approve the annual report to Commission. The motion carried on the following vote:***

**Yes:** 3 - Chair Duval, Vice Chair Gibson and Board Member Garren

**No:** 1 - Board Member Bartolotta

**Absent:** 2 - Board Member Bilski and Board Member Harris

## 7. New Business

### 22-2799

Discussion and Possible Action Regarding Adding a Section to the City Charter Relevant to Public Records Policy

Chair Duval announced the item.

Mr. Golen spoke to the City Attorney's opinion regarding placement of policy into the Charter.

Discussion took place regarding placing public records policy items on a referendum, concerns regarding placing public records and fee waivers into the Charter, Charter Officer investigations, and making recommendations as a board.

***A motion was made by Vice Chair Gibson, seconded by Board Member Bartolotta, to continue Item No. 22-2799 to a future meeting.***

Discussion took place regarding the dynamics of the item and setting guidelines for the item.

***The motion carried on the following vote:***

**Yes:** 4 - Chair Duval, Vice Chair Gibson, Board Member Bartolotta and Board Member Garren

**Absent:** 2 - Board Member Bilski and Board Member Harris

### 22-2800

Discussion and Possible Action Regarding Adding a Section to the City Charter Relevant to Waiving Public Records Fees

Chair Duval announced the item.

Discussion took place regarding a process for fee waivers due to extraordinary public interest, whether there is a Commission policy regarding waiver of fees, waiver request approval responsibility, defining a monetary limit for a waiver request, and placing a statement in the Charter regarding implementing a policy to allow all citizens have access to public records.

There was no public comment.

***A motion was made by Vice Chair Gibson, seconded by Chair Duval, to add language in the Charter to provide a public records policy that shall provide a process by which North Port residents may apply for a waiver of public record fees based on extraordinary public interest, financial hardship, or other extenuating circumstances.***

Discussion took place regarding citizens providing proof of residency.

***The motion carried on the following vote:***

**Yes:** 3 - Chair Duval, Vice Chair Gibson and Board Member Garren

**No:** 1 - Board Member Bartolotta

**Absent:** 2 - Board Member Bilski and Board Member Harris

Board Member Bartolotta dissented due to the motion not containing language regarding public records policy.

Discussion ensued on submitting the item to Commission, Commission dictating the policy, and Sunshine Law training.

***There was consensus to hear Item No. 22-2605 before Item No. 22-2801.***

***Due to technical difficulties, Item No. 22-2801 was heard before Item No. 22-2605.***

**[22-2801](#)**

Discussion and Possible Action Regarding Adding a Section to the City Charter Relevant to Public Facing Commission E-mails

Chair Duval announced the item.

Discussion took place regarding the dynamics of the agenda item, Commissioners having the opportunity to opt out, access to Commission calendars and e-mails, transparency, placing the item in the Charter, current access, and other municipalities' policies and procedures for access to Commission e-mails.

***A motion was made by Vice Chair Gibson, seconded by Chair Duval, to take no action on Item No. 22-2801 at this time. The motion carried on the following vote:***

**Yes:** 4 - Chair Duval, Vice Chair Gibson, Board Member Bartolotta and Board Member Garren

**Absent:** 2 - Board Member Bilski and Board Member Harris

Discussion took place regarding process for requesting items being placed on the agenda and adding attachment titles.

**PUBLIC COMMENT:**

Jeffrey Scott: additional sections to the Charter, expanding the Ethics section of the Charter, and government accountability

**8. Presentations****[22-2605](#)**

Assistant City Attorney Michael Golen: Sunshine Law (Public Records and Public Meetings), Ethics, and Meeting Procedures

Chair Duval announced the item.

Mr. Golen provided a presentation on the Florida Sunshine Law and Ethics training to include public meetings, public records, reasonable notices, penalties and examples, electronic messages from personal computers and phone, retention, prohibited conduct and relationships, voting conflicts of interest, who constitutes as a relative of a Board member, meetings procedures, quorums and motions, discussions, requesting information that is not public record, and requests of Staff Liaisons.

**9. Updates**

[22-2817](#)

Adrian Jianelli: Update Regarding the Timeline for Referendum Questions

Chair Duval announced the item.

Ms. Jianelli provided an update including methods and process for adding board recommendations to a Commission agenda and scheduling a joint meeting.

Discussion took place regarding timeline for placing a question on a referendum.

**10. Future Agenda Items**

Future agenda items include forming a City ethics committee and continued discussion of Item No. 22-2799.

Discussion took place regarding scheduling tabled items.

**11. Public Comment**

There was no public comment.

**12. Adjournment**

Chair Duval adjourned the meeting at 7:52 p.m.

By: \_\_\_\_\_  
David Duval, Chair

These minutes were approved on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.