



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Rick Gierok, Interim City Manager

DATE: August 6, 2026

RE: Discussion of City Commission Meeting Minutes

Introduction:

The City Commission will discuss the format and preparation of official meeting minutes.

Background:

The City Clerk's Office is responsible for preparing and maintaining the official record of City Commission meetings in accordance with Florida law and the City of Eustis Commission Rules of Order. Historically, the City's meeting minutes have been prepared in a transcript-style format. Periodically, questions arise regarding the appropriate level of detail to include in the official minutes. While audio and video recordings are available for review, the official minutes are intended to provide an accurate written record of the Commission's proceedings and actions.

During the June 18, 2026, Commission meeting, Interim City Manager Gierok presented several options for the preparation of meeting minutes: action, brief summary, detailed summary, transcript-style, and verbatim minutes. He reviewed the City Commission Rules of Order, which require that minutes include meeting details, attendance, matters proposed, discussed or decided, and votes taken, while noting that verbatim transcripts are only required when specifically directed by the Commission. Audio recordings, agenda packets, and meeting videos are retained to provide additional context beyond the official minutes. Commission discussion was held indicating the importance of maintaining an accurate record of Commission actions, policy direction, ordinances, resolutions, and significant discussions while also recognizing the need to improve efficiency in the preparation of meeting minutes.

Following discussion, the Commission indicated support for a hybrid approach to meeting minutes. Under this approach, brief summary minutes would become the format while allowing additional detail for agenda items involving significant policy discussions, complex issues, and Commission direction. Routine agenda items would be documented more concisely, with the official recordings serving as the complete record of the proceedings when additional detail is desired.

Recommended Action:

Staff recommend adopting the hybrid meeting minute format. With this approach, meeting minutes will continue to document:

- Meeting details and attendance;
- Motions, resolutions, ordinances, and official actions;
- Votes and voting records;
- Public hearings and required findings;
- Commission direction for staff;
- A concise summary of significant Commission discussion when necessary to provide context for the actions taken.

Audio and video recordings, with the agenda packets, will continue to provide the complete record of the proceedings.

This recommendation complies with Section 15, *Minutes and Documents*, of the City Commission Rules of Order, which provides that minutes shall include: a general description of all matters proposed, discussed, or decided; and a record of any votes taken. The Rules of Order further provide that: "A Commission Member may request, through the Presiding Officer, the privilege of having his or her comments or written statement entered into the minutes concerning any matter pending before the Commission."

Policy Implications:

Adoption of the hybrid meeting minute format establishes a consistent and standardized process that balances efficiency with the need for a complete and meaningful official record. The approach aligns with the Commission's Rules of Order by documenting Commission actions, votes, directives, and significant discussion while avoiding unnecessary transcript-style detail. The proposed format promotes consistency from meeting to meeting, improves efficiency in preparing and approving minutes, and preserves the flexibility to provide additional detail when warranted by the complexity or significance of an agenda item.

Budget/Staff Impact:

Using the hybrid approach, with additional detail when appropriate, will improve the efficiency of meeting minute preparation. Should the Commission wish to return to transcript-style or verbatim minutes, the City could utilize a transcription service. While this would reduce staff time dedicated to drafting minutes, it would result in additional budgetary costs.

Prepared by:

Christine Halloran, City Clerk
Anna Rottermond, Deputy City Clerk

Reviewed by:

Miranda Burrowes, Deputy City Manager

Attachment(s):

City Commission Meeting Minutes from June 4, 2026