

**MINUTES OF INAUGURAL MEETING
CITY OF WESTLAKE**

The inaugural meeting of the City Commission of the City of Westlake was held on Monday, June 27, 2016 at 7:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Loxahatchee, Florida.

Present and constituting a quorum were:

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| Roger Manning | Mayor |
| John Stanavitch | City Council Seat 1 |
| Kara Crump | City Council Seat 2 |
| Phillip Everett | City Council Seat 3 |

Also present were:

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|---------------------|------------------------|
| Kenneth Cassel | Interim City Manager |
| Pam E. Booker, Esq. | Interim City Attorney |
| John Carter | Minto |
| Tara W. Duh | Lewis, Longman, Walker |

The following is a summary of the minutes and actions taken during the June 27, 2016 City of Westlake Commission Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mayor Manning called the meeting to order and Mr. Cassel called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Oath of Office

Mr. Cassel, being a Notary Public of the State of Florida, administered the Oath of Office to Mr. John Stanavitch, Ms. Kara Crump, Mr. Phillip Everett, and Mr. Roger Manning.

Mayor Manning thanked the Council for their service to the City.

FOURTH ORDER OF BUSINESS

Appointment of Interim City Manager

Mayor Manning suggested Mr. Cassel serve as the Interim City Manager.

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| On MOTION by Mr. Everett seconded by Mr. Stanavitch with all in favor Mr. Cassel of Severn Trent Services was appointed as the Interim City Manager. |
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FIFTH ORDER OF BUSINESS

Appointment of Interim City Attorney

Mayor Manning suggested Ms. Booker serve as the Interim City Attorney due to her experiences as a city attorney.

On MOTION by Mr. Everett seconded by Ms. Crump with all in favor Pam E. Booker, Esq. was appointed as Interim City Attorney.

SIXTH ORDER OF BUSINESS

Filling Vacant City Council Seat

Ms. Booker reviewed the procedure to fill a vacancy in accordance with the City Charter. Seat 4 is currently vacant and the Council has 30 days to fill the vacancy.

SEVENTH ORDER OF BUSINESS

Scheduling of Future Meetings

The Council reviewed the proposed meeting schedule.

- July 11, 2016
- July 25, 2016
- August 8, 2016
- August 22, 2016
- September 12, 2016
- September 26, 2016
- October 10, 2016

On MOTION by Mr. Everett seconded by Ms. Crump with all in favor the meeting schedule was approved with the removal of the August 8, 2016 meeting.

EIGHTH ORDER OF BUSINESS

Request Authorization to Proceed

Mr. Cassel explained Ms. Booker and he need authorization to proceed with several items that will need to be brought back to the Council for approval. These items include, but are not limited to rules of adoption, proposed budget for Fiscal Year 2017, proposed millage rates, agreements for City Attorney and City Manager.

On MOTION by Ms. Crump seconded by Mr. Everett with all in favor Mr. Cassel and Ms. Booker were authorized to proceed with all necessary items.

NINTH ORDER OF BUSINESS

Public to be Heard

There being no comments from the public, the next item followed.


TENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 7:13 p.m.



Kenneth Cassel
Interim City Manager



Roger Manning
Mayor