

**MINUTES OF REGULAR MEETING
CITY OF WESTLAKE**

The regular meeting of the City Council of the City of Westlake was held on Monday, August 22, 2016 at 7:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

Roger Manning	Mayor
John Stanavitch	City Council Seat 1
Kara Crump	City Council Seat 2
Phillip Everett	City Council Seat 3
Katrina Long-Robinson	City Council Seat 4

Also present were:

Kenneth Cassel	Interim City Manager
Pam E. Booker, Esq.	Interim City Attorney

The following is a summary of the minutes and actions taken during the August 22, 2016 City of Westlake Council Meeting.

FIRST ORDER OF BUSINESS

Call to Order/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

Approval of Agenda

On MOTION by Councilwoman Crump seconded by Councilman Stanavitch with all in favor the agenda was approved.
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FOURTH ORDER OF BUSINESS

**Audience Comments on Agenda Items (3)
Minute Time Limit**

There being no comments on the agenda items, the next item followed.

FIFTH ORDER OF BUSINESS

**Consideration of Interim Manager's
Recommendation for Engineering and
Planning Services**

Mr. Cassel distributed a memorandum summarizing the ranking of firms for Engineering Services and Planning Services by the evaluation committee. For engineering services, Chen

Moore and Associates was ranked first and Higgins Engineering, Inc. was ranked second. For Planning Services, NZ Consultants was ranked first and Lucido & Associates was ranked second.

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor the City Manager was authorized to enter into negotiations for a contract with the two top rated firms and if unable to successfully negotiate a contract with the top ranked firms he is authorized to negotiate with the next ranked firm.

SIXTH ORDER OF BUSINESS **Consent Agenda**

- A. Approval of Minutes of July 25, 2016 Meeting**
- B. Acceptance of Financials for July 31, 2016**

On MOTION by Councilwoman Crump seconded by Councilwoman Long-Robinson with all in favor the consent agenda was approved.

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the financials for July 31, 2016 were accepted.

SEVENTH ORDER OF BUSINESS **Public Hearing to Adopt Final Ordinances**

- A. Ordinance 2016-1, Adopting the City Seal – Second Reading**
Mr. Cassel read Ordinance 2016-1 by title only.

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor Ordinance 2016-1 was adopted.

- B. Ordinance 2016-2, Lobbyist Ordinance – Second Reading**
Mr. Cassel read Ordinance 2016-2 by title only.

On MOTION by Councilman Everett seconded by Councilwoman Long-Robinson with all in favor Ordinance 2016-2 was adopted.

EIGHTH ORDER OF BUSINESS **Finance**

- A. Consideration of Resolution 03-2016, Adopting the Proposed Millage Rate and Setting the Date for Final Public Hearing (Action Item)**

Ms. Booker explained that pursuant to Florida Statutes, 200.066 the City of Westlake, as a newly established City, cannot impose ad-valorem taxes until Fiscal Year 2018. No action is required.

B. Consideration of Resolution 04-2016, Adopting the Tentative Budget for Fiscal Year 2017 (Action Item)

On MOTION by Councilwoman Crump seconded by Councilman Everett with all in favor Resolution 04-2016, adopting the tentative budget for Fiscal Year 2017, was adopted.

C. Consideration of Lease Agreement with Minto for Use of Facilities

Ms. Booker reviewed the proposed lease agreement with Minto, PBLH, LLC for utilization of the Westlake Community Center as well as the administrative offices next door. The lease has a five year term, which can be extended at the end of the term. The rental fee is \$500 per year.

On MOTION by Councilman Stanavitch seconded by Councilwoman Long-Robinson with all in favor the lease agreement with Minto, PBLH, LLC was approved.

NINTH ORDER OF BUSINESS

Interim City Manager’s Report

Mr. Cassel reported the following:

- Two options are being considered for building and zoning services: piggybacking off of another government entity or the formal RFP process.
- The City will need to come up with software for the building department. He is researching what other municipalities use to provide better options for the City.

TENTH ORDER OF BUSINESS

**Audience Comments on Other Items (3)
Minute Time Limit**

Mr. Richard Radcliffe, the Executive Director of the Palm Beach county League of Cities, welcomed the City of Westlake and invited the Council to attend their meetings held on the fourth Wednesday of every month. They meet at different cities each month. The next meeting is August 24, 2016 at the City of Royal Palm Beach Cultural Center and begins at 11:30 a.m. The Board of Directors meeting is held prior to that. He reviewed topics which will be discussed at the next meeting.

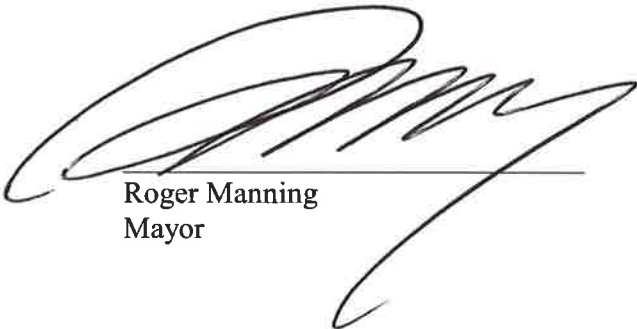
ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 7:31 p.m.



Kenneth Cassel
Interim City Manager



Roger Manning
Mayor