

**MINUTES OF REGULAR MEETING
CITY OF WESTLAKE**

The regular meeting of the City Council of the City of Westlake was held on Monday, July 11, 2016 at 7:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Loxahatchee, 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 July 11, 2016 City of Westlake Commission 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 Councilman Stanavitch seconded by Councilman Everett with all in favor the agenda was approved.

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

Consent Agenda

Approval of Minutes of June 27, 2016 Meeting

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the consent agenda was approved.

SIXTH ORDER OF BUSINESS

Resolutions

Resolution 01-2016, Adopting Rules of City Council, Providing for Definitions, Providing for Meeting Days, Time and Location, Providing Rules for the Conduct of the Public Business Meetings and Providing for an Effective Date

Mr. Cassel read the resolution into the record.

On MOTION by Councilman Crump seconded by Councilman Stanavitch with all in favor Resolution 01-2016 was adopted.

SEVENTH ORDER OF BUSINESS

Appointment of Council Member to Seat 4

Mayor Manning met with Ms. Long-Robinson to review her resume and discuss her qualifications. He feels she would be an asset to the City Council.

On MOTION by Councilman Everett seconded by Councilman Crump with all in favor Ms. Katrina Long-Robinson was appointed to the City Council.

EIGHTH ORDER OF BUSINESS

Oath of Office for Seat 4

Mr. Cassel, being a Notary Public of the State of Florida, administered the Oath of Office to Ms. Katrina Long-Robinson.

NINTH ORDER OF BUSINESS

Review and Discussion of Proposed Budget for Fiscal Years 2016 and 2017

Mr. Cassel reviewed the proposed budget with the required expenditures until September 30, 2016. He noted the original conversion plan figured two months' worth of expenditures. The budget before the Council is for three months and there are other items which were either over estimated or under estimated in the conversion plan.

Mayor Manning requested Mr. Cassel read the letter from the Developer, Minto PBH, LLC, which was contained within the Conversion Plan into the record. The letter states their intent to enter into a Developer Agreement with the City of Westlake to provide deficit funding through the year 2021. The agreement is currently being drafted for consideration at the July 25, 2016 meeting.

TENTH ORDER OF BUSINESS

Consideration of Agreement for City Attorney Services (Action Item)

The Council reviewed the proposed agreement for City Attorney Services with Pam E. Booker, Esq.

On MOTION by Councilman Crump seconded by Councilman Everett with all in favor the agreement with Pam E. Booker, Esq. for attorney services was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Agreement for City Management Services (Action Item)

The Council reviewed the proposed agreement with Severn Trent Services for management services.

On MOTION by Councilman Stanavitch seconded by Councilman Crump with all in favor the agreement with Severn Trent Services for management services was approved.

TWELFTH ORDER OF BUSINESS

Authorization to Proceed with a Request for Proposals for Planning Services (Action Item)

Mr. Cassel explained a comprehensive master plan is needed in order to move forward. Engineering services will also be necessary. In compliance with the CCNA, the City needs to go out for RFQs.

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the City Manager and City Attorney were authorized to proceed with the RFQ process for planning services.

THIRTEENTH ORDER OF BUSINESS

Authorization to Proceed with a Request for Proposals for Engineering Services (Action Item)

On MOTION by Councilman Everett seconded by Councilman Crump with all in favor the City Manager and City Attorney were authorized to proceed with the RFQ process for engineering services.

FOURTEENTH ORDER OF BUSINESS

Selection of City Seal

The Council reviewed the three options for a City Seal.

On MOTION by Councilman Crump seconded by Councilman Everett with all in favor Option #1 was chosen as the City Seal.

FIFTEENTH ORDER OF BUSINESS

Palm Beach County League of Cities

Ms. Booker reviewed her memorandum regarding the Palm Beach League of Cities. Their next meetings are scheduled for July 27, 2016 and August 20, 2016. There is also a mandatory ethics training on September 7, 2016.

Mr. Cassel stated he contacted the Florida League of Cities in Tallahassee as well. They are in the process of sending letters to the Councilmen. They will have their annual conference in August.

SIXTEENTH ORDER OF BUSINESS

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

Ms. Larson addressed the Council and questioned whether any of the Councilmen live on the property. She was informed two of the Councilmen live on the property. Ms. Larson also requested Seminole Pratt Whitney Road be widened.

An audience member questioned how the Council is being paid. Mr. Cassel responded the City will pay the Council. Interim funding will be provided to the City by Minto PBH, LLC and the shortfall is guaranteed by Minto PBH, LLC who is the largest taxpayer. The audience member asked about fire and police services. Mr. Cassel explained they are currently in transition with the County who is providing services to the City limits, which is also the SID limits. The City is negotiating contract services with the Palm Beach County Sheriff's Office for police protection and fire services.

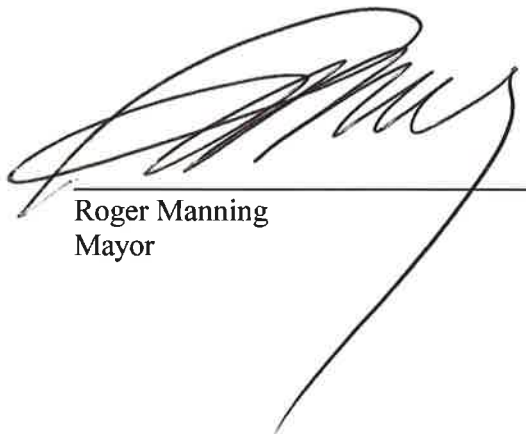
SEVENTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 7:42 p.m.



Kenneth Cassel
Interim City Manager



Roger Manning
Mayor