

**MINUTES OF REGULAR MEETING
CITY OF WESTLAKE**

The regular meeting of the City Council of the City of Westlake was held on Monday, September 26, 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
Katrina Long-Robinson	Vice Mayor
John Stanavitch	City Council Seat 1
Kara Crump	City Council Seat 2
Phillip Everett	City Council Seat 3

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 September 26, 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 Councilman Everett 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**

The following comments were made:

- Mr. Eric Ramirez addressed the Board regarding the trees being cleared. He suggested they be donated and indicated he would accept them as the landscape manager for Lion Country Safari. Mr. John Carter stated they are working on noticing surplus items and agreed to speak to Mr. Eric Ramirez regarding the trees.

- Mr. Ronald Jarriel, Councilman for Loxahatchee Groves, introduced himself and stated he would like to work together for the betterment of the area. He also complimented Inspector General Carey for doing an outstanding job.

FIFTH ORDER OF BUSINESS

Presentation by Inspector General – John A. Carey

Inspector General Carey provided the Council with a presentation regarding his role within the structure of Palm Beach County and how his office interfaces with cities.

Ms. Nilsa Zacarias of NZ Consultants introduced herself to the Council.

SIXTH ORDER OF BUSINESS

Approval of the Minutes of the September 12, 2016 Meeting

There being no questions or comments,

On MOTION by Councilwoman Crump seconded by Vice Mayor Long Robinson with all in favor the minutes of the September 12, 2016 meeting were approved.

SEVENTH ORDER OF BUSINESS

Approval of Financials Dated August 31, 2016

A. Approval of Payment to Severn Trent Services for Services Provided Outside the Contract in the Amount of \$5,000

Ms. Booker reviewed a memorandum regarding services provided by Severn Trent Services.

On MOTION by Councilman Everett seconded by Councilwoman Crump with all in favor payment to Severn Trent Services for services provided in the amount of \$5,000 was approved.

Mr. Cassel provided the Council with a revised financial report and indicated the dates were wrong on pages three and four of the financial report included in the agenda package.

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor the financial report dated August 31, 2016 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 08-2016, Appointing City Manager (Action Item)

Mr. Cassel read Resolution 08-2016 by title only.

On MOTION by Councilman Stanavitch seconded by Vice Mayor Long Robinson with all in favor Resolution 08-2016, appointing Mr. Ken Cassel as City Manager, was adopted.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 09-2016,
Appointing City Attorney (Action Item)**

Mr. Cassel read Resolution 09-2016 by title only.

On MOTION by Councilman Everett seconded by Councilwoman Crump with all in favor Resolution 09-2016, appointing Ms. Pam Booker as City Attorney, was adopted.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 10-2016,
Appointing City Clerk (Action Item)**

Mr. Cassel read Resolution 10-2016 by title only.

On MOTION by Councilwoman Crump seconded by Vice Mayor Long Robinson with all in favor Resolution 10-2016, appointing Ms. Sandra Demarco as City Clerk, was adopted.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 11-2016,
Adopting the Final Budget for Fiscal Year
2017 (Action Item)**

Mr. Cassel read Resolution 11-2016 by title only.

On MOTION by Vice Mayor Long Robinson seconded by Councilman Stanavitch with all in favor Resolution 11-2016, adopting the final budget for Fiscal Year 2017, was adopted.

TWELFTH ORDER OF BUSINESS

**Ordinance 2016-3, Establishing a
Planning and Zoning Board – First
Reading**

Ms. Booker reviewed Ordinance 2016-3, which will establish a local planning agency pursuant to Chapter 163.3174, Florida Statutes.

Mr. Rick Olson, who has volunteered to serve as a volunteer alternate to the Board, introduced himself and provided a background of his qualifications as an engineer.

On MOTION by Councilman Stanavitch seconded by Mayor Manning with all in favor the first reading of Ordinance 2016-3 was approved.

THIRTEENTH ORDER OF BUSINESS Meeting Schedule for Fiscal Year 2017

Mr. Cassel reviewed the proposed meeting schedule, which is the second Monday of every month as indicated in the Rules of Council.

On MOTION by Vice Mayor Long Robinson seconded by Councilwoman Crump with all in favor the meeting schedule was approved.

FOURTEENTH ORDER OF BUSINESS Interim City Manager’s Report

Mr. Cassel reported the following:

- Staff is moving forward with developing planning and zoning codes for the City as well as verifying they are compliant with County codes.
- SID is moving forward with widening of Seminole Pratt Whitney Road.

FIFTEENTH ORDER OF BUSINESS Audience Comments on Other Items (3) Minute Time Limit

The following comments were made:

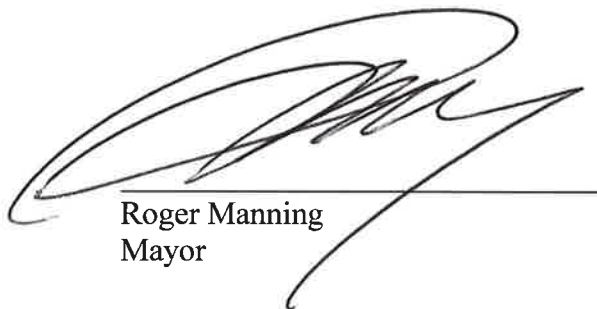
- Mr. Ronald Jarriel commented on how well the Council ran their meeting.
- Ms. Gina Levesque of the Commission of Ethics addressed the Council and would like to provide a presentation to the Council at a future meeting.
- Ms. Christine Schwartz requested backup for the agenda items.

SIXTEENTH ORDER OF BUSINESS Adjournment

There being no further business, the meeting adjourned at 8:02 p.m.



 Kenneth Cassel
 Interim City Manager



 Roger Manning
 Mayor