



# **CITY OF WESTLAKE**

## **MINUTES**

### **City Council Regular Meeting** Monday, March 08, 2021 at 6:30 PM

This meeting took place at the **Westlake Community Center/City Council Chambers** located at **4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470** and publicly viewed **Via Communications Media Technology**. Members of the public participated in the meeting through electronic means with access as follows:

1. Webex meeting from computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com/>

Meeting ID: 132 296 9946

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

United States Toll: +1-408-418-9388

Meeting ID: 132 296 9946

### **CITY COUNCIL:**

Roger Manning, Mayor  
Katrina Long Robinson, Vice Mayor  
Patric Paul, Council Member – Seat 1  
Kara Crump, Council Member – Seat 2  
JohnPaul O'Connor, Council Member – Seat 3

### **CITY STAFF:**

Ken Cassel, City Manager  
Pam E. Booker, City Attorney  
Zoie P. Burgess, City Clerk

A Regular meeting of the City Council of the City of Westlake was held on Monday, March 08, 2021 at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that Mayor Roger Manning, Vice Mayor Katrina Long-Robinson, Councilman Patric Paul, Councilwoman Kara Crump, Councilman JohnPaul O'Connor were present physically.

Ms. Burgess noted that Planning & Zoning Director Nilsa Zacarias, City Manager Kenneth Cassel and City Attorney Pam Booker, were present physically. City Engineer Suzanne Drombrowski and City Clerk Zoie Burgess were present via communications media technology.

Ms. Burgess identified the applicant speaker, Mr. Donaldson Hearing, of Cotleur & Hearing attending via communications media technology and confirmed if able to speak and hear.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the Mayor and accepted at the appropriate times as indicated in the Agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience that microphones are live. Ms. Burgess further explained that microphones will be muted; audience members have the ability to unmute themselves and anyone that has called in should mute their device.

Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting.

Ms. Burgess reminded Council Members physically present to utilize microphones for a clear record of the proceeding.

### **CALL TO ORDER**

Mayor Manning called the City of Westlake Regular City Council meeting of March 08, 2021 to order at 6:31 PM.

### **ROLL CALL**

Present and constituting a quorum:

Councilman JohnPaul O'Connor  
Councilwoman Kara Crump  
Councilman Patric Paul  
Vice Mayor Katrina Long-Robinson  
Mayor Roger Manning

Also, present:

Kenneth Cassel, City Manager  
Pam E. Booker, Esq. City Attorney  
Zoie P. Burgess, CMC, City Clerk - Present via communications media technology  
Suzanne Dombrowski, City Engineer - Present via communications media technology  
Nilsa Zacarias, Planning & Zoning Director

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**PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

**ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

Mayor Manning called for any additions, deletions or modifications to the Agenda.

Motion by Councilwoman Crump to approve Agenda, seconded by Vice Mayor Long-Robinson.

**UPON ROLL CALL:**

Councilman Paul	YES
Councilwoman Crump	YES
Councilman O'Connor	YES
Vice Mayor Long-Robinson	YES
Mayor Manning	YES

With all in favor, motion carried without dissent (5-0).

**PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)**

*This section of the agenda allows for comments from the public to speak on any item not presented on the agenda. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing the Council, state your name and address for the record.*

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

There being no comments, the next item followed.

**CONSENT AGENDA**

*This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.*

A. Approval of Meeting Minutes

1. February 8, 2021 - Regular Council Meeting Minutes - DRAFT

B. Approval Finance Statement

1. Financial Statements as of January 31, 2021

Mayor Manning introduced the Consent Agenda Item.

Motion by Councilman O'Connor to approve Consent Agenda, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilwoman Crump	YES
Councilman O'Connor	YES
Vice Mayor Long-Robinson	YES
Mayor Manning	YES
Councilman Paul	YES

With all in favor, motion carried without dissent (5-0).

## **PRESENTATIONS/PROCLAMATIONS**

There being no presentations or proclamations, the next item followed.

## **PUBLIC HEARING**

- A. A Resolution for the Final Plat Crossings of Westlake (POD M-2)

**Submitted By:** Legal

### **RESOLUTION 2021-06**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR CROSSINGS OF WESTLAKE (POD M-2), BEING A REPLAT OF A PORTION OF OPEN SPACE TRACT #1 AND OPEN SPACE TRACT #2, TOWN CENTER PARKWAY SOUTH - PHASE II, PLAT BOOK 126, PAGES 114 AND 115, AND A PORTION OF OPEN SPACE TRACT #1, ILEX WAY - PHASE I, PLAT BOOK 126, PAGES 116 AND 117, AND A PORTION OF OPEN SPACE TRACT #2, PERSIMMON BOULEVARD EAST - PLAT 2, PLAT BOOK 128, PAGES 16 THROUGH 19, INCLUSIVE, ALL OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, TOGETHER WITH A PORTION OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Manning introduced item, Resolution 2021-06 - Final Plat Crossings of Westlake (POD M-2).

Donaldson Hearing, Coteleur & Hearing on behalf of applicant Minto presented a PowerPoint Presentation of Final Plat Crossing of Westlake (POD M-2). He said that 130 townhomes will be built and noted the size and advised that each will have their own private gated backyard. He advised that the Seminole Improvement District (SID) and City Staff have advised that the Plat is technically ready for approval.

Ms. Booker commented that the Plat will not be recorded until the variance application is processed and approved. There was one item that did not meet code; we have worked with the applicant over the past two weeks to work out a process to forward. As of last week, the variance has been submitted for City staff review and we recommend approval.

Ms. Zacarias noted the condition in place as the site plan did not meet all the code requirements. She said that there will be a review of the variance application and when it comes before Council there will be a presentation.

Mayor Manning inquired on the square footage of the townhomes and parking.

Mr. Hearing advised that units range from 1800 square foot up to little over 2000 square foot that will consist of two car garages. There will be guest and on street parking within the community that will be well distributed and within walking distance of the Adventure Park.

Councilman O'Connor inquired on the price point.

Mr. Hearing responded that he understands that the intent is to be below the price points of single-family homes that are currently out there in order to provide broader opportunities for those looking to move to Westlake. He said that he will get back with Council on the price point.

Councilman O'Connor requested for Mr. Hearing to obtain information on elevations as well.

Mr. Hearing said that he will share that information once received.

Ms. Burgess read into record, by title only, Resolution 2021-06.

Motion by Councilman O'Connor to approve Resolution 2021-06 with the one condition from Legal, seconded by Vice Mayor Long-Robinson.

**UPON ROLL CALL:**

Councilman O'Connor	YES
Vice Mayor Long-Robinson	YES
Mayor Manning	YES
Councilman Paul	YES
Councilwoman Crump	YES

With all in favor, motion carried without dissent (5-0).

B. A Resolution for the Final Plat Orchards of Westlake Phase II

**Submitted By:** Engineering

**RESOLUTION 2021-07**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR ORCHARDS OF WESTLAKE PHASE II BEING A REPLAT OF TRACT "S", ORCHARDS OF WESTLAKE - PHASE - II, PLAT BOOK \_\_\_\_, PG(S). \_\_\_\_-\_\_\_\_, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, WITHIN SECTIONS 5, 6, 7 AND 8, ALL IN TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.**

Mayor Manning introduced item, Resolution 2021-07 - Final Plat Orchards of Westlake Phase II

Mr. Hearing, Coteleur & Hearing presented on behalf of Minto Communities presented a PowerPoint Presentation on POD S Phase II Plat Orchards of Westlake. He noted that POD S Phase I was presented at the January meeting. He advised that POD S will be the next community to be constructed following the community of Groves in POD O. He provided the location; the total number of homes; noted the two main entrances and their locations; the reasonable size of the lots; the buffers along the perimeter roadway and mentioned that the entire buffer will be 100 foot.

Ms. Burgess read into record, by title only, Resolution 2021-07.

Motion by Vice Mayor Long-Robinson approve Resolution 2021-07, seconded by Councilman O'Connor.

**UPON ROLL CALL:**

Vice Mayor Long-Robinson	YES
Mayor Manning	YES
Councilman Paul	YES
Councilwoman Crump	YES
Councilman O'Connor	YES

With all in favor, motion carried without dissent (5-0).

**REGULAR AGENDA**

There being no regular agenda, the next item followed.

**NEW BUSINESS**

A. Proposal for Goals and Objectives Sessions

**Submitted By:** Administration

Mayor Manning Introduced item.

Mr. Cassel mentioned that Robert Koncar of Inframark approached one or two Council members regarding the Objective and Goals a couple of months ago for the coming year.

Councilman O'Connor said that he asked for this item to be added to the agenda. He mentioned that it is important to measure the job of the City Manager and noted that it was presented to him by Mr. Koncar; there is no additional cost to the City. He said that we all can come up with goals and objectives and get a nice core group of goals that Council can actually measure by the end of the year.

Councilwoman Crump inquired if the goals and objectives will be posted on City website.

Mr. Cassel responded that it is part of the goals and objectives of the City as a whole not only for the City Manager. He said this will assist him with creating the budget and determining what the City is trying to accomplish.

Mr. Robert Koncar, General Manager of Inframark said that it is a simple and important process used with other clients and helps to focus the resources of the City on those objectives that the Council want to be pursued by staff. He explained the process and how the annual workplan would be implemented. He said that every quarter we would report back on the process based on the goals and objectives in order to see how staff are doing. It also helps to ensure we are progressing in accomplishing those goals and objectives.

Vice Mayor Long-Robinson asked Mr. Cassel how this would correlate with the Strategic Plan for the City.

Mr. Cassel responded it will tie into the overall part of the vision and helps him to continue to ensure that we are not going down a trail that we should not be running down; therefore, we can refocus and make sure that Council's vision is accomplished.

Vice Mayor Long-Robinson inquired on the start time for implementation.

Mr. Koncar noted, that if approved the goals would be brought back before Council at the next meeting. Once approved the annual workplan would be brought back at the following Council meeting.

Vice Mayor Long-Robinson suggested that a workshop be held on the City Strategic Plan to make sure that Council is clear on the goals and objectives for staff because they are going to coincide. She said that she is in favor of the goals and objectives.

Mayor Manning said that the Strategic Plan is already published; if we have in mind what is in the plan once there is a consciences then Council would need to see how those would fit into the Strategic Plan. He asked Mr. Koncar if Council needs to email comments to him via email.

Mr. Koncar responded yes. If the process is approved tonight an email would be sent to each Council member individually requesting for three to five broad goals separately. He would then bring those goals back before Council and share at the next meeting.

Mayor Manning directed Mr. Koncar to select goals that are in consciences with the Strategic Plan.

Vice Mayor Long-Robinson said that a workshop should be held at the same time. She commented that the problem is whether if any Council member can correctly talk about the Strategic Plan. She said that a workshop should be held as a refresher to make sure that Council has met and mastered everything that has been set forth. For example, with creating programs for the City's housing program therefore we would know if there is an issue with the program.

Councilman O'Connor said that the goals and objectives would be created by Council and should be worked backward; the goals and objectives and then identify some key goals that Council share and then take that information and work that in a Strategic Plan.

Vice Mayor Long-Robinson asked Councilman O'Connor if the Strategic Plan will be changed.

Councilman O'Connor responded yes. He said that if it turns out that there are some goals that are not included in the Strategic Plan that are in line with Council's goals then we need to take it to a workshop and work out.

Mr. Koncar clarified that the goals will be broad goals. He provided an example of communication and noted that staff would develop a plan with specific objectives. He explained the timeframes to meet that goal. He said there would be two votes required by Council for approval. The goals would be brought back for approval of the implementation plan which are the objectives with any financial impact and then staff would take it from there to implement.

Mayor Manning inquired if a workshop would be held.

Councilman O'Connor responded that a workshop should be held after Council has identified the goals.

Further Council discussion.

Motion by Councilman O'Connor to approve Proposal for Goals and Objective Sessions, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Mayor Manning	YES
Councilman Paul	YES
Councilwoman Crump	YES
Councilman O'Connor	YES
Vice Mayor Long-Robinson	YES

With all in favor, motion carried without dissent (5-0).

Mr. Koncar thanked the Council and advised that he will be in touch with each member individually.

B. Release of Unity of Title

**Submitted By:** Administration

Mayor Manning introduced the item.

Ms. Booker advised that a Unity of Title was placed on the property back in the 1980's it went before the County in the development and explained the reason for release of removal.

Mayor Manning asked Council for any questions.

There being no questions

Motion by Councilwoman Crump to approve Release of Unity of Title, seconded by Vice Mayor Long-Robinson.

**UPON ROLL CALL:**

Councilman Paul	YES
Councilwoman Crump	YES
Councilman O'Connor	YES
Vice Mayor Long-Robinson	YES
Mayor Manning	YES

With all in favor, motion carried without dissent (5-0).

**CITY COUNCIL COMMENTS**

A. Councilman JohnPaul O'Connor

Councilman O'Connor commented on the Communications Advisory Board and advised how he would like to have a couple of individuals from each development to represent their communities rather than



having a formal Board. He said that he would like to have Coffee with the Councilman similar to how the Coffee with the City Manager is set up.

Councilman Paul said that it should be open for anyone who wants to attend verses having it only open to a few individuals.

Councilman O'Connor said that he has no problem with unlimiting the number of people and opening it up. He asked Ms. Booker if there are any objections.

Ms. Booker responded no. She provided Council with an update on the draft ordinance and explained the objective and purpose of the Board. She said that a lot of the Boards are limited in purpose of scope usually a year or two. She mentioned that it can be pulled into Ken's monthly or bi-monthly meetings as another means of communication amongst the residents. She advised that the ordinance will be placed on the shelf and it can comeback before Council if this is the direction in the future to have something more formal.

Councilman Paul inquired if it will be added to the City website.

Councilman O'Connor responded yes. Once all the details, the name of the board and how often the meetings will take place.

Mr. Cassel advised Councilman O'Connor that he expects the format to be done the same way as Coffee with the City Manager.

Further Council discussion.

Mayor Manning inquired if another Council member may attend with comment due to Sunshine Law.

Ms. Booker responded that there are concerns of violation of Sunshine Law in conduct with two or more Council members present. She advised that meeting would need to be advertised and minutes taken; the guidance is always not to attend the meeting. The issue comes when there is dialogue that may come before Council to vote on in the near future. She advised that Council can attend virtually but can not comment. She would discourage this as it was discussed with the City Manager for other Council members take turns to attend on a monthly basis if this is an option that all Council Members participate to listen to residents and agree to participate. Council still has to abide by Sunshine Law even with an informal session.

Mayor Manning asked can Council attend without comment.

Ms. Booker responded yes.

Councilman O'Connor said that he loves the idea of Council rotating quarterly to attend meetings.

Vice Mayor Long-Robinson said that this sounds similar to the Homeowners Association meetings. She advised that the City is new, and there is time to implement it similarly to what other municipalities have.

Councilman O'Connor advised that the intent is to have communication between the Council and residents.

Vice Mayor Long-Robinson said that people who serve in public office start by serving on the local boards as this is how they learn how to serve.

B. Councilwoman Kara Crump

No Comments.

C. Councilman Patric Paul

No Comments.

D. Vice Mayor Katrina Long Robinson

Vice Mayor Long-Robinson thanked the developers for the townhomes coming. She mentioned that she and other women in local government provided lunch to the local schools. She advised that they will try do something for the middle and high school students at some point. She mentioned that the media has reached out to her regarding a statement. She read the statement into the record regarding a text



message received prior to the Council Meeting on November 30, 2020. She advised that staff was immediately notified. She advised that she provided a statement to the paper.

E. Mayor Roger Manning

Mayor Manning advised that he was happy to receive the email from Mr. Carter advising of a press release that Minto has sold it's 1000th home since 2017. This is a milestone. He thanked Mr. Cassel for providing updates on things that are turning around. He said that he is looking for the tax base to come and we have short window to get our balance budget.

**REPORT - STAFF**

A. Palm Beach County Fire Rescue - Monthly Report: January

**Submitted By:** William J. Rowley, District Chief

For Informational Purposes Only

Mayor Manning introduced item.

Mr. Cassel introduced Tony Tozzi, District Chief of the Palm Beach County Fire Rescue (PBCFR) and asked if he wanted to speak.

District Chief Tony Tozzi introduced himself and mentioned that he has been with PBCFR for over 27 years and in Fire Service for over 36 years. He thanked the Council for having him.

B. Palm Beach County Sheriff's Office - Annual Report

**Submitted By:** Captain Craig Turner, Commander

For Informational Purposes Only

Mayor Manning introduced item.

Ms. Burgess noted that Captain Turner was not present. She advised that the presentation is presented before Council and available in the City Clerk's Office if requested.

**REPORT - CITY ATTORNEY**

A. Monthly Report - February

Mayor Manning introduced item.

Ms. Booker said that she is available if Council has questions on the report. There is follow up regarding an email with Calvin on Chapter 5 as it relates to the motion and direction. If Council wants to share their thoughts and feedback on the matter it will be helpful as we are still working through the process.

**REPORT - CITY MANAGER**

Mayor Manning introduced the item.

Mr. Cassel mentioned that commercial for POD H is coming and it will be a master plan section. He expects to receive more details in 3 - 4 weeks. He provided the location of the Parcel from the northside of school up to Persimmon for the master plan and noted that there will be a number opportunities for this location about 35 or so acres that will come back before Council within the next few weeks. He mentioned the 700 CO's and said that the rest have been sold. Mr. Cassel asked Council if they would be available to hash out the final details of Chapter 5 on March 22nd. He advised if they are not able to hash out, they may need to have a workshop.

There was consensus with Council to meet on March 22nd.

Mr. Cassel mentioned the statement put out today by SID experiencing some intermittent issues with the automated reading system for water. He advised that SID has gone out physically to read over 400

accounts manually; the bills are accurate, and they are a compilation of 3 to 4 months consumption. He said that SID expects to have the intermittent issue correct by the next billing cycle. He mentioned that the bills are higher, but we are working with individuals as they call in. He said that he looks forward to the goals and objectives process as this helps with the budget in knowing where to put the dollars.

**PUBLIC COMMENTS - AGENDA ITEMS ONLY**

*This section of the agenda allows for comments from the public to speak on items only presented on the agenda. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk.*

Mayor Manning called for any public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

There being no further comments, the next item followed.

Next Meeting (Subject to Change or be Cancelled): **Monday, April 12, 2021**

**ADJOURNMENT**

Mayor Manning adjourned the meeting at 7:31 PM.

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor