

TOWN OF WINDERMERE

Town Council Meeting Minutes

June 11, 2024

CALL TO ORDER:

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Mandy David, Tony Davit, and Brandi Haines. Town Manager Robert Smith, Public Works Director Elliott-Moore, Attorney Heather Ramos, Deputy Chief Jayson Bonk, and Town Clerk Dorothy Burkhalter were also present. Police Chief Dave Ogden was absent.

Mayor O'Brien called the meeting to order at 6:01 pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

1. **OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)**

There were no public comments.

2. **SPECIAL PRSENTATION/PROCLAMATIONS/AWARDS:**

NONE

3. **TIMED ITEMS & PUBLIC HEARING**

NONE

4. **OLD BUSINESS**

NONE

5. **NEW BUSINESS**

a. **MINUTES**

i. **Town Council Meeting Minutes: May 14, 2024**

Due to page number two missing, approval of minutes was deferred until the next meeting.

b. **RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING**

i. **Resolution 2024-03 Planning and Zoning Fee Increase**

Mayor O'Brien introduced this item. Member Stroup questioned the cost comparison to the Town of Oakland. Manager Smith explained the costs are in alignment. Member Williams made a motion to approve Resolution 2024-03. Member Davit seconded the motion. Roll call vote was as follows: Haines - aye, Davit - aye, David - aye, Williams - aye, and Stroup -aye. Motion carried 5-0.

c. **APPOINTMENTS**

i. **Parks & Recreation Committee Member Appointment - Christine Samela-Yonge**

Mayor O'Brien introduced this item. Member David made a motion to approve the appointment of Christine Samela-Yonge. Member Davit seconded the motion. Roll call vote was as follows: Stroup - aye, Williams - aye, David - aye, Davit - aye, and Haines- aye. Motion carried 5-0.

d. **CONTRACTS/AGREEMENTS**

i. **Town Manager Contract**

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Mayor O'Brien introduced this item. He explained that per the direction of the Town Council, a new contract for the Town Manager is proposed. Mayor O'Brien commented on the increase, an additional five-year contract and additional forty hours of comp time. Member Williams made a motion to approve the contract as presented. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams – aye and Stroup – aye. Motion carried 5-0.

e. FINANCIAL

i. Windermere Road/Main Roundabout Grant Agreement

Mayor O'Brien introduced this item. He then turned the floor over to Director Elliott-Moore. Director Elliott-Moore stated that approval is needed for funding. She then stated that the legal department has reviewed the contract. Discussion was made regarding design and timelines. Member Davit made a motion to approve the grant agreement. Member Williams seconded the motion. Member Stroup questioned the Town's funding portion. Manager Smith commented on reserves or self-funding options. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

f. OTHER ITEMS FOR CONSIDERATION

i. Town Square Planning Charette

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith commented that the past charette for the town square was done in 2011/2012. He explained that he feels that it would be beneficial to hire Wade Trim to handle the public input and long-range planning. After minimal discussion was made, Member Davit made a motion to approve Wade Trim. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit -aye, David – aye, Williams – aye, and Stroup – aye. Motion carried 5-0.

ii. Rotary Inc. Repayment

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith explained that this has been an ongoing issue. He then stated that staff would recommend a Town Council liaison to work with Rotary Inc. liaison for negotiations of the outstanding invoices. Member Davit commented on the \$95,000.00 and additional invoices. He then stated he would volunteer to be the liaison. Member Davit made a motion to approve the payment of \$95,621.58, and he would like to nominate himself as the Liaison. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien opened the floor to the Council members. Member David reported on upcoming Parks and Recreation events and strategic planning. She also reported that the Pet Fest will be postponed for 2025. Member Davit reported on the Historical Preservation Board and the historical property/assessments project which will be presented at a future date to Town Council. Member Haines reported that SAC is on summer break and the Butler Chain Advisory Committee has a meeting scheduled. Mayor O'Brien commented on the buoys at Bird Island. Member Haines stated she will check on it at the next meeting.

7. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Manager Smith reported on the upcoming budget season and work sessions/meetings.

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b. **TOWN ATTORNEY HEATHER RAMOS** – Ms. Ramos reviewed the Form 6 injunction.

c. **DEPUTY CHIEF JAYSON BONK** – Deputy Chief Bonk reported on staffing,

d. **PUBLIC WORKS DIRECTOR ELLIOTT-MOORE** – Director Elliott-Moore reported on storm preparations, street sweeping, grounds, Disaster Readiness Assessment, G 402, committee strategic plans, tree work, irrigation installation, Lake Street Park and riprap, installation of Market lights, DUKE Energy, sidewalk repairs, building and grounds maintenance/repairs. Member Stroup questioned the sidewalk extension on 6th Avenue. Manager Smith stated that he met with Kimly Horne and Associates regarding the sidewalk. He stated that the plans needed to be revised.

e. **TOWN CLERK DOROTHY BURKHALTER** – Clerk Burkhalter reported on the upcoming Ethics filing deadline.

Discussion was made regarding the July Town Council meeting. Due to there being no quorum, there will not be a meeting in July. Member Haines made a motion to cancel the July Town Council meeting. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

8. **ADJOURN:**

Mayor O'Brien adjourned the meeting at 6:39pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor