



STAFF REPORT

TO: Honorable Mayor and Town Council
FROM: Paul Larino
DATE: 05/06/2021
SUBJECT: Approval of Town Clerk

REQUESTED ACTION / RECOMMENDATION:

Approval

BACKGROUND INFORMATION:

Section 2.08. Town Clerk. The Town Manager shall appoint a town clerk, subject to approval by a majority vote of the council.

I conducted two interviews with Ms. Johnson. I conditionally offered her the job pending background checks and council approval. References and background checks were above satisfactory. I have attached a copy of her resume, introduction letter, written references, and my reference checks. I believe Ms. Johnson possesses the qualities and skills to be an effective clerk for the town.

FISCAL IMPACTS:

No Fiscal Impacts, the Town Clerk is budgeted for.



**MONTVERDE TOWN COUNCIL
REGULAR MEETING AGENDA
MAY 11, 2021 AT 7:00 P.M.**

The Montverde Staff and Council invite you to join the Town Hall meeting in person, on your computer, or by dialing in to listen. You can watch and listen to the meeting from home by following the directions below. (Note: you will not be able to ask any questions during the meeting if you attend by zoom or dialing in). Join the Zoom Meeting by clicking on the link below, copying and pasting the link into your browser, or going directly to zoom on your browser. Once in zoom, enter the Meeting ID and Passcode to be joined to the meeting. You may also call into the meeting by using the call-in number.

<https://zoom.us/j/99904979205?pwd=WHBuRnduMHh1QlVVK2kvTXJlZNEdz09>

Meeting ID: 999 0497 9205

Passcode: 957211

Phone Call in Number: 1 346 248 7799

TOWN COUNCIL MEMBERS

Joe Wynkoop, Mayor

Billy Bates, Vice Mayor

Jim Ley, Councilmember

Judy Smith, Councilmember

Allan Hartle, Councilmember

STAFF

Paul Larino, Town Manger

Anita Geraci-Carver, Town Attorney

Sean Parks, Town Planner

DISCLAIMER

This booklet has been prepared for the convenience of the Montverde Town Council In discussing matters before them. Every effort has been made to include all items to be discussed at this Town Council Meeting, however, the Mayor or Council Members may add items, which are not part of this Agenda, or items may be removed from consideration. While it has been the goal to present error-free information, we do not represent that documentation is without errors or omissions.

In addition to regular Council Meetings, the Mayor or Town Council may, from time to time, schedule a workshop during which they will receive information from Staff, have discussions with Staff and among themselves, and then proceed to give Staff direction on the subject matter being discussed unless otherwise shows on the Agenda item. These discussions and workshops do not take the place of the formal public hearing process during which any member of the public may comment, and formal action is taken.

The Council and Staff welcome written comments prior to workshops and other meetings. If you have comments or questions regarding the subject matter of any Council action or workshop, please deliver your written comments to the appropriate Town Staff or mail to the Town of Montverde, P.O. Box 560008, Montverde, FL 34756.

CALL TO ORDER AND OPENING CEREMONIES

- Pledge of Allegiance
- Invocation
- Roll Call

I. APPROVAL OF MINUTES

Minutes of the April 13, 2021 Town Council Meeting.

II. CITIZENS QUESTION/COMMENT PERIOD

The Town Council invites the public to come forward with questions, comments and concerns. Action will not be taken by the Council at this meeting, but questions may be answered by Staff or issues may be referred for appropriate Staff action. If further action is necessary, the item may be placed on a future agenda for further review and consideration.

NOTE: Public Comment will not be taken under Citizens Questions/Comment Period for matters listed on this agenda. Public Comment on such items will be taken once the agenda item is before the Council for consideration.

III. DEPARTMENT & COMMITTEE REPORTS

- A. Town Manager Larino's Report.
- B. Town Attorney Geraci-Carver Report.
- C. Town Planner Parks Report.
- D. Lake County Commission Report.
- E. Town Council Reports.
- F. Mayor Wynkoop Report.
- G. March Finance Report.

Checking Account (all funds)

March Beginning Bank Balance	\$ 2,773,355.43
March Revenues	\$ 147,945.47
March Expenditures	\$ 193,753.59
March Ending Balance	\$ 2,727,547.31

IV. CITIZENS QUESTION/COMMENT PERIOD

- A. The Town Council invites the public to come forward with questions, comments, and concerns. Action will not be taken by the Council at this meeting, but questions may be answered by Staff or issues may be referred for appropriate Staff action. If further action is necessary, the item may be placed on a future agenda for further review and consideration.

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V. PUBLIC HEARINGS, RESOLUTIONS, AND ORDINANCES

A. Black East Development

1. **SECOND READING - ORDINANCE 2021-04: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MONTVERDE, FLORIDA, TO CHANGE THE ZONING FROM LAKE COUNTY AGRICULTURE TO TOWN OF MONTVERDE SINGLE-FAMILY RESIDENTIAL PUD FOR THE HEREIN DESCRIBED PROPERTY OWNED BY CENTER LAKE PROPERTIES LTD AND LOCATED SOUTH OF FOSGATE ROAD, WEST OF BLACKSTILL LAKE ROAD AND NORTHEAST OF THE FLORIDA TURNPIKE; DIRECTING THE TOWN MANAGER TO AMEND THE ZONING MAP AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; APPROVING VARIANCES FROM TOWN CODE WITH CONDITIONS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SCRIVENER'S ERRORS, AND PROVIDING FOR AN EFFECTIVE DATE.**

(Staff and Applicant request this item be tabled)

VI. DISCUSSION AND ACTION ITEMS

- A. Approval of the appointment by the Town Manager of Sandra Johnson to the position of Town Clerk.
- B. Discussion and direction on requests to vacate town's rights-of-way.
- C. Discussion and direction to staff for proceeding with foreclosure on 16751 County Road 455, Montverde.
- D. Appointments to the Town's Vision Committee.
- E. Update on the Library Capital Project.

VII. REMINDERS AND ADJOURNMENT

- A. Staff and Mayor reminders or comments.
- B. Motion to Adjourn.

The Town Council reserves the right to move any Agenda item to an earlier time during the meeting as its schedule permits, except in the case of the items and appointments that have been advertised in a newspaper for a specific time.

Pursuant to the provisions of Chapter 286 Florida Statutes, Section 286.0105, if a person decides to appeal any decision made by the Town Council with respect to any matter considered at this Council meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based.

Persons with disabilities needed assistance to participate in any of these proceedings should contact Town Hall at (407) 469-2681, 48 business hours in advance of the scheduled meeting.