

TOWN OF LAKE PLACID
TOWN ADMINISTRATOR COMMITTEE

Co-Chairman Cheryl Davis and Marlene Barger called the first meeting of the Town of Lake Placid Town Administrator Committee to order on Tuesday, July 5, 2011 at 8:30 A.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. The Committee was appointed by the Town Council on June 27, 2011 to look into the feasibility of the Town hiring a Town Administrator.

ROLL CALL:

Chairman Cheryl Davis
Chairman Marlene Barger
Robert Brown
Shelagh Byatt
Bill Compton
Jon Draper
Jim Dinapoli
Eileen May

Also Present:

Town Clerk Arlene Tuck

Matt Delaney – Lake Placid Journal

The Committee started by first reviewing “The Sunshine Law” DVD. They then introduced themselves to the group.

Mrs. Barger stated she had asked the Town Council, at their last meeting, to make a list of what they felt was important for the Committee to review in deciding whether the Town needs a Town Administrator. She stated she has not received any responses. The Committee asked Mrs. Tuck to again request from the Town Council the list and ask that it be received by Thursday, July 7, 2011.

The Committee was given the Town’s 2009 Audit to review and was also given a copy of the letter received from the State Attorney’s investigation.

Mrs. Barger handed out an agenda for the Committee to follow. She also stated she had talked with Scott Noethlich, City Administrator of Sebring, and Julian Deleon, Acting City Administrator of Avon Park. She stated Mr. Noethlich was willing to come talk to the Committee about his position.

The following items were discussed by the Committee:

1. Mrs. Barger stated Mrs. Tuck has given her a list of amounts paid for engineering, legal fees, accounting fees and planning fees for the last three years. She stated the Committee might want to use these to determine what they feel is needed more by the Town.
2. What does a Town Administrator do?
3. Talked about job descriptions. Mrs. Tuck will get the job description for the Town’s Department Heads to the Committee.
4. Committee asked for the Town’s Organizational Chart. Mrs. Tuck will get it to the Committee.
5. The Committee stated they would like to see the Town of Lake Placid’s salaries and be able to compare it to other Cities. Mrs. Tuck stated she had already printed out salary surveys for Cities under 3,000 with less than 50 employees. She was asked to get the surveys to the Committee along with the Town’s salaries.
6. The Committee discussed whether or not anyone knew of a city/town that had a Town Administrator form of government and reverted back to just the Mayor and Council.

7. There was discussion on whether or not to go to a stronger Mayor form: pay the Mayor more and give him more duties. The Committee stated they would like the Mayor to attend the next meeting and give an overview of his duties as Mayor.
8. There was discussion from a couple of the Committee Members as to actually why the Committee was formed. Several members felt it was because the Town needs to move ahead of where they are now. One Member felt it was a good time because the long time employees were retiring and maybe the structure of the departments need to be revamped.
9. The Committee talked about the feasibility of the Town spending money to hire a Town Administrator. They felt this was their main topic of discussion for the next meetings.
10. Felt the Committee members should make their own list of wants and needs for the Town after reviewing the document to be provided to them by Mrs. Tuck.
11. Felt they need to decide the best way to run the Town.
12. Talked about the Greater Lake Placid Growth Area, but felt they should work on what is in the Town now.
13. Felt there mission statement should be: "How should the Town be run?"
14. Scheduled the next meeting for Tuesday July 12, 2011 at 8:30 A.M. at Town Hall.

The meeting adjourned at 10:00 A.M.