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TOWN OF LAUDERDALE-BY-THE-SEA

TOWN COMMISSION

ROUNDTABLE

MINUTES

Jarvis Hall

4505 Ocean Drive

Wednesday, June 23, 2010

7:00 P.M.

1. CALL TO ORDER, MAYOR ROSEANN MINNET

Mayor Roseann Minnet called the meeting to order at 7:00 p.m. Present were Vice Mayor Stuart Dodd, Commissioner Birute Ann Clotley, Commissioner Scot Sasser, Commissioner Chris Vincent, Town Attorney Susan L. Trevarthen, Interim Town Manager Connie Hoffmann, and Town Clerk June White.

2. DISCUSSION ITEMS:

Mayor Minnet suggested that when a Commissioner requested an item go to a roundtable meeting for further discussion, that item was automatically pulled from the agenda and all discussion was held until the item came up at the roundtable meeting. She requested Commission input.

Commissioner Clotley suggested the Commission vote on whether that should happen. She was concerned with time sensitive issues. Mayor Minnet understood that time sensitive items could be handled differently.

Commissioner Sasser suggested that when a Commissioner requested an item be moved to the Roundtable, any Commissioner could oppose the request and then there could be a short discussion after that. However, if no one opposed the request then the item could be taken off the agenda without further discussion. Vice Mayor Dodd suggested deferring those items to a date certain to avoid additional discussion.

Commissioner Clotley added Accrued Employee Vacation Pay to the agenda.

Mayor Minnet added Proclamations to the agenda.

Commissioner Sasser recommended taking the valet parking item first. Mayor Minnet suggested taking items 2a, 2c, and 2j first.

Commissioner Clotley questioned whether it would be easier to discuss those types of items at a workshop. Attorney Trevarthen clarified that if the Commission felt an issue required public input and extra time for discussion, that it might be easier to discuss the

item at a workshop. Mayor Minnet explained that there should be public input only when necessary.

Mayor Minnet explained that items A, C, and J were similar and requested Interim Town Manager Hoffmann to speak on the items. Mayor Minnet said that a parking study was needed for items A and C.

Interim Town Manager Hoffmann agreed that parking needed to be addressed Town wide to obtain consistency. Attorney Trevarthen explained that other cities had a menu of options in their Code that allowed for a mix and match system to better satisfy parking issues.

Mayor Minnet wanted to see a parking study done first. Vice Mayor Dodd agreed with Mayor Minnet, and wished to be fair to any new businesses that could come in to Town. Commissioner Clotey wanted to see an unbiased parking study conducted by Town staff.

Commissioner Sasser questioned what Commissioner Clotey meant when she requested an unbiased study. Commissioner Clotey explained that she wanted to make sure there would be no influence from any of the businesses. She wanted to make sure the person or people conducting the study had no vested interest in the results. Vice Mayor Dodd said he would like to have the input of the businesses. He suggested having a workshop to consider the matter on a whole. Commissioner Vincent explained that the MPSC (Master Plan Steering Committee) needed to be involved.

Mayor Minnet explained that staff needed to begin working on a parking study and then the Commission could hold a workshop to get business and resident input. She also wanted to see a menu option in the Code as addressed by the Town Attorney. Commissioner Sasser requested the item go on the Town Manager Report so that it was easier to keep track of the item.

Commissioner Sasser questioned whether the Commission was interested in relaxing the parking regulations until a parking study was completed. Mayor Minnet wanted to see staff get the information together first. She was concerned that the businesses west of Commercial Boulevard needed the most help. Mayor Minnet explained that many businesses were also requesting sidewalk cafes and wanted the Commission to look into those as well.

Commissioner Vincent pointed out that if any businesses wanted to come into Town while the parking study was conducted, the parking regulations would have to be relaxed as to not turn away any potential business from coming in. Attorney Trevarthen confirmed that section 30-321 of the Town Code allowed the Commission to approve a reduction in the parking requirements after a recommendation from the P&Z (Planning & Zoning Board) was received.

Commissioner Sasser requested that the Commission be notified of any business that was coming in that would have a problem while the parking study was underway.

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Mayor Minnet requested Interim Assistant Town Manager Bentley give a brief overview of item 2C. Interim Assistant Town Manager Bentley explained that Town Code did not allow for parking as a primary use with good reason. He said the Code deemed that the required parking for a business was still required after the business closed for the day. Interim Assistant Town Manager Bentley explained that if the Commission chose to relax the Code the property owner would then be allowed to permit those spaces for public or offsite parking. He said that was what the owner of the SunTrust Bank wanted to do.

Commissioner Vincent questioned whether there was a downside to granting the request. Interim Assistant Town Manager Bentley said there could be increased activity which could affect the neighbors. He explained that staff did not recommend parking as a primary use.

Interim Town Manager Hoffmann explained that the Town lost revenue when people chose to park there instead of at Town meters.

Commissioner Sasser suggested that if SunTrust chose to charge the public to park in their lot, people would park in the Town lot because the location was closer to the beach and the downtown area. He questioned whether the Town could charge a license fee to make up for the loss of revenue.

Vice Mayor Dodd suggested that staff evaluate how full the Town lots were. He believed that there was a loss of revenue to the Town if cars parked on private lots. Vice Mayor Dodd said there could be implications if the Town chose to enter into lease agreements with private lots. He explained that he was in favor of using a private lot for the valet service trial period if that was the recommendation of staff.

Commissioner Sasser disagreed with Vice Mayor Dodd and believed it would be a good compromise to charge a license fee. He explained that the current valet services in Town were not forced to use public lots. Discussion continued on whether to allow relaxation on parking requirements in the Town Code. Commissioner Sasser explained that the reason the Bougainvillea parking lot was not full was due to lack of signage and the way the entrance was built. He suggested allowing the valet service to park on private property and then put adequate signage to direct the public to the Bougainvillea parking lot. Commissioner Sasser explained that if the meters were changed to accept cash and credit cards, the Town could see an increase in revenue.

Commissioner Sasser questioned whether staff could come up with an estimate of the projected revenue to the Town from license fees and meter collection. Vice Mayor Dodd explained that the Town parking lots needed to be addressed first.

Mayor Minnet confirmed that direction to staff was to conduct a parking study to include recommendations for signage and private lot parking. She suggested that the information also go to the P&Z.

Commissioner Clotney suggested putting up additional signage now. She did not want to wait until after the parking study was completed. Discussion continued regarding the

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location of future signage and the entrance of the Bougainvilla parking lot. Vice Mayor Dodd recommended using a portion of the Wings parking lot as an extension to the entrance of the Bougainvilla Parking Lot. Interim Assistant Town Manager Bentley explained that there was a misunderstanding regarding the parking permits that the Town was to provide to Wings based on the agreement.

Interim Assistant Town Manager Bentley explained that staff was preparing a proposal for the Commission to implement a "pay on entry" system for the Bougainvilla parking lot. He said some of the parking limitations would have to be waived. Commissioner Sasser questioned whether that system would apply to those with parking permits. Interim Assistant Town Manager Bentley confirmed it would not pertain to those individuals.

Commissioner Clotley questioned whether it was too complicated to put a change machine in the parking lot. The Commission decided it was not cost effective to implement them.

It was the consensus of the Commission to forward item 2c to the P&Z for review and recommendations.

Interim Town Manager Hoffmann suggested staff come back to the Commission in one month with a plan on how the parking situation could be handled.

Attorney Trevarthen questioned whether item 2c was going to the P&Z before or after staff worked on a parking plan. Commissioner Clotley suggested Town staff review it first. Interim Assistant Town Manager Bentley explained that a specific proposal would be given to the P&Z to deliberate.

There was no further discussion.

- a. Pass to MPSC & P&Z to study and make recommendations for code changes to encourage businesses and restaurants to come into town and relax the parking requirements to allow it to happen (Vice Mayor Stuart Dodd)

The Commission agreed earlier in the evening to send this item the P&Z.

- b. Charter Review Board (Mayor Roseann Minnet)

Mayor Minnet explained that a Charter Review Board was created in 2000 for the annexation. She said that questions and concerns arose since then that needed to be addressed before the next election in 2012. Mayor Minnet suggested creating the Charter Review Board in March 2011 with a deadline of August 2011 to give enough time for staff and the Commission to review and get any items on the ballot. Commissioner Sasser questioned the number of people on the Charter Review Board previously and how the Commission would select the members. Mayor Minnet said there were seven members with no alternates. Commissioner Sasser suggested waiting until the application came in to discuss how the Commission would select the Board members.

There was Commission consensus to move forward with a Charter Review Board and to put out notices that applications were being accepted at this time for appointment in March 2011. She clarified that the costs needed to be looked at and the Town Attorney would work with the Charter Review Board as the previous Town Attorney did.

Commissioner Clotey suggested that the deadline for submitting applications be in the fall and the meetings take place earlier in case any of the members were seasonal residents.

Vice Mayor Dodd inquired of the qualifications. He asked whether the applicant needed to be a voting resident of the Town. Mayor Minnet suggested staff research what was done for the last board and for other cities and bring the item back to another Roundtable.

Commissioner Sasser said this could be an opportunity for those residents who were registered elsewhere to give their opinions. He said that could be considered when deciding the qualifications. The Commission discussed including taxpayers and business owners.

There was Commission consensus to have staff research the previous Charter Review Board, regulations from other cities and come up with recommendations regarding qualifications of candidates for discussion at a future roundtable meeting.

c. **Public Parking on Private Property - SunTrust Building (Mayor Roseann Minnet)**

The Commission agreed earlier in the evening to send this item the P&Z.

d. **Name change from the Senior Center to the Community Center (Commissioner Scot Sasser)**

Commissioner Sasser explained that he reviewed the agreement and did not find any regulations hindering the Commission from changing the name of the Senior Center to the Community Center. Attorney Trevarthen explained that if the makeup of the individuals who attended the Senior Center began to change, it would need to be addressed. She said the name change itself was not a problem.

Commissioner Vincent asked if there could be language in the Broward County grant agreement or elsewhere that would not allow the Town to change the name. Attorney Trevarthen said that the agreement was reviewed and she was confident the name could be changed.

There was Commission consensus to have Commissioner Clotey place the item on the next regular meeting agenda.

e. **Ordinance 2010-03: Revisions to Chapter 2 of the Code of Ordinances (Administration/Departments)**

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Interim Town Manager Hoffmann recommended leaving the references to the Town Clerk position and updating them. She suggested that to prevent updating the Code every time an organizational change took place, changes to the other departments should not be made. Interim Town Manager Hoffmann recommended adding the line "The organization of the Town Government departments shall be as adopted in the annual operating budget". Attorney Trevarthen agreed with the Interim Town Manager's recommendations.

There was Commission consensus to move forward with staff recommendations and to place the ordinance on the next regular meeting agenda.

f. Encroachment permits for Non-Commercial Flags (Development Services Director Jeff Bowman)

Director Bowman explained that there was a business in Town who wanted to put up a flag in the front of his property. He said that most businesses in Town that chose to fly a flag needed an encroachment permit. Director Bowman said that staff requested the Commission to administratively allow the display of non-commercial flags without obtaining an encroachment permit for periods not exceeding sixty days during a calendar year.

Commissioner Sasser questioned the difference between commercial and non-commercial flags. Director Bowman explained that a dive flag would be commercial but an American flag would be considered non-commercial. Discussion continued regarding the interpretation of different flags in different situations.

Commissioner Sasser questioned whether the time limit was mandated or could the Commission allow non-commercial flags to be used indefinitely. Attorney Trevarthen explained the Commission was not mandated regarding the time limit; however, it then became a policy and aesthetic issue for the Town.

Commissioner Vincent said that sizes and the height for the flags needed to be determined. Interim Town Manager Hoffmann clarified that each applicant would still need an encroachment permit with liability insurance that named the Town as an additional insured. She said this recommendation was brought forward to assist those individuals who only wanted to do it for a short period of time.

Vice Mayor Dodd wanted to make sure that there was a square footage requirement on the flags. Commissioner Sasser was in favor of allowing non-commercial flags to be flown without a time limit and agreed with Commissioner Vincent that there needed to be a height limit on them as well.

Commissioner Vincent questioned how the Town would monitor the sixty day time limit. Director Bowman explained that the property would have to notify the Town when they put up a flag but would not have to get a permit or pay any fees.

Commissioner Clotey urged the Commission to proceed cautiously. She suggested placing a three month time limit on the permit.

Mayor Minnet said she would contact the Broward League of Cities and they would email the managers in Broward County to see what their regulations were.

Commissioner Sasser questioned whether provisions could be drafted in place of the requirement for liability insurance. Attorney Trevarthen explained that the encroachment policy currently in place protected the Town.

It was the consensus of the Commission to have the Mayor contact the Broward League of Cities to send a question by email to all of the managers in Broward County asking what are their provisions were regarding flags that encroach on public property. Commissioner Sasser and Commissioner Clotey did not feel it was necessary to require the Town to be listed as an additional insured.

There was no further discussion.

g. E-blast messages (Mayor Roseann Minnet)

Mayor Minnet explained that some residents requested to be notified by email of special events going on in Town. She was not sure if the Town had the technology to do so. The Commission discussed making this item the responsibility of the Chamber of Commerce.

Interim Town Manager Hoffmann explained that staff wanted to see the level of interest by the residents before they researched the costs.

Attorney Trevarthen said that other communities sent out weekly informational emails. She explained that sometimes it was a list of emails setup in Outlook rather than an entire system for email blasts. Attorney Trevarthen understood that if the list grew, that system could become a burden for staff.

Commissioner Sasser explained that residents should have the ability to opt out if they chose to and questioned whether the Town would be held liable if emergency information did not go out correctly and/or on time. Attorney Trevarthen explained that the Town had a primary method for disseminating emergency information, the email would be used as a secondary notice.

Interim Town Manager Hoffmann explained that once an agreement was drafted for the Chamber, this item could be included and discussed with them at that time.

There was no further discussion.

h. Budget: Holiday Parking Policy (Interim Town Manger Connie Hoffmann)

Interim Town Manager Hoffmann explained that there was high demand for parking on holidays and questioned why the Town chose to give up the potential revenue.

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Commissioner Vincent explained that some people visited the Town for the entire day and that could possibly be an inconvenience for them. Commissioner Clottey suggested collecting a fee to park in the lots and permits to park at meters.

Interim Town Manager Hoffmann said staff could come up with a way to charge visitors and bring the idea back to the Commission. Vice Mayor Dodd agreed that the Town should try to get revenues on holidays. He questioned who would pay for the parking attendants. Commissioner Vincent said that the revenues would far exceed the cost to hire attendants.

Interim Town Manager Hoffmann said that staff would come back to the Commission with a plan on how it could be implemented.

There was no further discussion.

i. Budget: Contingencies, Reserves and Fund Balances (Interim Town Manger Connie Hoffmann)

Interim Town Manager Hoffmann explained that she spoke with an external auditor and received clarification regarding the two fund balances for capital assets that corrected the amount she previously gave the Commission. She reviewed the contingency accounts and explained that the General Fund Contingency had \$140,000 budgeted and had \$123,000 left. Interim Town Manger Hoffmann said the Capital Improvement Contingency Fund was budgeted at \$259,000 with \$228,000 left. She explained that the fund balance for the General Fund as of September 30, 2009 was \$2.3 million. She said that the Town's policy was to maintain a 15% reserve of the general fund for the purposes of emergencies. Interim Town Manager Hoffmann pointed out that the current emergency reserve balance exceeded the Town's policy and she did not see that as a negative. She said there was \$1.6 million in the Capital Assets Fund that was available to spend. She said it was structured as a reserve account to reflect depreciation and replace assets from the General Fund. Interim Town Manager Hoffmann said there was \$2,189,349 in the Undesignated Fund Balance. She said that the Town policy was to maintain \$1.5 million or 10% of the General Fund in the Undesignated Fund Balance. She said that amount also exceeded the Town's policy. Interim Town Manager Hoffmann explained that those funds could be used for expenditures or carried forward to balance the following year's budget. She was not in favor of using fund balances to fund the operating cost of the Town. Interim Town Manager Hoffmann suggested using the Capital Assets Contingency Fund to create a replacement schedule which would take four to six months to complete.

Commissioner Sasser questioned how much money was in excess that could be used for other things. Interim Town Manager Hoffmann said approximately \$1.1 million in the general fund. Discussion continued regarding several items the extra funds could be spent on. The Commission agreed that a schedule needed to be created to spend the money properly.

Mayor Minnet questioned whether the sewer system in the south end of Town fell under money placed aside in Capital Assets. Interim Town Manager Hoffmann was not sure

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and said it was possible. Mayor Minnet was concerned that the sewers in the south end of Town needed to be replaced.

Interim Town Manager Hoffmann explained that \$1 million was budgeted in the current year from the General Fund for the El Mar beautification project; not from the Oriana money. She said that there was a substantial amount of money available for Capital Improvement Projects. Interim Town Manager Hoffmann said that the Interim Assistant Town Manager was working on a new CIP (Capital Improvements Plan).

Vice Mayor Dodd said that he did not want to raise the mileage rate and thought that staff should determine whether there was enough money to cover the shortfall anticipated for the upcoming fiscal year.

Commissioner Sasser said he wanted to save money wherever possible regardless of whether or not there was extra money available. The Commission discussed projections for hurricane season, the roll back rate from Broward County, and the Gulf oil spill.

It was the consensus of the Commission to discuss this item further at future budget meetings after a replacement schedule was developed by the Interim Assistant Town Manager.

- j. Commission approval for valet parking service (Mayor Roseann Minnet)
Commission consensus at June 9, 2010 Roundtable to move forward with a trial
valet parking service - Deferred from the June 22, 2010 Regular Commission
meeting by Commissioner Scot Sasser

Commissioner Sasser explained that several questions were answered regarding insurance. He requested clarification that the valet will use a private lot for the trial period. Interim Assistant Town Manager Bentley confirmed they would. Attorney Trevarthen explained there was an issue regarding the valet service using the public right-of-way, and where the cars would be parked. Attorney Trevarthen explained that the more the Town got involved with the project, the more risk there was for problems to occur. She said the liability could be shifted if the proper documentation was in place. Attorney Trevarthen suggested executing a license agreement to implement the pilot program.

Commissioner Vincent questioned whether the Town was more liable if they allowed the valet service to park on public property versus a private lot. Attorney Trevarthen said it would.

Commissioner Sasser wanted to make sure the pilot program could be implemented as soon as possible following the 4th of July. Attorney Trevarthen explained that staff would try to present an agreement at the next regular meeting. Commissioner Sasser requested that the parties involved in the agreement be allowed to review and sign off on the document before the Commission decided on it. He requested the feedback received from the Driftwood Hotel. Interim Assistant Town Manager Bentley explained that they were concerned with the use of their driveway parking lot on the north portion of the building that ran from A1A to El Mar Drive. He said that he spoke with the valet

company and they assured the Town that private property would not be used to move the vehicles without the permission of the property owner. Interim Assistant Town Manager Bentley said the Driftwood expressed no other concerns regarding the valet service.

Commissioner Sasser wanted to make sure there was a cohesive plan in place to monitor the pilot program. Interim Assistant Town Manager Bentley confirmed that each person would have assignments and a plan of who will monitor the pilot at which times. Commissioner Sasser questioned the number of people assigned to work the drop off and pick up line. He wanted to ensure there would not be a gridlock in that area. Interim Assistant Town Manager Bentley explained that staff did not want a decrease in the amount of vehicles parking in the El Mar Drive lot as a result of gridlocks.

Commissioner Vincent wanted to make sure that if Demco was required to wear identifiable shirts, then Aruba's valet service should also be required to do so. Interim Assistant Town Manager Bentley explained that the Town did not regulate valet services that operated on private property. Commissioner Vincent wanted to be fair and not allow all valet complaints to be laid on Demco simply because the Town was involved. Interim Assistant Town Manager Bentley said the valet owners understood that their uniforms needed to be distinctive from the other valets in Town.

Commissioner Sasser questioned how the valet would regulate the provision of not allowing more than eight vehicles to be stacked at a time. Interim Assistant Town Manager Bentley explained that any vehicles after the eight stacked would be asked to circle around until the line was reduced. He explained that the company assured that if necessary, additional staff would be brought in to assist on high demand occasions.

Commissioner Sasser suggested the alleyways not be used during the pilot program or on Commercial Boulevard. Interim Assistant Town Manager Bentley questioned whether Commercial Boulevard could be used on slow evenings. Commissioner Sasser said it was easier to get to the parking lot if the valet drivers used Datura Avenue. Interim Assistant Town Manager Bentley recommended using performance base criteria than not allowing the use of Commercial Boulevard at all. Commissioner Sasser agreed to use the performance base criteria for Commercial Boulevard.

Commissioner Clotey suggested placing cameras at the site to monitor the valet so BSO did not have to. She said that in the future the Commission should request that SunTrust Bank update their landscaping to make that area more presentable.

Mayor Minnet clarified that there was Commission consensus to move forward with a valet service pilot program that would include a revocable license agreement. She said staff would try and bring the item back to the next regular meeting.

- k. **RESOLUTION 2010-14: A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, REPEALING TOWN RESOLUTION NO. 1222 REGARDING FLORIDA MUNICIPAL HEALTH TRUST FUND INSURANCE PLAN ELIGIBILITY FOR TOWN RETIREES; PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE - Deferred from the June 22, 2010 Regular Commission**

meeting by Vice Mayor Dodd

Interim Town Manager Hoffmann explained that governments were mandated to offer to retired employees the option to continue in health insurance programs at the normal rate however, they were required to be an employee for a minimum of six years. She said the Town's current resolution was vague and did not have a time restriction for employment.

Commissioner Clotey said there would not be a cost to the Town because the employee paid the full amount. She had no problem with allowing employees to participate as long as they paid the full price.

Mayor Minnet questioned whether the new policy would be retroactive. Attorney Trevarthen explained it would not because the Town already had a resolution in place.

Commissioner Vincent questioned whether the employee would have to be enrolled in the insurance to be able to take advantage of it after separation from the Town. Attorney Trevarthen explained that the current resolution did not allow employees to opt in after separation from the Town.

Vice Mayor Dodd wanted to make sure that this would not cost the Town any additional money. Commissioner Sasser pointed out that eventually it could cost the Town money based on how insurance premiums were calculated.

There was Commission consensus to discuss this at a future roundtable meeting.

I. Commission approval for a Personal Code of Conduct (Commissioner Scot Sasser) Deferred from the June 22, 2010 Regular Commission meeting by Commissioner Scot Sasser

Mayor Minnet said she was in favor of a Code of Conduct and a Code of Ethics. She wanted to make sure that the Code of Conduct was clear and concise and could not be misconstrued. Mayor Minnet was concerned with examples of the provision of improper use of influence and questioned who would interpret the provision. She requested removing the section beginning with "Examples" and ending at "In action". The Commission agreed to the change.

Mayor Minnet questioned how the Code of Conduct would be enforced. She said that everyone had to respect differences in opinion and the community they serve. Commissioner Sasser said that if everyone followed those guidelines, there would be no need for a Code of Conduct.

Commissioner Sasser suggested this Commission move forward with the Code of Conduct and then the next Commission could decide whether it was right for them. He explained that he did want a provision included regarding enforcement. Mayor Minnet agreed that each new Commission should decide whether they felt it was necessary to have a Code of Conduct.

Commissioner Clotley expressed her concern with the treatment she received from other members of the Commission. She requested that each Commissioner show her same respect she showed them.

Commissioner Vincent was concerned with the public incorrectly interpreting anything they saw a Commissioner do. Commissioner Sasser explained that was not his intent. Commissioner Vincent suggested removing the line "Arrange their private affairs". The Commission agreed to the change.

Mayor Minnet suggested removing the section regarding personal gain. She said that provision was covered in the Code of Ethics. The Commission agreed to the change.

There was Commission consensus for the Town Attorney to make the revisions requested by the Commission and bring the resolution for approval to the next regular meeting.

3. OTHER TOWN BUSINESS:

a. Accrued Employee Vacation Pay (Commissioner Birute Ann Clotley)

Commissioner Clotley explained that employee moral was down because of the decision made regarding John Olinzock's accrued vacation time. She explained that many employees set aside their vacation time and were now concerned that they would not be entitled to it after separation from the Town.

Vice Mayor Dodd explained that if an employee left the Town in good standing then he had no problem with paying out the accrued vacation time. He said that Town moral was an issue for the Town Manager to deal with and if she needed the advise of the Commission, she would bring the item forward for discussion.

Commissioner Sasser said that moral was a concern and that he wanted it to be as high as possible. He suggested speaking with staff to explain that the decision was based on termination with cause. He agreed with Vice Mayor Dodd regarding employees who left in good standings.

Interim Town Manager Hoffmann explained that there was concern among some of the senior employees and she agreed that it was an issue. She hoped that it would be addressed when the personnel manual was rewritten. Interim Town Manager Hoffmann pointed out that it was possible that current employees could receive new employment offer letters.

There was discussion regarding consistency of changes and who was responsible to make the decisions regarding staff.

Commissioner Clotley requested that the Interim Town Manager notify staff that the decision previously made regarding John Olinzock's accrued vacation could only occur to a person in the Town Manager position.

The Commission agreed that they were happy with the efforts of the current staff.

There was no further discussion.

b. Town Manager Position Profile

Mayor Minnet questioned when the Commission wanted to publish the profile and what the deadline would be for applications. She suggested placing an ad in the ICMA journal and making the submittal deadline August 15, 2010. The Commission agreed.

There was no further discussion.

c. 4th of July Proclamations (Mayor Roseann Minnet)

Mayor Minnet explained that there was a request to do a proclamation for the USO officers coming into Town and the Veterans coming for the parade. She asked for Commission direction. The Commission was in favor.

There was no further discussion.

Commissioner Sasser suggested having a formal signing ceremony for the Code of Conduct at the next regular meeting. He said he would setup the procedures with staff. The Commission agreed.

d. Date for Shade Session

The Commission agreed to hold a Shade Session on June 28, 2010 at 9:00 a.m.

There was no further discussion.

4. ADJOURNMENT

Mayor Minnet adjourned the meeting at 10:15 p.m.

Mayor Roseann Minnet

ATTEST:

Town Clerk, June White

Date