

**TOWN OF WINDERMERE
SPECIAL TOWN COUNCIL MEETING AGENDA**

Meeting 7:00 P.M.

April 26, 2011

Special Meeting called by Mayor Bruhn

- A. CALL TO ORDER**
- B. TEMPORARY EMPLOYEES**
- C. SEARCH COMMITTEE SCHEDULE**

PLEASE NOTE: Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks, and abusive language.
8. No person attending a Town Council meeting is to harass, annoy or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other action as may be appropriate.

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the testimony and evidence upon which the appeal is to be based. ALSO, IN ACCORDANCE WITH F.S. 286.26; Persons with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563.

TOWN OF WINDERMERE

Special Town Council Meeting Minutes

April 26, 2011

A. CALL TO ORDER:

Present were Mayor Gary Bruhn, Council Members Norma Sutton, Richard Irwin, Molly Rose, Jim O'Brien and Mike Pirozzolo. Manager Cecilia Bernier, Clerk Dorothy Burkhalter, Attorney Tom Wilkes, Public Works Director Craig McNeal and Police Chief Mike McCoy were also present.

Mayor Bruhn called the meeting to order at 8:05 p.m. and noted that a quorum was present.

B. TEMPORARY EMPLOYEES:

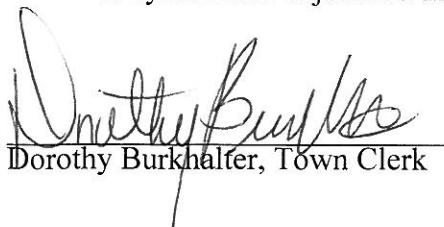
Mayor Bruhn explained that due to hiring a new manager in the near future, he was concerned that maybe hiring temporary people should be done instead of permanent. He stated that the new manager may make some changes or reorganize current positions. Member Pirozzolo agreed. Member Rose stated that she is not opposed to hiring a temp. Member Sutton stated her concerns with hiring a temporary receptionist. Member O'Brien asked Manager Bernier for a report regarding the receptionist position that has been advertised. Manager Bernier explained that she has had interviews and is narrowing down the applicants to the four finalists. She then stated that four have been scheduled for testing. Manager Bernier stated that the position should be filled by next week. She then explained the imposition of hiring a temp. Some discussion followed. Mayor Bruhn reviewed the item as it is the consensus of the Council to move forward with hiring the receptionist and the hiring of the Assistant to the Manager will be delayed until the new Manager is hired.

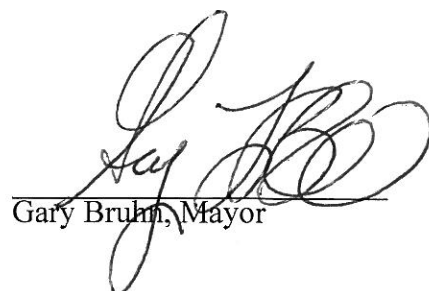
C. SEARCH COMMITTEE SCHEDULE:

Mayor Bruhn introduced this item. He stated that in speaking with the chair person, scheduling of the process was discussed. Member Sutton stated that she is not comfortable with giving the Committee a deadline. Mayor Bruhn stated that consideration for a new manager is at least 90 days out. Discussion was made regarding allowing the committee to have enough time to find a new manager. Mayor Bruhn stated that he was trying to have a manager selected by the July 12th Council meeting. He stated that the Committee stated that the top 3-5 would be given to the Council by the end of July. Discussion followed. Chair Christy Parrish gave an update regarding the process of the committee and its direction. She explained that defining the job description was first. She then stated that advertising was done and deadlines were determined. Chair Parrish explained that the Committee will review the resumes/applications as they are received. She then stated that the next step would be phone screenings and then panel interviews. Chair Parrish then reviewed the proposed timeline of the committee. Mayor Bruhn stated that the job description was excellent. He then questioned the selection process. Chair Parrish stated that the committee is looking for the ideal candidate with leadership qualifications. Mayor Bruhn requested that the Committee keep the Council up to date on this item. Chair Parrish explained that the Committee has stated that the salary range is up to the Council to determine. Mayor Bruhn thanked each committee member for their dedication to the difficult task. Member O'Brien also stated this appreciation to the Committee Members. Member Carter explained that applications and resumes must be received until May 31st as that is the deadline that was advertised.

Mayor Bruhn stated that May 16th is the scheduled Meet and Greet for the newly annexed area.

Mayor Bruhn adjourned the meeting at 8:45 pm.


Dorothy Burkhalter, Town Clerk


Gary Bruhn, Mayor