

**MONTVERDE TOWN COUNCIL
SPECIAL/WORKSHOP MEETINGS MINUTES
JUNE 3, 2025, AT 6:30 PM**

TOWN COUNCIL MEMBERS PRESENT

Joe Wynkoop, Mayor
Carol Womack, Vice Mayor
Allan Hartle, Councilmember
Joe Morganelli, Councilmember

STAFF PRESENT

Paul Larino, Town Manager
Anita Geraci-Carver, Town Attorney
Caroline Trepanier, Admin

CALL TO ORDER AND OPENING CEREMONIES

Mayor Wynkoop called the meeting to order and lead the Pledge of Allegiance.

DISCUSSION AND ACTION ITEM

Discussion of the purpose of Staff and Council Reports section on the Agenda

Town Manager Larino explained that the purpose of this meeting is to have discussions and go over different topics for things to run smoother for both the staff and council. He explained the purpose of the staff & council reports and explained that they started about five (5) years ago. He also asked the council to please share concerns or issues when citizens reach out to them, and to please text or call the Town Hall front desk so that he may take care of these concerns prior to the Town Council meetings. He would rather have a report on the concerns in lieu of a list of concerns and problems, he wishes to resolve any concerns as soon as they are communicated or at least get them on the schedule as they may take time to complete. He also stated that he wants this time for them to share what they are doing as a leader in the community and elaborated further on this topic.

Councilmember Morganelli stated that he will use his time like he has been for what he feels he needs to discuss at that time, he also stated that he appreciates Town Manager Larino's thoughts but that issues need to be addressed as they come up and that he will see that as they go through the agenda tonight, that more discussions are needed.

Vice Mayor Womack stated that perhaps her interpretation of what Town Manager Larino just mentioned may be wrong as to address issues when they come up and clarified that something should come up prior to a council meeting to contact him prior to the meeting.

Town Manager Larino stated that the main thing he would like them to do is contact him should a street sign be down or should a tree be on the way, requests from citizens, and give him the opportunity to get working on the issue so that these things can be addressed as soon as possible. He clarified that he is not talking about other issues that they would like to bring up at a meeting. He reminded the council that he is available to them 24/7. He shared that he wants to serve our citizens better and wants to ensure that when complaints are shared with the council, they do not have to wait one or two weeks for a response.

Councilmember Hartle said that he agreed and wanted to bring up an email received over the weekend regarding a current issue and asked Town Manager Larino how this should be addressed and how these things should be addressed without crossing the line if they have not had due process.

Town Manager Larino explained that when something ends up in code enforcement, you can ask for an update, I can only give you general information, I cannot go into detail as it would become quasi-judicial and under our code, The Council is part of the final appeal process therefore additional details cannot be provided as to ensure a fair hearing down the road.

Town Attorney Geraci-Carver said that this is correct. The Council is the appellate board, and they get the final say, it is best for the council not to get involved. She also stated that if The Council gets a complaint from someone, it is okay to pass it along, however, not to get involved in the details.

Councilmember Hartle explained his views and that when a complaint is made to him, he tells them that he will look into it and won't give an answer as it is not his field of expertise.

Town Manager Larino said that he can provide general information that is also public information and reiterated that it is important to bring this to his attention and explained that at times the process of resolving a complaint must go through many different channels.

There was an extensive discussion on complaints and the process.

Councilmember Morganelli asked if this was in reference to the person building an ADU and stated that he spoke with her and that she mentioned that her emails and calls were not being answered and stated that he had similar complaints in the past.

Town Manager Larino said that this is untrue as he has already spoken with Paddy in Permitting regarding this case and further explained the status. Instant answers are not always possible, and this is stated in the application.

Councilmember Morganelli said that he wants some response.

Town Manager Larino stated that there had been communication and provided the communication detail.

There was an extensive discussion regarding the complaint and permitting.

Councilmember Hartle stated that as for the staff and council, he agreed that from his point of view, if they see something, it needs to be mentioned. He spoke of the patrol staff and utilizing them and possibly having a report from them regarding things that they see that should be brought to their attention.

Town Manager Larino said that there is one person doing patrols and will look into this. He asked when the council received the email regarding the issue and said that if they would have reached out to him, he probably could have had an answer and maybe taken care of it prior to the meeting and this is a perfect example of relaying information regarding a concerned citizen and not having them wait another two (2) days and further explained that he will find out the exact details and will provide an update.

Mayor Wynkoop said that he respects what Town Attorney Geraci-Carver said and mentioned that certain things have to be brought up to the council at the Town Council Meetings.

Town Manager Larino agreed.

Mayor Wynkoop stated that certain issues need to be brought to the council meeting and concerning other issues, he texts Town Manager Larino so that he will look into them and will then add those to his calendar and will follow up.

Councilmember Hartle stated that Mayor Wynkoop does a very good job at being the liaison of the Town.

Mayor Wynkoop stated that The Council can make the call as there is a section where they can talk about things that are not on the agenda, and it is their time to come up and talk about it and that certain things should not be brought up at council meetings.

Town Manager Larino agreed and referred to the previously mentioned complaint where he is the person that can resolve the issue, and if this were to be brought up at a council meeting, he would have to say that it must be researched and would have to get back to them. He would like to fix the issue as soon as possible, at times it is best to talk to The Council regarding certain concerns, such as public safety, where he is not the answer, but The Council is and further elaborated on this topic.

There was a brief discussion.

Councilmember Hartle said that he wanted to go on record that he never wants to micromanage the Town staff or the Town Manager. He stated that he entrusts the Town Manager and Town staff and if he does not, then changes are made accordingly and further shared his views on this topic.

Vice Mayor Womack stated that for legal reasons, The Council is limited as to what they can do and are a little better at answering questions, she asked if there is a website where residents can go for information on who to call for different issues.

Town Manager Larino stated that most questions are answered internally and that in the past, staff has handed out phone numbers, mentioning that everyone seems to search on google. He stated that the building permit process is not necessarily easy, especially if you do not do it regularly, there are height restrictions, setbacks, materials for certain codes, etc. and we cannot draw it out as we do not have the resources, explained that the Florida building code is one of the strictest.

Councilmember Morganelli said that he encourages the residents to reach out to The Council and explained his views.

Mayor Wynkoop asked to see the email.

There was an extensive discussion on the email complaint.

Councilmember Morganelli asked if a report on law enforcement activities could be provided monthly.

Town Manager Larino stated that the Highway Patrol does keep stats, and he can provide.

Councilmember Morganelli would like to get a report from the Town Committees.

Mayor Wynkoop said that he has attended the Town Committee meetings and would recommend it.

Vice Mayor Womack asked about the best way to review the Committee reports.

Town Manager Larino provided information on the Visioning Committee meetings and shared that they are taking meeting minutes, and these could be provided once approved. He also mentioned that these could be added to the Town Council Meetings but will extend the meeting times.

Mayor Wynkoop liked the idea.

Councilmember Hartle shared that he used to attend Planning & Zoning meetings. However, it made it hard to be impartial and asked Town Attorney Geraci-Carver if The Council should not attend Town Committee meetings.

Town Attorney Geraci-Carver explained that these meetings are publicly noticed and that she does not have concerns with The Council attending them, however, she does recommend that The Council does not get up and speak. There is no issue with attending to see what is being said.

Discussion on upcoming Agendas

Town Manager Larino explained the discussion items, FY 2026 Budget, Budget Amendment, Council Appointment, Charter Amendment. There will be a budget workshop for the FY 2026 Budget, the Charter Amendment is coming at the June and July council meetings and explained that

it cannot be on the Town's Facebook page. He also informed The Council of the upcoming Right of Way Resolution and provided details. He mentioned the upcoming Budget Amendment, said it will be complex and that there will be a staff report explaining it, he advised the council to make an appointment with him to discuss should they have questions.

Presentation on the Town's Past & Current Levels of Service

Town Manager Larino explained the PowerPoint slides, showing the average phone call & email numbers over the past three (3) years. The slides also showed the increase of utility customers, the number of meters, the number of sewer accounts per year, the number of code complaints per year, from 2018 through 2025. The PowerPoint presentation also listed the miscellaneous building permits & single-family home building permits from 2018 to 2024.

Mayor Wynkoop mentioned that Lake County did the permitting prior to the year 2019.

Town Manager Larino explained the permitting process further.

Mayor Wynkoop stated that once Osgood is fully built, we will mostly be done building.

Councilmember Morganelli asked the reason the Town took over permitting in 2019.

Mayor Wynkoop explained the reason the Town took over permitting from Lake County, and that they hired Paddy in permitting, she had years of experience and elaborated on the change.

Councilmember Hartle mentioned the other factors that led to the Town taking over permitting.

There was further discussion on permitting.

Town Manager Larino highlighted the "Number of Employee" slide, he went over the "Budget Expense Actuals Per Year" slide, the "Montverde Demographic" slide.

Councilmember Morganelli asked if eleven (11) employees are enough.

Mayor Wynkoop stated that we have too many employees.

Councilmember Morganelli discussed the number of emails that Town Manager Larino receives monthly and the possible need to have a backup should he no longer be available.

Town Manager Larino explained the process of hiring a new manager and the best route of action should he no longer be available.

There was a brief discussion.

Town Manager Larino said that our staff is capable of keeping the Town going and would need guidance, however, they are able to step up and keep the day-to-day operations going.

Mayor Wynkoop stated that Town Manager Larino can finally cross-train with the additional employees.

Councilmember Morganelli suggested hiring an assistant manager and asked about a five (5) day work week schedule.

Town Manager Larino stated that we have a public works staff member on call Fridays and explained the benefits of a four (4) day work week.

Mayor Wynkoop mentioned that Lake County has also made the change to four (4) ten (10) hour days as it is beneficial to employee retention.

There was an elaborate discussion on the best work week schedule.

Councilmember Morganelli suggested a Help Desk.

Mayor Wynkoop & Town Manager Larino spoke about the success of the emergency after-hours answering service.

Town Manager Larino spoke about the Town service, the call back expectations and if there is a need to add more staff.

There were further discussions on service, staff & budget.

Vice Mayor Womack said that Town Manager Larino could use an assistant to delegate the smaller things.

Town Manager Larino agreed that there are many capital projects in the works, and that the next eighteen (18) months will be very busy, and that every position still has some training and elaborated further on this subject.

Councilmember Hartle brought up his concerns; will there be a need for staff to be balanced as few staff may be needed in three (3) to five (5) years. He also mentioned that some new residents are at times looking to have their water turned on Fridays.

Town Manager Larino explained the new water application process.

There was a brief discussion regarding the water service and the staff schedule.

Significant Tasks and Projects

Town Manager Larino reviewed the list of "Montverde Active Projects" listed on the whiteboard.

Montverde Active Projects

Planning Stage

- Town Council Handbook
- Employee Handbook Update
- Park Well Tank - Completed
- Baseball Irrigation Rebuild - Completed
- Trail Extension
- Sports Court - Completed
- 2025 Montverde Day
- 2025 Concerts-- Completed
- 2025 Christmas Program

- Park at Water Tower
- Vehicle Replacement
- Backflow Updates
- Ballads at Generator
- Survey Cemetery
- 2025 Budget
- Grant Submittals
- Additional Cameras
- Website Updates
- Staff Training
- ADA Sidewalks-Mag Terrace
- School Trail
- School Parking - Completed
- Complete Streets – MPO
- Legislative Appropriations
- Hydrant Testing
- Power Wash Downtown Sidewalks
- Stecher Repairs
- Boat Ramp
- Fire Department
- New Library
- Lake Clean Up
- Flower Beds
- Water Tower Construction
- Water Well #3 Construction
- P.W. New Building Construction
- Water CUP
- FEMA Claim
- Ins Hur Claim
- Contract for Lakeside
- CRA
- Setbacks
- Storm Water Improvements Funded by 2 million in grants
- Water Plant Engineering – Funded by 500k Develop F
- JPA & ISBA with Lake County
- Grant Tracking Cash Flow – Single Audit Code Updates – Fence, P.M. Planes, Wells, S.F.Z.
- Willow Ridge – Utilities, Houses, Streets, Final Plat
- Osgood Development – Comp Plan & PUD
- 5 Year Capital Improvement Plan – Annual
- Vacation
- Trail Grants
- Update to Impact Fees
- Integration Staff Duties
- Code Enforcement
- Agreement Utilities – Oakland
- Vulnerability Study Presentation
- SCADA Water Plant
- Hydrant Painting
- Local History
- Newsletter
- Hills of Montverde Sewer
- SHAFA Funding Agreement
- Street Signs Damaged
- Outdoor Park Bathroom
- Small Water Storage Tank and Pump House
- Butterfly Garden
- Library
- Library Emergency Generator
- Community Building
- Fire Station – County
- Kirk Park Playground
- Ridgewood Ave – ADA Ramps and Sidewalk Connections
- Porter and 1st Storm/Street Project
- Truskett Park – Dock, Storm, FEMA Recovery
- 455 Storm Street, Sidewalk Project
- 8th, 9th, Temple: Street, Sidewalk, and Storm
- Well # 1 Generator Replacement
- Elevated Water Storage Tank
- Redundant Upper Floridan Well

- New Lower Floridan Well
- Consumptive Use Permit
- Water line Upsizing, Loops, and Hydrants
- Kirk Park Stage – Completed
- Baseball Field Conversion – Completed
- Public Works Storage – Completed
- Park Lighting – Completed
- Strategic Planning
- MV Estates Comp Plan
- Sign ORD – LDL
- Permitting Process Update

Town Manager Larino briefly reviewed the list of “Montverde Day-To Do” on the whiteboard.

Councilmember Morganelli asked about doing a “Montverde Day Dunk Tank” for the Council.

Councilmember Hartle shared that local vendors do not always want to participate in Montverde Day.

Councilmember Morganelli asked for the reason we do not use local establishments for Town Council Meeting meals and stated that Cal’s Kitchen shared an interest.

Town Manager Larino stated that he has used Cal’s in the past, such as for workshops and staff meetings and that we have been using “Table Top Catering” for staff time and because they come in and set everything up and they offer a lot of variety.

There was a brief discussion about the different activities for kids.

Town Manager Larino mentioned having cowboys on Montverde Day.

Discussion of the Town Council Priorities for the next few years

Town Manager Larino briefly explained the reason for this agenda item.

Councilmember Morganelli said that he would like to do strategic planning and has a lot of things he would like to discuss. He researched the city of Boca Raton’s strategic planning & provided some details.

Town Manager Larino asked for further clarification regarding the things that are important for Councilmember Morganelli regarding strategic planning.

Councilmember Morganelli provided a summary of the things he would like to discuss; code compliance, four day workweek, Cal’s Kitchen, Budget, his concern on increasing spending for law enforcement, and he provided a brief traffic report, traffic calming, adding electronic speeding signs coming into the town, making 7th street off limits to heavy trucks, cost of future projects, he brought up the Butterfly Garden and his concerns on the long term maintenance cost, raising the millage rate & the roads. He would like to do polls for residents as to see how we are doing as a Town.

Mayor Wynkoop stated that he would like Town Manager Larino to create a list of what he feels are the priorities for this year, and then have The Council review the list to see if they agree.

Councilmember Hartle agreed and said that a lot of items on the list are related to the grants.

Town Manager Larino said that the obvious number one priority is providing for the citizens, and that the items mentioned from the board are to be spent with the grant money as we are required to do the things on the list.

There was a brief discussion on the priorities & the grants.

Councilmember Morganelli does not feel some items on the list are a priority.

Town Manager Larino stated that the "Capital Improvement List" is considered a reminder list to a Town Manager, not necessarily a priority list, and provided an example.

There was a brief discussion.

Mayor Wynkoop explained the updates he would like to see on the Capital Improvement List.

There was a brief discussion on the list.

Councilmember Hartle spoke of project bidding and asked how to resolve or address problems with companies that do not wish to finish a certain project.

Town Manager Larino stated that it depends on the type of bids and that there are state thresholds where certain bidding procedures are to be followed, and companies may need certain bonds, and he provided a further explanation.

There was an extensive discussion on the project bidding process.

Discussion on the Community Building

Town Manager Larino mentioned that there had been discussions on the community building and highlighted the picture on the PowerPoint presentation. He stated that the building could be tented or rebuilt as it shows termite damage. He explained that the community building has been closed due to safety concerns. Stated the options; leave as-is, replace the kitchen area, replace the building or remove the building. He also recognized that the building holds a lot of historical value and that there are many safety concerns being that it is a public building. He also shared that this building is often used due to its location.

Councilmember Morganelli explained that he is looking at this from a cost side, he thinks it should be demolished and supports the historical part of it and preserve the spirit of the building with possibly a QR code so that residents can share memories. He feels repairing the building would be too costly.

Mayor Wynkoop mentioned that the bathrooms were added approximately 15 years ago and that these are in good condition. He also shared that \$60,000 was put into the building and the beams

were replaced, and the building was secured, and that the kitchen should be cut off and rebuilt. He believes that three quarters of the building is fine.

Councilmember Morganelli asked if a structural assessment could be obtained.

There was further discussion on the state of the community building.

Mayor Wynkoop brought up that once the current fire department building is empty, it will be turned into a new community building and that the current community building may not be utilized as often as it is too small.

Councilmember Hartle explained his thoughts on the different options.

Mayor Wynkoop spoke of possibly redoing the kitchen.

Vice Mayor Womack remarked that the residents of Montverde would like to keep Montverde as-is and that the community center is a huge part of Montverde's history and that citizens have shared many memories and that it is conveniently located to the cemetery. She agreed with fiscal responsibility; however, she does not believe in the destruction of Montverde's history.

There were further discussions on the community building and the different options.

Mayor Wynkoop asked Town Manager Larino how much we had in administrative impact fees.

Town Manager Larino explained that with the library, the impact fees are probably at zero dollars and provided additional information on impact fees and the possible increase.

Mayor Wynkoop stated that we should get estimates on the different options.

There was a brief discussion, and The Council agreed that estimates should be obtained.

Vice Mayor Womack asked Councilmember Morganelli why he feels they are not on the same page and if he feels that The Council has the town and residents' best interest.

Councilmember Morganelli explained the reason he felt this and stated that he feels The Council does have the town's best interest.

There was further discussion.

Councilmember Morganelli asked if The Council had watched Groveland's CRA on the 27th of May and spoke of the increase in expenses.

Town Manager Larino stated that this is a great thing and explained the reason.

Mayor Wynkoop explained the reason this is a good thing.

There was a brief discussion.

Councilmember Morganelli mentioned some needed repairs such as swale damage, street sign damage, fence missing & caution tape, dumping, cracked concrete, a Morningside Drive section needing trees, Ridgewood, etc.

Mayor Wynkoop mentioned that this is the topic Town Manager Larino previously mentioned, to let him know about these before the meeting.

Town Manager Larino stated that this can be brought to Town Meetings, however, he would have liked to know about these concerns due to possible safety or health concerns, he could have taken care of them, and he stated that a code complaint needed to be filed regarding the trees and explained the reason.

Councilmember Morganelli said that he will not make a code complaint.

Councilmember Hartle spoke of his thoughts regarding the length of Town Council meetings.

Councilmember Morganelli asked Town Manager Larino how the agenda is created.

Town Manager Larino explained the agenda creation process & the purpose of the agenda.

There was an elaborate discussion on the agenda & agenda items.

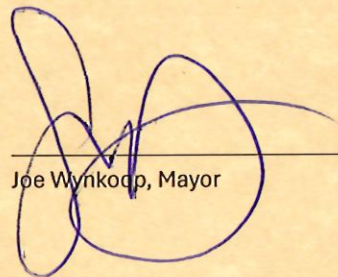
Councilmember Morganelli asked for an explanation of how the CRA topic came to light.

Town Manager Larino provided a detailed explanation of the CRA process as well as the benefits of the CRA.

REMINDERS AND ADJOURNMENT

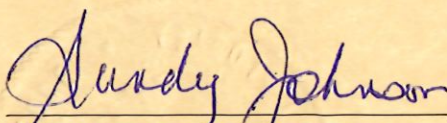
Mayor Wynkoop made a motion to adjourn. Councilmember Hartle seconded the motion.

Motion to adjourn approved 4-0. Meeting adjourned at 9:34 p.m.



Joe Wynkoop, Mayor

ATTEST:



Sandy Johnson, Town Clerk