

**MINUTES OF MEETING  
CITY COUNCIL OF THE  
CITY OF BAY LAKE  
July 12, 2023  
8:30 A.M.**

A regular meeting of the City Council for the City of Bay Lake was called to order on Wednesday, July 12, 2023 at 8:30 A.M., at 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were *Mayor Todd Watzel, Council Members Wendy Duncan, Jessie Mack Burns, Mark Krause, and Susan McCall (to be sworn)* constituting a Council. Staff present in their official capacities to the City were, *Ryan Conrad, City Manager; C. Michael Crikis, Assistant City Manager; Susan Higginbotham, City Auditor; Tina Graham, Assistant City Clerk; Erin O'Donnell; City Clerk appointee; Vivien Monaco & Jenna Barbato (Watson Sloane), General Counsel Appointees, John Classe, City Manager of Lake Buena Vista; and Kerry Satterwhite, Assistant City Manager of Lake Buena Vista;*

The Clerk presented proof of publication of the meeting notice. **(Exhibit A)**

*A motion for approval to accept the resignation of Tracy Borden as City Clerk was made by Councilmember Krause and duly seconded by Councilmember Duncan. Motion passed unanimously.*

Mayor Watzel asked for introduction of Erin O'Donnell as replacement City Clerk. Ms. O'Donnell spoke briefly of her career history as a former City Clerk and her role as Public Records Administrator at the District. *A motion for approval for appointment of Erin O'Donnell as City Clerk was made by Councilmember Mack Burns and duly seconded by Councilmember Duncan. Motion passed unanimously.*

As approved at the Special Meeting of April 6, 2023, Susan McCall was approved to fill the Council vacancy left open by the resignation of former Councilmember Joel Edwards. The Oath of Office was given to Councilmember McCall by Tina Graham, Assistant City Clerk.

*A motion for approval of the Minutes of the April 6, 2023 meeting was made by Councilmember Krause and duly seconded by Councilmember Mack Burns. The minutes were approved as presented.*

Mayor Watzel presented a Consideration to hire Legal Counsel. Brief introductions were made by Vivien Monaco and Jenna Barbato of Watson Sloane advising of their services and credentials. Clarification on the role of independent legal counsel and confirmation of payment and contract terms were asked and answered between Ms. Monaco and members of the Council. *A motion for approval to hire legal counsel was made by Councilmember Krause and duly seconded by Councilmember Mack Burns. Motion passed unanimously.*

Ms. Higginbotham presented the Proposed Operating Budget for Fiscal Year 2024 and the proposed millage rate of 1.059. Notable changes included the removal of coverage of off-duty budget funds for the Sherriff's office, which were to be transferred to the District's budget for instead. It was then announced that budget public hearings are set for September 11<sup>th</sup> and September 25<sup>th</sup> at 5:05 P.M.

In other business, Mayor Watzel announced that two presentations would be given to Council.

- City Manager Ryan Conrad presented an update of the World Drive North Phase 3 Project work being done by the District and answered any comments or questions from Council.
- City Attorney Vivien Monaco presented a brief summary and training on Sunshine Law and Public Records for Councilmembers.

*There being no further business to come before the Council, a motion was made by Councilmember Mack Burns to adjourn the meeting; it being duly seconded by Councilmember Krause, the meeting was adjourned at 9:12am.*

CITY OF BAY LAKE

BY:

  
Erin O'Donnell, City Clerk

APPROVED:

  
C. Michael Crikis, Assistant City Manager