

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting

Tuesday, October 7, 2025, at 6:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, Council Member – Seat 2
Charlotte Leonard, Council Member – Seat 3

CITY STAFF:

Zoie P. Burgess, CMC, Acting City Manager
Odet Izquierdo, Acting City Clerk
Donald J. Doody, Esq., City Attorney
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A regular meeting of the City Council of the City of Westlake was held on Tuesday, October 7, 2025, at 6:00 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended the meeting through electronic means and accessed as follows:

1. Webex meeting from a computer, tablet or smartphone at the following link:
<https://cityofwestlake.my.webex.com/>

Meeting ID: 2868 144 9421

Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208

Meeting ID: 2868 144 9421

CALL TO ORDER

Mayor O'Connor called the City of Westlake regular meeting of Tuesday, October 7, 2025, to order at 6:00 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

Also present:

Zoie P. Burgess, CMC, Acting City Manager
Donald J. Doody, Esq., City Attorney
Odet Izquierdo, Acting City Clerk
Osniel Leon, AICP, Planning and Zoning

PLEDGE OF ALLEGIANCE

Mayor O'Connor led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor O'Connor called for any additions, deletions, or modifications to the agenda.

Vice Mayor Langowski made a motion to approve the agenda as presented. Seconded by Councilwoman Leonard.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

With all in favor, motion carried without dissent (5-0).

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Captain Sandt from PBSO provided the monthly report and introduced Deputy Paul Heckler as the new traffic enforcement deputy, that started October 1.

Fire Rescue presented reports for September.

Ms. Lynne Ladner, the new district manager for the Seminole Improvement District, introduced herself.

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber gave an update on traffic lights/city lights. He inquired about turning lights pink for Breast Cancer Awareness Month. He emphasized the concern regarding traffic in the city and the need for a solution. He specifically advocated for a traffic signal at Water's Edge and suggested getting a police officer to direct traffic in the morning. Mr. Farber also mentioned the ongoing issues with the US Postal Service.

PRESENTATIONS/PROCLAMATIONS

A. Proclamation 2025-13 - National Breast Cancer Awareness Month

Mayor O'Connor read the proclamation declaring October 2025 as National Breast Cancer Awareness Month into record.

B. Proclamation 2025-14 - Florida City Government Week October 2025

Mayor O'Connor read the proclamation declaring October 20-26, 2025, as Florida City Government Week into record.

C. Proclamation - 2025-15 - Kenneth Cassel

Mayor O'Connor read a proclamation honoring Kenneth Cassel as the first city manager of Westlake into record.

CONSENT AGENDA

This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

- A. Minutes_City Council Special Meeting - 08.26.2025 DRAFT
- B. Minutes_City Council and Seminole Improvement District Joint Workshop 09.02.2025 DRAFT
- C. Minutes_City Council Comprehensive Plan Workshop - 09.02.2025 DRAFT
- D. Minutes_City Council Regular Meeting - 09.02.2025 DRAFT
- E. Minutes_City Council First Budget Hearing - 09.03.2025 DRAFT
- F. Minutes_City Council Special Meeting - 09.11.2025 DRAFT
- G. Minutes_City Council Final Budget Hearing - 09.11.2025 DRAFT
- H. Minutes_City Council Workshop - 09.22.2025 DRAFT

I. Monthly Financial Report – August

Mayor O'Connor called for a motion to approve Consent Agenda.

Motion by Councilman Gleason to approve Consent Agenda as presented, seconded by Councilman Werner.

ROLL CALL

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

With all in favor, motion carried without dissent (5-0).

PUBLIC HEARING

- A. **SECOND READING:** Ordinance 2025-07 - Establishing the qualifying dates for the March 2026 general municipal elections on first reading.

Submitted By: City Clerk's Office

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING THE QUALIFYING DATES FOR THE MARCH 2026 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

Mayor O'Connor opened the public hearing and asked for public comments. Hearing none, he closed the public hearing.

Motion by Vice Mayor Langowski to approve Ordinance 2025-07, seconded by Councilman Gleason.

ROLL CALL

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

With all in favor, motion carried without dissent (5-0).

NEW BUSINESS

- A. Resolution 2025-26 - Delegating All Canvassing Duties to the County Canvassing Board

Submitted By: City Clerk

RESOLUTION 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DELEGATING ALL CANVASSING DUTIES, AS DEFINED IN THE FLORIDA ELECTION CODE AND THE FLORIDA ADMINISTRATIVE CODE, TO THE COUNTY CANVASSING BOARD ESTABLISHED IN ACCORDANCE WITH SECTION 102.141, F.S., AUTHORIZING AND DESIGNATING THE CITY CLERK TO SERVE AS THE CITY'S OFFICIAL REPRESENTATIVE IN ALL TRANSACTIONS WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS IN RELATION TO MATTERS PERTAINING TO THE USE OF THE REGISTRATION BOOKS AND RECORDS NECESSARY FOR HOLDING MUNICIPAL ELECTIONS WITHIN THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the resolution by title only.

Acting City Clerk Ms. Izquierdo gave staff updates and requested action.

Council expressed support for letting the county handle these duties.

Motion by Councilman Werner to approve Resolution 2025-26, seconded by Councilwoman Leonard.

ROLL CALL

Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

With all in favor, motion carried without dissent (5-0).

B. RESOLUTION 2025-27 - Palm Beach County Fire Rescue Use of City Seal

Submitted By: Administration

RESOLUTION 2025-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE REQUEST BY THE PALM BEACH FIRE RESCUE DEPARTMENT TO PLACE AND DISPLAY THE WESTLAKE CITY SEAL ON THE PALM BEACH FIRE RESCUE DEPARTMENT MOTOR VEHICLES SERVICING THE CITY OF WESTLAKE; THE AUTHORIZATION TO USE THE CITY SEAL BY THE PALM BEACH FIRE RESCUE DEPARTMENT IS EXPRESSLY LIMITED TO THOSE MOTOR VEHICLES ASSIGNED TO AND UTILIZED WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the resolution by title only.

Acting City Manager Ms. Burgess explained that Chief Vomero had requested use of the city seal to display on fire rescue apparatus assigned to the city. Since Station 22 is in Westlake, it would be the only municipality logo on those trucks, displayed on aerials, rescues, and engine trucks serving the designated areas.

Motion by Vice Mayor Langowski to approve Resolution 2025-27, seconded by Councilman Gleason.

ROLL CALL

Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES

With all in favor, motion carried without dissent (5-0).

C. RESOLUTION 2025-28 - Authorized Signatures for Conducting the City's Financial Matters

Submitted By: Administration

RESOLUTION 2025-28

A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, PROVIDING AUTHORITY FOR AGENTS OF THE CITY TO ACT ON THE CITY'S BEHALF AND PROVIDING AUTHORIZED SIGNATURES FOR CONDUCTING THE CITY'S FINANCIAL MATTERS AND FOR BANKING AND ACCOUNTING PURPOSES.

Mayor O'Connor introduced the item.

Mr. Doody read the resolution by title only.

Acting City Manager, Ms. Burgess explained this was housekeeping item that sought council approval granting her authority to conduct business and financial transactions on behalf of the city.

Motion by Councilman Werner to approve Resolution 2025-28, seconded by Councilwoman Leonard.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

With all in favor, motion carried without dissent (5-0).

D. Education Advisory Board - Consideration and Appointment of Dr. Christopher A. Tompkins as a Regular Advisory Board Member

Submitted By: Administration

RESOLUTION 2025-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Acting City Manager Ms. Burgess explained that the Education Advisory Board consisted of five regular members and one alternate member. There was one vacant regular member seat due to the resignation of Colleen Forlizzi. Dr. Christopher Tompkins currently held the alternate seat and council could appoint him as a regular member to fill the open seat.

Dr. Tompkins thanked council for the opportunity, noting that being on the Education Advisory Board provided access to information about the city and allowed him to take council's direction and speak toward it.

Motion by Vice Mayor Langowski to appoint Dr. Christopher Tompkins as a regular member of the Education Advisory Board, seconded by Councilman Werner.

ROLL CALL

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

With all in favor, motion carried without dissent (5-0).

Mr. Doody read the resolution by title only.

Motion by Vice Mayor Langowski to adopt Resolution 2025-29, seconded by Councilwoman Leonard.

ROLL CALL

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

With all in favor, motion carried without dissent (5-0).

- E. RESOLUTION 2025-30 - Approving and authorizing the Mayor or Vice Mayor to execute the second amendment to franchise agreement for Solid Waste Collection Services

Submitted By: Administration

RESOLUTION 2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR OR VICE MAYOR TO EXECUTE THE SECOND AMENDMENT TO FRANCHISE AGREEMENT FOR SOLID WASTE COLLECTION SERVICES BETWEEN THE CITY OF WESTLAKE AND WASTE MANAGEMENT INC. OF FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the resolution by title only

Acting City Manager Ms. Burgess explained that in July, council had approved the first amendment to allow additional time for the procurement process. That amendment terminated September 30th, which did not allow appropriate time to finalize and present the final franchise agreement. This second amendment would exercise a 60-day extension, allowing additional review time to present a proper final document at the November meeting.

Councilman Werner stated he had been losing sleep since the last vote, having recalculated the numbers. He found that extending the agreement for another seven years (five years plus two one-year extensions) would cost residents more than the second company they had considered.

Mayor O'Connor asked about the current year difference, which was clarified.

City Attorney Doody advised that procedurally, since there was a 3-2 final vote at the last meeting, if council wished to reconsider, someone on the favorable side would need to ask for consensus to place reconsideration on a future agenda. The extension was only before them to negotiate the contract terms.

After discussion about whether to seek consensus for reconsideration, it was determined the contract would come back to council in November when concerns could be raised.

Motion by Councilman Gleason to approve Resolution 2025-30, seconded by Councilwoman Leonard.

ROLL CALL

Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

With all in favor, motion carried without dissent (5-0).

- F. Authorizing the Acting City Manager to Submit Letter of Engagement of Services with ICMA/FCCMA for the recruitment of a City Manager

Submitted By: Administration

Mayor O'Connor introduced the item.

This item sought consensus to authorize a letter of engagement with FCCMA for city manager recruitment services. Council had already approved going with ICMA for recruitment services; this would formally engage them in the process. Council provided unanimous consensus.

- G. 2026 Election Polling Location Agreement

Submitted By: Administration

Mayor O'Connor introduced the item.

A correction was noted - the contract stated, "the 9th day of 26, 2025" which should read "the 26th day of 9 (September) 2025."

Motion by Councilman Werner approval of the election voting location agreement as amended, seconded by Councilman Gleason.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

Motion carried with dissent (5-0).

- H. Discussion and Finalization of City Manager Job Description

Submitted by: Administration

Mayor O'Connor introduced the item.

Mayor O'Connor noted several items from their workshop hadn't made it into the final draft: education requirement of bachelor's with preference for master's degree; 10 years' experience as city manager or deputy

city manager; that it didn't have to be at a single city; and that the position must be a contract employee (individual or firm).

Council discussed the population figure of 50,000 in the description. Councilman Werner questioned where that number came from, noting their comprehensive plan showed under 20,000 by 2045. After discussion, council agreed to remove the specific population number and instead reference a "dynamic growing community."

Russ Blackburn from ICMA provided a draft vacancy notice and anticipated timeline. He recommended a 45-day advertising period, which council supported. Mr. Blackburn noted he would make changes including the 10-year experience requirement and remove the population figure. He explained the position would be posted with Florida League of Cities, Florida Association of Counties, ICMA, and other local government organizations. He also outlined the selection process, including that top candidates must be selected in a public meeting.

Motion by Councilman Werner of approval of the draft Westlake announcement for city manager as amended, seconded by Councilman Gleason.

ROLL CALL

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

Motion carried with dissent (5-0).

I. Engagement with WebsEdge, for the National League of Cities 2025 Film Series

Submitted By: Administration

Mayor O'Connor introduced the item.

Acting City Manager Ms. Burgess explained this item was introduced by Vice Mayor Langowski at the last workshop. WebsEdge had partnered with the National League of Cities to produce NLC TV for the City Summit 2025 in Salt Lake City. They would produce a 5-minute film highlighting Westlake's initiatives, raising visibility across the nation, anticipating highlighting green infrastructure, community growth, safety, and the upcoming 10-year anniversary.

Vice Mayor Langowski explained the National League had selected four municipalities across the country, with Westlake chosen as a brand-new city doing things differently. This inaugural section would spotlight cities throughout the country. The normal cost was \$80,000 but Westlake would get it for \$26,000. It would debut in Salt Lake City, air 24/7 in hotels and at the convention, then be pushed out throughout the year. The city would own all footage and could use it in different segments on their website, app, and social media.

Mayor O'Connor supported the idea for two reasons: to loop it in as part of their 10-year anniversary in 2026, and as a marketing piece that could be included with appropriation requests to state legislators who had never visited Westlake. He believed they would recoup the expense as a marketing and money-making tool. Councilman Gleason added it could attract companies to explore their city.

Motion by Councilman Werner to engagement with WebsEdge for the National League of Cities 2025 film series, seconded by Councilwoman Leonard.

ROLL CALL

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

Motion carried with dissent (5-0).

J. Discussion of HAPPY Program and Dedicated Position

Submitted By: Administration

Mayor O'Connor introduced the item.

Acting City Manager Ms. Burgess stated staff was recommending council consider a dedicated position for the HAPPY program. There was a need for program marketing, community and civic engagement, community outreach, and bridging relationships to assist future homeowners.

Mayor O'Connor stated bluntly that the HAPPY program had been broken for a very long time. During a big period, they had money but couldn't give it away. He was elated that staff suggested paying for person to administer the program out of HAPPY program funds, as that account had been gridlocked with a substantial balance. This wouldn't affect the city budget whatsoever.

The person's job would be not just be administering but going out championing the program and waving the Westlake and HAPPY program flags - something not currently being done. There was no exposure, and people didn't know about it. Councilman Gleason suggested the individual should have some marketing background.

Council discussed whether this person would be an Inframark employee or independent contractor, with City Attorney confirming it would need to be a contractor per the charter. Council agreed the city needed a dedicated "HAPPY person to run the HAPPY program." Council reached consensus to move forward with exploring this option, with hiring subject to council approval.

CITY COUNCIL COMMENTS

Councilwoman Leonard wished everyone a Happy Breast Cancer Awareness Month, keeping women who are suffering and those in remission in thoughts and prayers.

Councilman Gleason reminded everyone that October 31st was quickly approaching, and Westlake loves to celebrate Halloween. He advised residents to have candy ready. With the holiday season approaching, he urged people to lock car doors when shopping and keep purchases out of plain sight, as this is when thefts increase.

Councilman Werner wished everyone Happy Halloween.

Vice Mayor Langowski had several items:

First, regarding the Education Advisory Board, he sought consideration for the board to use city platforms (app, website, social media) to send notices when local restaurants host fundraisers for the three schools in their district. Council provided consensus for this.

Second, he asked for consensus on creating a city flag, noting the Palm Beach County flag was just white. He suggested it would be nice to have flags on stage, at city hall, and eventually at a city park. Council agreed to explore artist renditions and ideas.

Third, he proposed moving their 5K run from January to September as a 9/11 First Responder 5K. Since former Councilman Julian Martinez, who had championed the January 5K, was no longer with them, someone needed to pick it up. Bobby Farber from the 9/11 Club spoke in support, noting his club would have a ceremony at the Lodge on 9/11/2026. Council agreed to work out details and bring it back as an agenda item. Vice Mayor Langowski noted if this happened, they should find another way to support schools since current 5K proceeds went to schools when there was a surplus.

Mayor O'Connor reminded everyone that "Nobody does Halloween like Westlake does Halloween" on October 31st, followed by the Holiday Pop-up Market on Sunday, December 7th.

REPORT - CITY ATTORNEY

City Attorney Doody had nothing to add.

REPORT - CITY MANAGER

Acting City Manager Ms. Burgess welcomed everyone to the new fiscal year. She reported they had received their notice of acceptance from the Florida Department of Revenue with no violations and were in compliance with all requirements.

She thanked council for the trust placed in her as Acting City Manager and thanked her staff: Stephanie the administrative assistant, Nicole the Deputy City Clerk responsible for special events, and Odet the "new Zoie" who had proven to be a wonderful asset. Without their support, the transition would not have been easy.

Regarding the US Postal Service issues, she acknowledged the many complaints and that it was an issue in the community. She continued to work with them despite their lack of responsiveness. A news release had been posted with methods residents could utilize. She encouraged residents to visit the USPS website and submit both service and carrier complaints directly, as they ask detailed questions the city wouldn't have. She had submitted direct complaints herself and was still waiting on callbacks after three weeks but would continue working on it. She clarified that coverings at mailboxes were an HOA issue, not a city issue.

The Westlake app had been rolled out October 1st and was available in the Apple and Android stores. It was an evolving app with plans to do more with it.

They were working to invite the school district to provide a presentation to council and the public about zoning, transportation, and anticipated curriculum for the new Westlake school.

Coffee with the Manager was scheduled for October 14th, with details on the city website and app.

For September permits, 127 permits were approved, and 68 certificates of occupancy were issued.

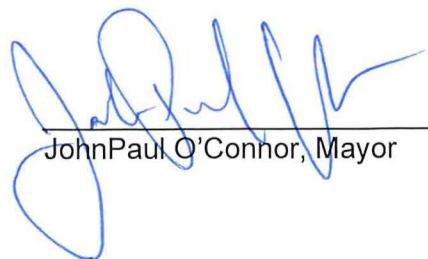
PUBLIC COMMENTS

Public Comment – Alicia Torres – 5447 Whippoorwill Circle – Ms. Torres thanked the Acting City Manager, saying they didn't miss a beat tonight. She asked about continuing the coffee meetings, which was confirmed for October 14th. She seconded Bobby Farber's concerns about traffic at Water's Edge, stating the county seemed incredibly stubborn and appeared to want to see fatal accidents before taking action. She expressed concern about promoting the city through the video while still having these "skeletons in our closet" with traffic issues. She suggested creative solutions like Michigan U-turns or a small median cutout like the old fire station had, allowing one car at a time to cross.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 7:44 PM.


Odet Izquierdo, Acting City Clerk


JohnPaul O'Connor, Mayor