

**TOWN OF INTERLACHEN
TOWN COUNCIL WORKSHOP MINUTES
TUESDAY, MAY 19 , 2026 - 10:00 A.M.**

CALL TO ORDER

Chairperson Conner called the meeting to order at 10:10am and dispensed with the formalities.

ROLL CALL

Council Members present were Chairperson Joni Conner, Vice-Chairperson Carolyn Bennett, Beverly Bakker, Anna Rose Larsen, and Carolyn Meadows. Mayor Hanes and Attorney George Young were present also.

COUNCIL CHAIRPERSON: JONI CONNER

Chairperson Conner had no comments.

COUNCIL DISCUSSION:

Discussion and Consideration of Changes to the Charter.

Chairperson Conner wanted to change the format of the questions on page one. Staff will consult the Supervisor of Elections for clarification.

Section 1: Add “2022” to the dates that the charter was amended.

Section 3: Keep the wording, “Nothing within this charter shall be interpreted in prohibiting the Town from adopting ordinances which impose “term limitations” which restrict the number of times a council member can seek reelection or hold office continuously.”

Section 7: Add: “The Mayor shall run on even years.” When a chairperson and vice-chairperson is appointed will be addressed in the Mayor/Council Guidelines.

Section 8: Change the language in the first paragraph to “Nothing in this charter would restrict the town council from providing procedures contained in the election ordinance for filling vacancies.”

Section 10: Keep “Official Misconduct.”

Section 11: Attorney Young will research the meaning of “appointed office.”

Section 12: Keep “Registered Elector.” This will be addressed further in the election ordinance.

Discussion and Consideration of the Mayor/Council Guidelines.

Section 10.0: Add: “If the Mayor or a Council member is absent from three (3) consecutive workshops, such council member or Mayors’ seat may be declared vacant and filled in accordance with the provisions of the Town’s Charter and the law.”

Add: “Exceptions are death of an immediate family member, a family emergency or illness, (*either self or an immediate family member*) or on vacation.”

Section 11.0: Add: “When possible, Public Officials may provide two (2) weeks’ notice prior to a planned vacation.”

Section 13.0: Correct the numbering.

Page 8: Change wording to: “All policy changes must be posted, and the Mayor and Council members are responsible for reviewing them or having them read aloud if needed.”

Discussion and Consideration of the Election Ordinance.

Section 6.1(A): Reword as “No person shall be eligible to hold the office of Mayor or Town Council member unless said person is a full-time resident of the Town of Interlachen and is qualified to vote in Town elections.”

Add: “Candidates must have resided in the Town of Interlachen for one year prior to becoming a candidate.”

Add: “Candidates must remain a full-time resident of the Town of Interlachen during their term of office.”

Section 8.1 was deleted since the Putnam County Supervisor of Elections provides the canvassing board.

Discussion and Consideration of the Personnel Manual and Job Descriptions.

Job Descriptions

The Clerk asked the council for direction regarding job descriptions as to whether or not they should be part of the Personnel Manual or be a separate document.

Council advised her that the job descriptions are separate from the Personnel Manual.

The Council will edit the job descriptions of the department heads. The department heads will edit the staff job descriptions.

There was much discussion regarding the Police Department reporting to the Mayor, who then reports to the Council. The Police Chief and the Mayor will continue to conduct hiring procedures.

The Clerk stated that since there are two long-term employees leaving, succession has been on her mind. She recommended that a job description for an assistant maintenance supervisor be added, so that they can step up and fulfill the role of the supervisor if needed.

The following was added to the Maintenance supervisor position: “Coordinate with the town clerk on budget and capital improvements. Follow all procedures as outlined in the town’s purchasing policy. Maintain a good working relationship with town contractors and vendors. Serves as field manager for grants and attends job site meetings for town related construction projects. Review and approve driveway and right-of-way permits and provide input on development reviews. Works on call duty and performs other duties as required. Serves on the Town’s Emergency Management Team and must complete all required State training in regard to Emergency Management and FEMA.”

Deputy Town Clerk General Description: Maintain a variety of public records and accurate files of all Town documents. Prepare preliminary and final Council agendas and minutes. Collect, copy, collate, and distribute materials relating to agenda items. When appropriate notify media. Prepare and publish all legal notices as required by the Town code, and Florida Statutes. Prepares accounts payable according to town accounting procedures. Prepare ordinances and resolutions as needed. Maintain revenues in daily Journal Books. Various planning and development duties include but is not limited to zoning and permit applications. Serves as liaison with the Putnam County Elections Office and manages town elections. Serve as the human resource officer which includes onboarding and offboarding employees, contractors, board members, and elected officials. Attend all regular Town Council meetings and such other meetings as requested by the Town Clerk. Must have the ability to fill in for the Town Clerk upon his/her absence. Assistant for all town sponsored events. Serves on the Town's Emergency Management Team and performs other duties as required.

Town Clerk General Description: The Town Clerk position is both administrative and operational in nature, serving as a working supervisor responsible for fulfilling the duties of the office as required. The position oversees a broad range of financial, budgetary, payroll, records management, administrative, and regulatory functions for the Town.

Responsibilities include maintaining vendor relations and administering required tax and payroll documentation, including W-4s and 1099s; managing accounts payable; maintaining all financial records; preparing the annual budget; and ensuring compliance with the budget approved by the Town Council. The Town Clerk prepares and presents financial reports at regular Town Council meetings and recommends banking practices and procedures in coordination with the Town Auditor. The position is also responsible for opening and closing bank accounts as authorized by the Town Council.

Additional duties include processing payroll, maintaining payroll and personnel records, reconciling time and attendance records, reviewing invoices for accuracy prior to payment, and serving as the Town's purchasing agent. The Town Clerk is responsible for the security, preservation, and public accessibility of all official Town records.

The position supervises clerical staff and serves as a liaison among the Town Council, Mayor, government agencies, Town Attorney, department supervisors, employees, advisory boards, and the media. The Town Clerk attends all regular Town Council meetings and any additional meetings as directed by the Council.

The Town Clerk also serves on the Town's Emergency Management Team and performs additional duties as assigned, including serving as the Zoning and Planning Official in accordance with Town Ordinances

Office Clerk General Description: The Office Clerk is the public face of and first point of contact for the town office by greeting visitors, answering phones, directing inquiries, and providing front line administrative and customer support.

Perform all clerical duties of the Cemetery Department, Emergency Management, Maintenance Department, Mayor and Council Members, Police Department and Water Department, Download/upload meter readings for monthly billing, accurately post water payments and handle customer relations. Maintain accurate cemetery lot sales and records.

Perform such duties as required by the Town Clerk, Deputy Town Clerk, Police Chief and Maintenance Supervisor. Serves on the Town's Emergency Management Team and must complete all required state training including but not limited to Emergency Management, cyber security, criminal justice information services.

Code Enforcement Officer: The following was added: "Provide a bi-weekly report to the Town Clerk. "Other working conditions may include providing services to the front office staff such as receiving water payments, answering phones, and taking messages if staff is short-handed."

The Job Description for a Police Lieutenant was added as follows:

Police Lieutenant: The Police Lieutenant serves as the assistant chief of police. . The role is both administrative and substantive, requiring the incumbent to assist the Chief with policy development, scheduling, training, and internal affairs investigations.

They hold a highly responsible, second-in-command, sworn management position responsible for supervising day-to-day department operations, conducting major criminal investigations, enforcing ordinances, and commanding the department in the absence of the Police Chief.

EXAMPLES OF WORK:

- Apprehend and arrest suspects, complete arrest forms, and advise of applicable rights.
- Investigate suspicious activities and enforce laws and ordinances.
- Patrols assigned area to enforce traffic and other vehicular related regulations.
- Respond to complaints concerning law violations, automobile accidents, and requests for assistance.
- Overseeing or personally conducting interviews, prepare reports and make disposition of referral as appropriate.
- Watch for and investigate wanted and missing persons, stolen cars, and property.
- Process crime scenes for evidence; photograph crime scenes, search for and lift fingerprints, take impressions or photos of tire tracts and footprints and prepare evidence to be presented in court.
- Guard suspects and provide related security services.
- Transport/escort individuals as appropriate.
- Experienced officers will assist in the training of newly hired officers.
- Directing field patrol operations, scheduling shift assignments, and evaluating subordinate officers.
- Assisting the Chief and Town Clerk with budget preparation, inventory control, and departmental policy drafting.
- Representing the department at public meetings, managing citizen complaints, and fostering positive relations between the police and local residents.
- Step in and act on behalf of the Chief of Police if Chief is not available
- Ability to learn and follow prescribed routines and follow oral and written instructions.
- Ability to administer basic first aid.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of the Department’s Standard Operating Procedures and general orders, Florida Statutes, constitutional law, municipal ordinances, and applicable court decisions.
- Ability to supervise, train, and discipline personnel while commanding the respect of the department.
- Ability to read, understand and apply information to include laws, ordinances, and regulations.
- Ability to express ideas effectively both orally and in writing, as well as the skill to prepare clear, concise, and comprehensive reports and press releases.
- Ability to manage situations firmly, courteously, and tactfully with respect for the rights of others.
- Ability to establish and maintain satisfactory working relationships.
- Ability to assess risks and react quickly, analytically, and objectively during high-stress or emergency situations.
- Ability to observe, understand and recall facts/information and compose and write legibly.
- Ability to apply personal defense techniques and pursue, apprehend and restrain people.

EDUCATION - LICENSE/CERTIFICATION REQUIREMENTS

- High School Diploma or GED.
- Associate’s degree in criminal justice or a combination of a minimum of five (5) years’ law enforcement experience.
- A FL Class E Driver’s License is required prior to appointment and must be maintained.

A FL Law Enforcement Officer Certification must be passed and maintained.
Certification of Recognition/Compliance/Comparative Compliance in Law Enforcement is required prior to appointment and must be maintained.
Must be able to pass a drug test, physical and a criminal history background check.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands/work environment described herein are a representation to successfully perform the essential duties of this job:

Sitting or walking for extended periods of time.

Ability to meet the physical requirements of police duty.

Physical exertion in pursuit and restraint of individuals.

Ability to lift at least fifty (50) pounds.

Regular interaction with abnormal behavior.

Duties may be hazardous and life threatening.

Blood-borne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, which will be paid for by the Town.

Perform all duties as required by the Police Officers position and Town ordinances

The following was added to the Police Chief job description: “Associate’s degree in criminal justice or a combination of a minimum of five (5) years law enforcement experience. Perform all duties as required by the police officers’ position and Town ordinances.”

PERSONNEL MANUAL

The Police Chief and Maintenance Supervisor must reside within a thirty (30) mile radius of the Town of Interlachen, however the Council may provide provisions for an exception.

8.14: Donation of Time: Donation of time is to be within a twelve (12) month period.

12.0: Personal Leave was changed to: “Full-time employees are eligible for twenty-four (24) hours of personal leave each fiscal year, credited on October 1. Employees hired before April 1 shall receive the full twenty-four (24) hours for the fiscal year. Employees hired on or after April 1 shall receive twelve (12) hours of personal leave for the remainder of the fiscal year.”

16.0: Holidays was changed to: “Eligible hourly employees and police officers shall receive holiday pay for designated holidays. Employees who work on a designated holiday shall receive holiday pay in addition to regular pay for hours actually worked. Overtime compensation shall apply in accordance with the Fair Labor Standards Act and departmental policy for all hours worked in excess of forty (40) hours during the applicable pay period.

Employees who use approved paid leave on a designated holiday shall receive holiday pay for the holiday, and the holiday hours shall not be deducted from the employees’ accrued leave balances.

For police officers whose regularly scheduled day off falls on a designated holiday, the employee shall receive equivalent holiday leave. Such leave must be used within 30 days following the holiday, unless otherwise approved by the Chief of Police or designee.” Day off = pay for holiday.

The workshop adjourned at 1:44pm.