

**MINUTES OF SPECIAL MEETING  
CITY COUNCIL OF THE  
CITY OF BAY LAKE  
April 29, 2021  
8:30 A.M.**

A special meeting of the City Council for the City of Bay Lake was called to order on Thursday, April 29, 2021 at 8:36 A.M., at 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Mayor Todd Watzel, Council Members Wendy Duncan, Jessie Mack Burns, Andrew Nocar and Mark Krause constituting a Council. Others present were John Classe, City Manager; Susan Higginbotham, City Auditor; Tina Graham, City Clerk; Ann Blakeslee, City Manager of Lake Buena Vista; and Chris Quinn, RCID Finance Director.

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

This special meeting was called to form an Audit Committee to represent the City. Ms. Higginbotham explained the details of the position. This is a new law pursuant to Section 218.391 of the Florida Statutes, which establishes required procedures for the selection of auditors to perform financial audits. Three positions need to be filled, Chair, Committee Member and Financial Expert. Wendy Duncan and Jessie Mack Burns volunteered to serve on the committee with Council Member Duncan volunteering for the Chair position. Council appointed Chris Quinn to serve as the Financial Expert for the City. A motion for approval was made by Mark Krause, duly seconded by Andrew Nocar and approved by all council members.

A motion for approval of Resolution No. 194 to establish an Auditor Selection Committee for the purpose of assisting Bay Lake in selecting an auditor to conduct the annual financial audit requirements was made by Mark Krause, duly seconded by Wendy Duncan, and approved by all attending Council members.

**RESOLUTION NUMBER 194**

**A RESOLUTION OF THE CITY OF BAY LAKE ("BAY LAKE"),  
ESTABLISHING AN AUDITOR SELECTION COMMITTEE (THE  
"COMMITTEE"), FOR THE PRIMARY PURPOSE OF ASSISTING BAY LAKE  
IN SELECTING AN AUDITOR TO CONDUCT THE ANNUAL FINANCIAL  
AUDIT REQUIRED IN SECTION 218.39, FLORIDA STATUTES; PROVIDING  
FOR CONFLICTS, SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 218.391, Florida Statutes, commonly referred to as the "Auditor Selection Procedures Law", establishes required procedures for the selection of external auditors to perform the financial audits required by section 218.39, Florida Statutes; and

**WHEREAS**, Section 218.391, Florida Statutes, requires the City Council of BAY LAKE (the "Council") to establish the Committee and sets forth requirements for the Committee's composition and responsibilities; and

**WHEREAS**, Section 218.391, Florida Statutes, requires the Committee to consist of at least three members, and furthermore requires one member of the Committee be a member of the Council who shall serve as the chair of the Committee; and

**WHEREAS**, Section 218.391, Florida Statutes, prohibits BAY LAKE employees, the City Manager, or the

City Auditor from serving on the Committee, but allows them to serve in an advisory capacity; and

**WHEREAS**, BAY LAKE desires to establish the Committee to comply with the requirements of Section 218.391, Florida Statutes, with the primary purpose of the Committee being to evaluate and recommend to the Council an auditor to conduct the annual financial audit required in Section 218.39, Florida Statutes, and the Committee shall also perform such other responsibilities as directed by the Council from time to time (collectively, the "**Duties**"); and

**WHEREAS**, in order to serve such primary purpose, the Committee shall perform those duties set forth in Sections 218.391(3) and 218.391(6), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY BAY LAKE:**

**Section 1. Recitals.** Each "WHEREAS" clause set forth is true and correct and herein incorporated by this reference.

**Section 2. Appointments.** In accordance with section 218.391, Florida Statutes, the Council hereby establishes the Committee, which shall be comprised of no less than two individuals from time-to-time duly elected to the Council, together with an appointed financial expert, with the chair of the Committee being one of the Council members. Notwithstanding the foregoing, the composition of the Committee shall accord with rules and guidance of the Auditor General of the State of Florida and with Section 218.391, Florida Statutes.

**Section 3. Duties.** The Committee shall at all times carry out the Duties in accordance with rules and guidance of the Auditor General of the State of Florida and with Section 218.391, Florida Statutes, and perform all functions described therein.

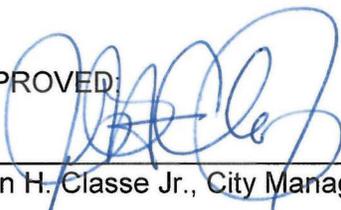
**Section 4. Conflict.** Any previous actions approved by the Council, including, but not limited to, resolutions or portions thereof in conflict herewith are hereby repealed to the extent of such conflict.

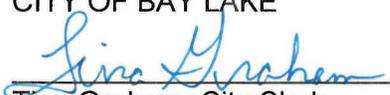
**Section 5. Severability.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

**Section 6. Effective Date.** This Resolution shall become effective immediately upon its passage.

There being no further business to come before the Council, a motion was made by Wendy Duncan to adjourn the meeting; it being duly seconded by Mark Krause, the meeting was adjourned.

APPROVED:

  
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John H. Classe Jr., City Manager

CITY OF BAY LAKE  
BY:   
Tina Graham, City Clerk