



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, January 16, 2013, 7:02 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, January 16, 2013 at 7:02 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioners Jeanine Longtin, Steve Hockman, and Tim Stevens, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Vice-Mayor Rumsey led the invocation and Mayor DuBois led the pledge of allegiance. Town Clerk Vivian Mendez performed the Roll Call.

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA:**

Commissioner Longtin requested to add the Town Attorney’s contract and authorization for the Town Manager to set a date for the Town to host a League of Cities meeting as items of discussion.

**Motion: A motion was made by Commissioner Longtin to approve the Agenda as amended; Commissioner Stevens made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

**PROCLAMATION:**

- Honoring Captain Gerald Rapoza as Lake Park Citizen on Patrol October 2012 Volunteer of the Month**

Mayor DuBois presented the proclamation to Captain Rapoza.

**PRESENTATION:**

2. **Presentation to the Town of Lake Park of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association by Darlene Malaney, Director of Financial Services of the Palm Beach County Clerk and Comptroller's office.**

Town Manager Sugerman presented the item (see Agenda Request Form attached as Exhibit "A").

Darlene Malaney presented the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association to the Town. She explained that the program has been in operation since 1946 and that its purpose is to encourage and assist governments to prepare financial reports of the highest quality for the benefit of citizens and other parties with a vital interest in Government's Finances. She stated that this is the twentieth (20<sup>th</sup>) year that the Town has received this recognition.

**PUBLIC and OTHER COMMENT:**

B.G. Sykes, 333 E. 24<sup>th</sup> Street, Riveria Beach, provided a handout to the Commission via the Town Clerk and made a presentation regarding Palm Beach Yachting and issues at the Lake Park Marina (see attached Exhibit "B").

**CONSENT AGENDA ITEMS:**

3. **Regular Commission Meeting Minutes of December 19, 2012**
4. **Resolution Appointing the Poll workers for the General Municipal Election to be Conducted on March 12, 2013**

Commissioner Longtin stated that she has a correction on item #3 and requested that the item be pulled from the consent agenda.

**Motion: A motion was made by Commissioner Longtin to approve Resolution appointing Poll workers for the General Municipal Election; Commissioner Stevens made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		

Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

### 3. Regular Commission Meeting Minutes of December 19, 2012

Commissioner Longtin stated she had a correction on page three (3) of the minutes item number two (2) the first paragraph where there was discussion regarding custodial services at Town Hall, PBSO and a couple of other locations. She read from the December 19, 2012 minutes, "Commissioner Longtin stated that this is an item where the Town could save funds and so based on that and given that the Town is in a financial struggle and that she would rather cut money here than in the police contract and that she will be voting against this item.". She requested the following language be included "as Mayor DuBois is always promoting" after the words "police contract" because she said something to that effect.

Mayor DuBois stated that he objects to that language.

Commissioner Longtin stated that whatever she said she wants included in the minutes. She stated that maybe she did not say that exact thing but Mayor DuBois is the one that constantly wants to speak on that item.

Mayor DuBois stated that he changes and grows and is not the same constantly all the time and that he takes different positions on items.

Commissioner Longtin stated that she is glad to hear that and that her words are what they were correct or not and that she would like whatever she said to be in the minutes because otherwise it looks like she is the one that is talking about cutting the police contract and she is not.

Mayor DuBois stated that he thinks the minutes recorded that he recommended that Gerald Rapoza be presented with a Proclamation and in actuality, it was Commissioner Longtin whom requested it and wanted that to be clarified in the minutes.

**Motion: A motion was made by Commissioner Longtin to approve the Regular Commission Meeting Minutes of December 19, 2012, as amended; Commissioner Stevens made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		

Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

**ORDINANCE ON SECOND READING:**

- 5. Ordinance No. 12-2012 Request for a Text Amendment to Section 78-148 (a) to Reduce the Distance Separation Between Gas Stations from 1,200 feet to 500 feet.**

Mayor DuBois opened the Public Hearing.

Town Manager Sugerman stated that this item is a Text Amendment to Section 78-148 (a) to reduce the distance separation between Gas Stations from 1,200 feet to 500 feet on Second Reading and that staff recommends approval.

**Public Comment:**

None

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Hockman to approve Ordinance 12-2012 on Second Reading; Commissioner Stevens made the second.**

Commissioner Longtin stated "as I have stated before, I do not want to see multiple gas stations at intersections and I will be voting no against this however, once this is past I will be more amenable to the applicant on his development."

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1.

Attorney Baird read into the record the Ordinance by title only.

**6. Ordinance No. 13-2012 Request for a Text Amendment in the Park Avenue Downtown District (PADD) Sign Code to Modify the Language Whereby it Would Increase the Permitted Awning Signage Height in Table 78-70-7 from 6 inches to 10 inches.**

Town Manager Sugerman stated that this item is a Text Amendment in the Park Avenue Downtown District (PADD) sign code to modify the language whereby it would increase the permitted awning signage height in Table 78-70-7 from 6 inches to 10 inches on Second Reading and that staff recommends approval.

Mayor DuBois asked if the modifications made by the Commission on First Reading have been included.

Town Manager Sugerman stated "yes".

**Public Comment:**

None

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Longtin to approve Ordinance 13-2012 on Second Reading; Commissioner Stevens made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

Attorney Baird read into the record the Ordinance by title only.

Mayor DuBois closed the Public Hearing.

## ORDINANCES ON FIRST READING:

- 7. Ordinance No. 01-2013 - Text amendment to Section 9-42 of the Town of Lake Park Code of Ordinances to reflect the recent changes in §162.12, Florida Statute which (1) Eliminated the requirement that certified mail notices for code enforcement violations and hearings be sent with return receipt; (2) Clarified that for property owned by a corporation, notices may be provided by certified mail to the registered agent of the corporation; and (3) Provided for an alternative whereby all certified mail notices may also be sent to another address provided by the property owner in writing instead of to the address listed by the tax collector.**

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "C").

Commissioner Hockman asked if the Town does not send a return receipt how does the Town know that the home owner has received the notice.

Town Manager Sugerman stated that the State Statute adopted in the last legislative session states the determination for the Town. He stated that the Statute states that if the Town send a certified letter and the Town does receive a return letter from the Post Office after thirty (30) days the letter is deemed to have been received.

Commissioner Hockman stated that the problem that he see with that is that unfortunately the mail carriers make quite a few mistakes in delivering mail to the wrong mail box. He stated that quite often his neighbor gets his mail and he gets his neighbors mail. He stated that there is no guarantee that the home owner will get the notice if the Town does not require return receipt or somebody to sign for it stating that they received it.

Commissioner Longtin stated that she agrees with Commissioner Hockman. She thinks that this is a disservice to the home owner and that there is no proof that the home owner actually received the notice. She suggested modifying the language and that the Town does not have to go with the language in the State Statute. She is in favor of a return receipt to ensure that the notice was received by the property owner.

Mayor DuBois asked if the Commission could approve everything but the return receipt language and have the Ordinance modified between First and Second Reading.

Town Manager Sugerman stated that an Ordinance would not be required then because the staff is already doing steps one (1) and two (2).

Mayor DuBois asked if the Town was doing steps one (1) and two (2) because it is in the State Statute.

Town Manager Sugerman stated that it was the Town's practice and it has been the Town's practice to incur the addition postage cost and send the return receipt. He stated that it is entirely up to the Commission to continue the practice of return receipt.

Commissioner Longtin asked if the cost for the additional postage returned to the Town by the property owner.

Town Manager Sugerman stated "sometime, not always".

**Motion: A motion was made by Commissioner Stevens to approve Ordinance 01-2013 on First Reading; Vice-Mayor Rumsey made the second.**

Mayor DuBois asked if there is no return receipt the Town may save some postage but, that the Town may spend more in Special Magistrate Hearings with property owners stating that they did not receive the notice. He stated that the Town may end up spending more in the processes than the savings generated by the savings in the postage cost. He stated that Lake Park is a small Town and that he would hate for someone to feel that they have been railroaded.

Vice-Mayor Rumsey asked if the proposed Ordinance is just following State Statute.

Town Attorney Baird stated that the proposed Ordinance would comply with the State Statute and explained that the Town is not required to change the process and if the Commission feels that the better process is to continue the return receipt policy then the Town cannot be compelled to change the process.

Mayor DuBois stated that he would prefer to take the higher ground and take the extra step and do the return receipt.

Commissioner Stevens stated that it may seem a bit draconian not to provide notice and due process. He thinks the purpose of the State changing the Statute would be for situations in which there is an attempt to deliver the certified mail and for one reason or the other it is not received. He stated that he thinks that it would be good practice to continue to use the return receipt for the first attempt but, by changing the Ordinance it provides the Town with another method to go after code violators who may be evading receiving the notice. He thinks that it would be a good thing to have the return receipt policy. The benefit of tracking down code violators and preventing violations and cleaning up Lake Park outweighs the disadvantage of the due process limitation.

Mayor DuBois stated that the change would also give the Town some more armor to be able to have the return receipt notification in the Town possession. The Town would have the evidence that it did deliver this letter and have the proof that it was received.

Commissioner Stevens stated that the Special Magistrate could cite the Town Ordinance and State Statutes that says a return receipt is not required therefore the defense is null and void. He thinks that the return receipt is good practice and at least the first attempt should have a return receipt. In cases where the Town cannot get service by certified mail this would provide the Town an alternative.

Mayor DuBois stated if the Town goes the extra step and continues to send the return receipt and the return receipt is not received back the Town can still move forward.

Attorney Baird stated that if the Town includes the return receipt and does not get it back it is not considered good notice. The next step that the Town would have to post notice, which would be an additional cost to the Town.

Commissioner Stevens stated that a lot the properties that are violating the Code are being foreclosed or no one is there. Posting notice is often times the only feasible way of providing notice and getting a fast resolution to the Code violation. He stated that if the State is giving the Town the authority then the Town should take advantage of it and be able to post notice when necessary but the first notice be certified mail.

Mayor DuBois asked when it comes to notice of individual property owners is the first attempt by hand delivery or US Mail. If there is a possibility that the property owner will not receive the notice.

Attorney Baird stated that if the property is posted and unless the property owner occupies the property they may not see the posted notice. He stated that the reasons that properties are posted are because hand delivery failed, certified return receipt failed or the owner does not occupy the property and the tenant is refusing the hand delivery and the certified mail.

Town Manager Sugerman stated that the Town has quite a few absentee landlords whereas the property owner does not reside at the property.

Vice-Mayor Rumsey asked if the Commission adopted the Ordinance and not require that the return receipt be sent but still have staff send the return receipt. This way the Town is still covered with providing notice.

Town Manager Sugerman stated that the Statute gives the Town the cover to not utilize the return receipt.

Vice-Mayor Rumsey stated that the arguments against the Ordinance is local residents not receiving the notice. If the Commission adopts the Ordinance but the Town continues to send the return receipt the local residents are more likely to receive the notice. However, the off premise owners would not be able to come back 30 days later and state they did not receive the notice.

Town Manager Sugerman suggested that Nadia DiTommaso provide to the Commission her experience regarding the success rate for the delivery of notices via certified mail with a return receipt.

Mayor DuBois stated that he understands Vice-Mayor Rumsey's suggestion of adopting the Ordinance but still going over and above the minimum requirement as a practice. He would support that suggestion.

Commissioner Hockman stated that if the Town sends the notice and it is refused the Town will then attempt the hand delivery. If there is a tenant at the resident there is a Code requirement that the lease agreement for the renter be provided or the property owner must provide a permit to lease the property. He stated that if the property owner is

not residing at the property then the tax record should show their address. If they have the property listed as their address then the property owner is falsifying records which could be more problems for them, but at least the Town would have a record of going through the process. He stated that the Town has had problems in the past of not following the process and placing liens on properties without notifying the property owners and that is a problem that he wants to keep from happening to the residents.

Mayor DuBois stated that he would like for the Town to have the green card showing that the certified letter was received so that when people state that the Town does not notify people the Town has the evidence that it did.

Vice-Mayor Rumsey asked if Commissioner Stevens would modify his motion to include his recommendation.

Commissioner Stevens stated that he thinks it would be cleaner for the Commission to approve the Ordinance and by separate motion direct the staff when possible provide notice by certified mail with return receipt requested.

Attorney Baird concurred.

Commissioner Hockman stated that if the requirement for certified mail with return receipt is removed from the Ordinance that over time it will no longer happen.

Attorney Baird stated that the Commission needs to make a decision on whether they want the return receipt requested or not.

Mayor DuBois asked how many notices are sent to third party non-residents and an explanation of the scale and scope of the problem.

Commissioner Stevens asked what is the extent of the problem and how striking return receipt requested would alleviate the problem.

Community Development Director DiTommaso stated that she does not have an exact number of notices that are delivered to out of town address and that it all depends on the address that is listed on the Property Appraiser's website. However, in her experience the Code Officers more often than not, if the hand delivery method does not work and the certified mail option is utilized, that they more than likely post the property anyway because once the certified mail goes out there is not a sufficient amount of time to wait for the notice to be returned. There is a ten (10) day advance deadline to post the property to ensure proper service. In her opinion whether there is a return receipt or not the Code Officer would more than likely post the property anyway.

Mayor DuBois stated that regardless whether the return receipt is required or not the property is posted if the certified mail method is used and that he feels a lot more comfortable about being in favor of this Ordinance because it is a redundant system anyway.

Commissioner Longtin stated that a former Commissioner's property had a lien on it in error and that was never notified and corrective action was taken but, the lien was improperly placed on the property and if the return receipt process had been utilized maybe it could have been caught.

Commissioner Stevens stated that in situations where a lien is improperly placed there are mechanisms in place for the Special Magistrate and Town to utilize to correct those mistakes on the rare occasion that it happens.

Commissioner Longtin stated that it is unknown if this happens on a rare occasion.

Commissioner Stevens stated that he has received more complaints about Code violations and that he would like to find ways to strengthen the Town's code and clean up Lake Park. He stated that if this helps in any way that the benefit of that outweighs the inconvenience of the due process.

Commissioner Longtin stated that she thinks that it is a disservice to the property owner to not require the return receipt.

Mayor DuBois stated that he is satisfied that there is a redundant process here that give multiple ways of contacting the property owner. The Town has been after improving the Town through Code Enforcement for many years and if this moves the Town faster in that direction then he does feel more comfortable about approving this Ordinance.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin		X	
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 3-2.

Attorney Baird read into the record the Ordinance by title only.

Commissioner Stevens asked if Vice-Mayor Rumsey would still like to make a motion to required that when possible that a return receipt requested be utilized for certified mail for Code Violation and related notice.

Vice-Mayor Rumsey stated "yes".

**Motion: A motion was made by Vice-Mayor Rumsey to direct staff when possible to utilize a return receipt request for certified mail for Code Violation and related notices; Commissioner Stevens made the second.**

Town Manager Sugerman stated that it would always be possible to send certified mail with a return receipt request.

Commissioner Hockman requested that the term “when possible” be clarified.

Vice-Mayor Rumsey asked what would help the Code Officers to do their job.

Community Development Director DiTommaso stated that hand delivery is the most utilized option and is always preferable. When hand delivery does not work then they turn to certified mail.

Commissioner Stevens stated that he is fine not going any further on the matter.

Vice-Mayor Rumsey and Commissioner Stevens withdrew the motion and the second.

#### **DISCUSSION AND POSSIBLE ACTION:**

#### **8. Establishment of a Priority List for Use of Community Development Block Grant (CDBG) Funds**

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit “D”). He provided to the Commission a list of staff generated ideas for the use of the 2013 CDBG funds (see attached Exhibit “E”).

Commissioner Longtin asked if these funds are State or County.

Town Manager Sugerman explained that these are Federal funds that come through the State and because Lake Park is not an entitlement community, the Town’s population is not large enough for the funds to come directly to the Town from the Federal Government the Town participates in the program through Palm Beach County and these funds are the Town proportional share.

Commissioner Hockman asked if this is the same block grant as the grant used for the irrigation system on Flagler Boulevard.

Town Manager Sugerman stated “yes” a portion was used for irrigation.

Commissioner Hockman stated that last year the refurbishment of the tennis courts was not allowed and that he thought the Town just replaced the pump system at the ball field.

Town Manager Sugerman stated that pump system was replaced with a pumping device that is too powerful for the irrigation system and therefore a device needs to be installed that will help to avoid “hammering” when the system starts.

Commissioner Hockman stated that street signs is a big issue and it has not been done in a long time.

Mayor DuBois stated that the list is similar to the list that he requested when Town Manager Sugerman first started.

Commissioner Longtin asked if there is anything that cannot be added to the list such as security cameras at the Marina.

Town Manager Sugerman stated that it is not permitted to do building improvements to public buildings.

Commissioner Longtin asked if the cameras would be considered a building improvement to a public building.

Town Manager Sugerman stated "yes" and explained that these funds have to go into neighborhoods.

Mayor DuBois stated that he wanted to clarify the suggestion of "creating a train station vehicle parking lane" and explained that his intention was to create a place where the three PalmTran Buses would stop at one location and provide parking so that the buses can be timed. To create a seedling for a transit node, and adding sod to the property near the proposed railroad station work hand in hand with each other. However, he thinks the Town has other needs and that project is much more expensive type of project than available through the CDBG funds. He asked if the funds can be used for several different items.

Town Manager Sugerman stated "yes" as long as the projects are grant eligible.

Mayor DuBois asked if the items on the list are grant eligible.

Town Manager Sugerman stated that the Town would have to apply for the grant first and that the Town would do a preliminary grant application to get feedback from County staff.

Vice-Mayor Rumsey asked about the \$10,000 - \$20,000 associated with the third recommendation from the bottom of the page (see Exhibit "E").

Town Manager Sugerman explained that the item is for a monument sign in front of Town Hall.

Vice-Mayor Rumsey asked for clarification that when Commissioner Longtin asked about doing something at the Marina it was not grant eligible.

Town Manager Sugerman stated that this is slightly different because it is not an improvement to the building it is signage in the community that would announce Public Meetings and gets the community involved in Town activities.

Mayor DuBois stated that the list provided is a wonderful wish list and that he wished that the Town could do all of these things. He suggested that before the February 6, 2013 meeting that the Commissioners provided input and revisit this item on that meeting agenda. He asked if the list could be provided to the County and ask for a determination on what is fundable.

Town Manager Sugerman stated that it could be done.

Commissioner Longtin thanked staff for the list and stated that her first choice for the money would be to return it to the taxpayers. Since that is not going to happen she likes the idea of a marquee in front of Town Hall because that would save staff time from having to go out and make the changes to the sign. She requested that staff "tweak" the list and include cost estimates.

Vice-Mayor Rumsey asked how long it would take staff to provide basic cost estimates on these items.

Town Manager Sugerman stated that cost estimates could be provide but some of the suggestions, such as street lighting, will cost more than \$37,000 and instead of having staff put cost estimates to all of the suggestion that the Commission narrow the list to the top three to five and then have staff provide the cost estimates on those items.

Discussion continued regarding street light and that there was an engineering report done and that the cost was over \$1 million for the project. It was determined that the Town would not go out for a bond referendum.

Town Manager Sugerman stated that street lighting in a few neighborhoods could be done.

Mayor DuBois asked if taking down the wall at the Marina is eligible.

Town Manager Sugerman stated that he does not think it is and as it turns out there are funds in this year's budget for demolishing the wall with presently budgeted funds.

Mayor DuBois stated that the demolition of the wall at the Marina was a high priority.

Town Manager Sugerman stated that on January 17, 2013 the Marina Task Force will be meeting and that discussion of the wall is an agenda item for that meeting.

Commissioner Longtin stated that she will need more time to prioritized the list and asked if it can be brought back at the next meeting.

Vice-Mayor Rumsey suggested that each of the Commissioners bring back their top three (3) to the next meeting and then staff would then be tasked with providing cost estimates to those items.

Commissioner Longtin suggested top five (5).

The Commission reach consensus that each Commissioner would bring back their top three (3) to five (5) items for the February 6, 2013 meeting.

#### **9. Accepting a Proposal from J.E.S. Production and Design for the Coordination of a Park Avenue Green Market**

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "F").

Vice-Mayor Rumsey asked how many vendors are currently lined up for this event.

Jennifer Spicer, J.E.S. Production and Design, stated that she has a list of 380 vendors and that she has advised that she can only accommodate forty (40).

Vice-Mayor Rumsey asked how many are lined up to start on the first Saturday of February. He stated that his concern is that there are a lot of green markets now and that there are vendors who want to do West Palm and on Sunday do Palm Beach Gardens. He stated that these are the only two the vendors can accommodate because they are selling a tremendous amount. He is concerned that the pool of vendors is diluted and that there is not enough room left. He asked if Ms. Spicer has any confirmed vendors that are just waiting on approval from the Commission.

Ms. Spicer stated that the vendors are just waiting for the approval. She stated that this event is not like other green markets that are just green markets. She explained that this event would be a green market at night with live entertainment and the event would be similar to Clematis at Night. She stated that a lot of the other green markets state that if the vendor misses one of the events the vendor is banned from going back and there are several vendors with that issue and they are looking forward to being part of this event. She stated that she has sixty (60) vendors that she will have to alternate.

Vice-Mayor Rumsey stated that his concern is that with the Palm Beach green market on one day and then the Palm Beach Gardens green market will vendors have enough product to do an event in between and asked if there are enough vendors to fill this event.

Ms. Spicer stated that the event is unique and that she is not going to obligate the vendors to be at all of her events and there will be a waiting list for vendors to fill those spots. She stated that there will be a consistent amount of vendors and that several Lake Park businesses are also interested in participating in the event.

Vice-Mayor Rumsey asked if there will be product exclusivity.

Ms. Spicer stated that she is trying to have produce exclusivity so that all the vendors do well. She stated that the other green markets are encountering this issue now.

Vice-Mayor Rumsey stated that if there will be arts and crafts is this really a green market.

Ms. Spicer stated that she attempting to do an event similar to the event at Sailfish Marina on Thursday nights and Clematis at Night which will bring a lot more people.

Vice-Mayor Rumsey stated that he would love to see an event Downtown on a Saturday night and thinks it would be a tremendous boost to the community. He asked who makes the decision on when additional security would be necessary.

Town Manager Sugerman stated that Ms. Spicer will have to take out a Special Events Permit with the Town and on the Special Event Permit there is a review section for the Palm Beach Sheriff's Office and they will make the call based upon what they observe as each event goes on.

Vice-Mayor Rumsey asked if a Special Event Permit would have to be pulled every week.

Ms. Spicer stated it would be one permit.

Vice-Mayor Rumsey asked how many weeks is the Town guaranteeing.

Ms. Spicer stated that how many weeks the event would be was not discussed and suggested that the event start the second weekend in February.

Vice-Mayor Rumsey asked when talking about the Public Works Department putting up banners what and where are the banners being placed.

Town Manager Sugerman stated that it would just be the event announcement banners.

Commissioner Hockman asked what types of banners are being put out and stated he is concerned about Public Works putting up banners every week and then having to take them down.

Ms. Spicer stated that for this event she would not expect banners to be put up on 10<sup>th</sup> Street on a weekly basis. She suggested signage similar to the signs for the Sunset Celebration. She stated that if she utilizes any message boards that she will be responsible for that signage and that she plans to place those types of signs on Northlake Boulevard.

Commissioner Hockman asked why Ms. Spicer cannot put the banners up and then remove the banner at the end of the event on Saturday.

Ms. Spicer stated that she works alone and that after the Seafood Festival she attempted to remove the banner from Kelsey Park and it was very difficult.

Commissioner Hockman stated that part of the contract with the Sheriff's Office the Town is given extra security for the events that the Town hosts and that he does not want to see that the Town would give up its extra Deputies for Town events to cover this event. Nor does he want to see the security that was hired for the CRA to be covering just this event on Saturday nights because that is not fair to the other businesses.

Ms. Spicer stated that she agrees with Commissioner Hockman because she paid for four (4) Deputies during the Seafood Festival and there was probably fifteen (15) of them at the event. She stated that she does not think that many Deputies would be needed.

Commissioner Hockman suggested that Lieutenant Myers could work something out with one of the Reserve Deputies that are basically free to cover the security for the event. He does not want a paid Deputy to be covering the event instead of serving the rest of the community.

Ms. Spicer stated that this is a first time event, there is no way to estimate the number of people that will show up, and if the event goes well then further, discussion could be had regarding the security.

Mayor DuBois questioned that Deputies would be required and suggested that three (3) to four (4) private security personnel could be obtained for the cost of one (1) Deputy.

Ms. Spicer stated that it would be up to the Town to determine the type and amount of security.

Town Manager Sugerman stated that it is up to the Town to make this call and the intent is to not require any additional on-duty Deputies or Private Security for these events to start out. He stated that it is believed that the on-duty Deputies in Town would be the appropriate support for this event to start out. He stated that it is believed that the event will start out small and as time moves on and the event grows, the appropriate adjustments will be made.

Commissioner Hockman stated that it is fine that he just wants to make sure that the Deputy is not just sitting at this event for five (5) hours that he wants them out patrolling.

Mayor DuBois stated that he had questioned the hours of the event but that through the explanation he understands that it is not truly a green market but more of a general event scheduled from 5:00 p.m. to 9:00 p.m. He stated that lighting is going to be interesting.

Ms. Spicer stated that she will be renting the tower lighting for the event.

Commissioner Longtin asked how this opportunity has been advertised so that other promoters would know that it is available.

Town Manager Sugerman stated that it has not been advertised.

Commissioner Longtin stated that she has an issue with that and stated that she would like to know that the Park Avenue business are ok with being shut down every weekend for this event. She stated that she has a feeling that the business will be ok since it is Ms. Spicer but, she would still like for the Town to do research on that and contact the businesses on Park Avenue.

Town Manager Sugerman stated that he does not think anything will be shut down that the event will be utilizing the Town Green.

Ms. Spicer stated that the street will not be blocked at all.

Vice-Mayor Rumsey stated that he thinks that the Town Green is the perfect place for this type of event.

Commissioner Longtin asked what other municipalities Ms. Spicer is courting for her services.

Ms. Spicer stated she has proposal with several municipalities and is waiting for approval.

Commissioner Longtin asked if she has agreements with any other municipalities.

Ms. Spicer stated that she has an agreement with Wellington.

Commissioner Longtin asked if Ms. Spicer had a website and if so what is the website address.

Ms. Spicer stated that the website address is JESProduction-Design.com and that the pictures from the last Seafood Festival are on the website.

Commissioner Longtin stated that she wished that the Town would put on the website that the Town is accepting these types of proposals and if she votes against this item that would probably be the only reason even though Ms. Spicer has proven herself on the Seafood Festival. She stated that she does not think security should be provided by the Town of Lake Park and that starting out the event will be small and what the Town has will suffice but that she thinks that if security is needed that Ms. Spicer should pay for the security. She stated that as long as Ms. Spicer reimburses the Town for any work that Public Works does she is fine with Public Works assisting Ms. Spicer.

Commissioner Stevens stated that anyone is free to come forward with ideas and present them to the Town and he applauds Ms. Spicer's efforts and this is a good way to get people into the Downtown.

Vice-Mayor asked if the businesses along Park Avenue be approached about staying open during the event.

Ms. Spicer stated that she has and the businesses were very happy about seeing something consistently done because it is the only way they can stay open.

Vice-Mayor Rumsey asked if Ms. Spicer is looking for a particular number of weeks for this event or just want it to be open ended.

Ms. Spicer stated that she is not sure and left the decision up to the Commission.

Vice-Mayor Rumsey suggested that the Commission sets a number of weeks and then bring it back to be evaluated.

Mayor DuBois suggested that a report be provided to the Commission after the first couple of months to let the Commission know how it is going.

Ms. Spicer stated that it is important to know the duration of the event so that she can set up the entertainment.

Commissioner Hockman asked if the Town typically charges for a sign permit for banners.

Town Manager Sugerman that a banner permit would be required and there is a fee for the permit.

Commissioner Hockman stated that his only issue with waiving the permit fee is what does that do for the next person that wants to do an event in Town.

Town Manager Sugerman stated that he is in favor of setting the precedent of people coming in with planned events and the Town waiving the banner fees and assisting with hanging the banners.

Commissioner Hockman stated that he is fine with that as long as the Commission follows through with anyone else that comes before the Commission with the same request.

Mayor DuBois stated that the promoter that did the Barbeque Challenge last year is interested in doing another event, such as a Salsa Festival, and asked Ms. Spicer if she would be willing to work with the promoter.

Ms. Spicer stated that is one of the line-ups she would have Downtown and noted that the Clematis at Night is a very successful event and she would like to turn this event into something similar.

Mayor DuBois asked if another promoter comes in with a proposal for a larger event will the Town butt heads with this contract.

Commissioner Hockman suggested that the contract model the contract for the vendor that used Kelsey Park for a green market that if there was another big event the promoters were encouraged to work together or otherwise the Commission would have to look at it and determine which event is better for the Town.

Ms. Spicer explained that when an event is organized it is not done from one day to another and if the Town gives this event until March then other promoters know that they would have to wait until after March to do an event.

Mayor DuBois stated that his issue is that if the event covers all event types then it would exclude other themed events.

Ms. Spicer explained that she is modeling the event after Clematis at Night and that there will be arts and crafts and green products for sale at the event. She stated that a better title for the event might have been Park Avenue at Night.

Mayor DuBois questioned if the type of event being proposed would be in conflict and prohibitive to having other themed events in the Town.

Ms. Spicer suggested that as other promoters come in and make proposals to have events that it would be appropriate to have that conversation at that time.

Vice-Mayor Rumsey stated that themed events should be taken on a case-by-case basis and asked about alcohol and if Ms. Spicer has a license.

Ms. Spicer stated that there would be full liquor and that the vendor serving the alcohol will be providing the license and will be part of the insurance.

Vice-Mayor Rumsey asked what the insurance requirements are for the contract.

Ms. Spicer stated that the insurance is \$1 million and \$2 million aggregate.

Commissioner Hockman stated that if there is going to be alcohol at the event the Town's requirement is to have a Deputy on-site at all times.

Ms. Spicer stated that there will be a dedicated Deputy at the event and explained that she is not requesting any income from the Town for these events and that it is beneficial to the Town to have these events. She provided the example that Grumpy Grouper decided to come to the Town based on the 2011 Seafood Festival. She stated that if a little bit is given by the Town she thinks that it is well earned because all of the businesses on Park Avenue will be benefiting from the event, promotion, and media exposure.

Commissioner Stevens stated that he understands the need to police the entire Town but, that he thinks that an events like these benefit the Town and a lot of the residents will be there and if one (1) Deputy is at the event the other Deputies on duty can be in other places.

Commissioner Hockman questioned if this would set precedence and if someone wanted to do event at Kelsey Park and they are going to serve alcohol and they do not want to pay for a Deputy and just want to use Deputy on duty and argue that it was done for this other event.

Commissioner Stevens stated that there is a danger of setting precedence but that he thinks that the Commission could review the requests on a case-by-case basis. He stated that if these events promote the Town and helping businesses in the Town then he thinks it is reasonable. He stated that he would prefer that the event be promoted as Lake Park at Night rather than Green Market because it encapsulates everything.

Commissioner Longtin stated that she would be in favor of this proposal as long as the contract that is signed is similar to the contract for the Seafood Festival and because Ms.

Spicer is going to be taking all of the income from these events that Ms. Spicer should reimburse the Town for all the expenses including the Deputy because alcohol is being served. She stated that she is in favor of waiving the sign permit fee and willing to give approval for the event for six (6) months and then the Commission will re-evaluate the proposal.

Vice-Mayor Rumsey asked what advertising that Ms. Spicer would be doing for the events.

Ms. Spicer explained that the events would be advertised in the Weekender, a local publication that is distributed throughout Northern and Central Palm Beaches, the Palm Beach Post, Seaview Radio, as a member of the Chamber of Commerce, and through media coverage of the event.

Commissioner Stevens stated that by doing the event every Saturday that word of mouth will assist with the promotion of the event.

Town Manager Sugerman stated that the Commission has offered a range of eight (8) weeks to six (6) month before the event is brought back for Commission review.

Vice-Mayor Rumsey stated that he was going to make a motion that included a three-month time frame.

**Motion: A motion was made by Vice-Mayor Rumsey to approve J.E.S. Production and Design for the Coordination of a weekly Saturday Night event to be reevaluated in 90 days and to waive fees as discussed and presented in the proposal and the weekly events must begin no later than February 16, 2013; Commissioner Stevens made the second.**

Commissioner Longtin asked if all the fees would be coming out of the CRA budget.

Town Manager Sugerman stated that he does not anticipate incurring any fees and explained that the banner fee is being waived and that he is not anticipating adding any additional expenses associated with security and it is an in-kind expense to have Public Works put up the banners.

Commissioner Longtin stated that when Public Works is hanging banners for a private vendor they could be doing what they are supposed to be doing.

Town Manager Sugerman concurred with the statement and it is known as an in-kind service.

Mayor DuBois stated that in exchange for the event the Town takes a hit for hanging some banners.

Commissioner Longtin asked if this contract would be based on the contract for the 2012 Seafood Festival.

Vice-Mayor Rumsey stated “yes”.

Town Manager Sugerman stated that he did not realize that there would be a contract.

Attorney Baird asked if the intention would be to base the contract on the Seafood Festival contract with the same basic terms.

Vice-Mayor Rumsey stated “yes”.

Ms. Spicer stated that she sees the need for a contract for the Seafood Festival but not for a green market.

Vice-Mayor Rumsey stated that he thinks there has to be a contract when there is alcohol, insurance requirements, and for both the Town’s and Ms. Spicer’s protection.

Ms. Spicer agreed to having a contract for the event.

Commissioner Longtin clarified that the event will be re-evaluated in three (3) months and things can be changed then and start charging for expenses.

Vice-Mayor Rumsey stated that the event will be on the Commission agenda for review at the May 1, 2013.

Attorney Baird stated that it would be a three (3) month contract with a mutual agreement to extend it.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 4-1.

**10. Accepting a Proposal from J.E.S. Production and Design for the Coordination of the 2013 Lake Park Seafood Festival**

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit “G”).

**Motion: A motion was made by Vice-Mayor Rumsey to approve the proposal for 2013 Lake Park Seafood Festival submitted by J.E.S. Production and Design dated December 21, 2012; Commissioner Stevens made the second.**

Commissioner Longtin stated that people come into Town to attend the event and then leave and asked what is the Town getting out of it. She stated that it is a great event, but what it is the Town getting out of the event other than exposure. She stated that in the real world that the in kind services costs the Town money.

Commissioner Stevens stated that the local businesses benefit from the event.

Vice-Mayor Rumsey stated that he sees it as a quality of life issue and that these kind of events attract people who do not live in Town and when they are here they see what the Town is and as they drive through the Town they see the quaint streets, nice older homes, nice big properties, that are below market rate, and as an up and coming community. He stated that one of the things that was used at Downtown at the Gardens to increase occupancy was to start doing events and then started Festivals which draw people and the occupancy rate has increased in a short period of time. He stated that these types of events bring people in that do not necessarily know anything about the Town.

Commissioner Longtin stated that Vice-Mayor Rumsey made a good point and explained that even today that people do not know where Lake Park is and when talking about the Town one has to use the surrounding municipalities.

Commissioner Hockman stated that since this is going to be a two-day event security would be needed all night long because the art and craft vendors are not going to want to break it all down and take everything away so someone will have to be there to provide security and that it would be a costly thing to have security over night. He stated that he hoped with the success of the last Seafood Festival that Ms. Spicer would be able to pay at this point because the event is big enough and well known for her to absorb these costs.

Ms. Spicer stated that on the proposal she requested that the Town assist because it would be a two-day event and the assistance would be during the day. She stated that during the evening of course the vendors are not going to breakdown and then security guards would be hired for the night and that she is willing to hire the security guards at night. She stated that to hire Deputies at \$42.00 an hour for a two-day event is going to be a lot of money.

Commissioner Hockman stated that his only concern is setting precedence and that as the Town grows with more people and more events and the Town is lacking security and the Town does not have resources to get additional Deputies now to patrol the streets.

Mayor DuBois stated that the Commission has the opportunity to control the precedent as this is a proposal that is coming from the Town and when another proposal comes to the Town it is completely up to the Commission's choice to make a precedent or use a precedent and if the proposer argues for the precedent the Commission could simply say no and make a determination based on each application.

Commissioner Hockman stated that he thought the 2012 Seafood Festival was great and would like to see it continue as a one-day event and for it to grow in size. He stated that there was a lot of discussion about vendors throwing food away and in previous years people showed up and there was no seafood and that is not good either.

Ms. Spicer explained that when the vendors sell out it is a great event and if the vendors have to go home with food it is not a good event and if someone wants to have seafood they have to come in time or lose out. She stated that the event must cater to the vendors so that they continue coming to other events.

Commissioner Hockman stated that he does not mind waiving some fee but, that he does not want it to become a precedence that every event that Ms. Spicer wants to put on in the Town the Town is forking out the excess money and meanwhile Ms. Spicer is making money because she is charging the big fees for the vendors and stuff.

Ms. Spicer explained that she has the least expensive vendor fees and that the two-day Seafood Festival in Abocoa is charging \$1,000 and she is charging \$100 for the one-day event.

Commissioner Stevens stated that he understands the precedence and if this was a court of law the Commission would have to look at factual analysis but, he thinks it should be taken case by case and in this case it is the best event the Town has and he is in favor of the proposal.

Mayor DuBois recommended having oysters on the half shell at the event and that November and December is the best time for oysters.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

### 11. Town Manager Six Month Performance Evaluation

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "H").

Mayor DuBois stated that in his evaluation that he put down a lot of 4's and one 3 and stated that 4 is as high as he is willing to go for anyone.

Town Manager Sugerman explained the rating system for the evaluations.

Vice-Mayor Rumsey stated that he gave Town Manager Sugerman the lowest score of all the Commissioners because he had expressed his concerns about communication, which has not changed. He understands that the other Commissioners do not feel the same way and he accepts that and he stands by his comments and appreciates what Town Manager Sugerman is doing. He thinks that the only areas he rated Town Manager Sugerman below a four (4) was in communication.

Mayor DuBois stated that it seems that Town Manager Sugerman achieved high marks and recommended that Town Manager Sugerman concentrate on the areas that were lower and if there are changes that need to be made that Town Manager Sugerman thinks are possible to be made based upon some of these evaluations and there is always room to improve.

Town Manager Sugerman stated that he appreciated the comments and the input and that he will take them all to heart.

## **12. Establishment of Goals and Objectives for the Town Manager**

Town Manager Sugerman explained the item (see Agenda Request Form attached as Exhibit "I").

Commissioner Longtin referenced Town Manager Sugerman's memorandum dated October 26, 2012 (see attached Exhibit "J") and stated that at the bottom of page one (1) it states "Providing more CRA and business community outreach". She stated that she would like for him to go beyond the CRA to all of the businesses in Lake Park because they are all as important as the businesses in the CRA. She would also like for Town Manager Sugerman to outreach to the citizens. She stated that on page two (2) it states increasing revenues and she does not know if the Town needs to increase revenues but, what is in the memorandum is good and that she was thinking about the taxes as the Town already has a very high tax rate. She agrees with reducing expenses and that she is not in favor of forgiving the Marina debt to the General Fund nor any forgiveness for the CRA. She asked if the Commission has already decided to forgive the debt.

Town Manager Sugerman stated "no" the Commission has not decided to forgive the debt.

Commissioner Longtin stated that otherwise she likes the list and that once the Town has the funds the Town could look at implementing other projects.

Commissioner Stevens stated that he thinks the list provided by Town Manager Sugerman is a good start. He stated that he provided a list of a checklist that he has but, he is not sure if they want to do it as a Commission or what would be the best option, otherwise he is fine with the list.

Vice-Mayor Rumsey stated that he thinks it is a great list and asked why eliminate Employee of the Year.

Town Manager Sugerman explained his philosophy that this year there were five (5) nominees for Employee of the Year and one (1) person won and four (4) people lost and in high performance organizations they do not have Employee of the Year awards because one (1) person wins and four (4) people lose. He stated that they also do not have suggestion programs and that in high performance organizations people take ownership and responsibility to get something done rather than making a suggestion and passing it along to someone else. He stated that starting next week he will be doing some high performance team building with the Senior Staff. He stated that it is his believe that there could be teams of the year where an entire project or a special project team would receive an award.

Vice-Mayor Rumsey stated that he agrees with Town Manager Sugerman and that he is not opposed to the elimination of the Employee of the Year program and that he had made a recommendation for the past two (2) years to institute some type of program where if a particular members of staff or teams of staff finds significant savings that they should get a percentage of the savings. He thinks that the list looks good and that a lot of positive could come from this.

Commissioner Hockman stated that he likes the list.

Mayor DuBois stated that this list could go on and on everyday something could be added. He has attempted to prioritize the list but needed some type of formula of where to start but that this is a good list. He stated regarding major projects that he would like to see some thoughts toward master planning of the western communities. He thinks that the roads that are being improved by Palm Beach County are some of the largest capital improvements to the Town in many years and particular when the confluence of these improvements culminates with the possibility of a railroad station and will have a very large impact.

Town Manager Sugerman distinguished between goals and objectives and projects. He stated that the memorandum has five component parts. His goals and objectives as Town Manager are to be working on organizational development, staff development, community activities, Financial, and he provided a few examples. He then provided some major projects. He stated that the memorandum is not a project list and he is trying hard as Town Manager to not get bogged down with being assigned projects to accomplish but, to work on the five components and to be held accountable for the big picture and then he and the Commission could talk about the many things that need to be done in Town.

Mayor DuBois stated that the Town Manager is a CEO with a lot of obligations in the areas of financial, community activities, staff development, and organizational development. Town Manager Sugerman has a management style that works within the policies that the Commission creates and develops. When he sees a list of major projects

he thinks of the County's five (5) year plan and the funds invested. If the list provided was simply meant to serve as examples he understands.

Town Manager Sugerman stated that he was planning on accomplishing the four (4) major project listed in the first year as Town Manager. His hope is to once a year sit down with the Commission and together set goals and objectives for the next year.

Mayor DuBois stated that the County plan is a five (5) year plan and needs to be followed continuously.

Commissioner Stevens asked if there were any updates on the refinancing of long-term debt.

Town Manager Sugerman stated that the Request for Proposal has a due date of January 31, 2013. Staff has been talking with a variety of banks of which some are extremely excited to participate and others have asked lots of probing questions which may mean that they are not so excited to participate. He stated that approximately fifteen (15) banks have been invited to participate. He does not know what the rate is going to be but a lot of time and effort has been put into this and that on January 31, 2013 the Town will know how many banks have decided to participate and a recommendation will be brought to the Commission at the February 6, 2013 meeting.

Commissioner Stevens stated that this could result in savings of hundreds of thousands of dollars.

Town Manger Sugerman stated that it would probably be more than that if successful. He is not making any commitments or guarantees but the Town could see a savings of \$500,000 over the lifetime of the outstanding loans.

Mayor DuBois asked if he is talking about refinancing the bonds.

Town Manager Sugerman stated "yes" and that technically is it call a re-funding.

Mayor DuBois stated this is a complicated thing and to pass the bonds the Town had to go through a referendum.

Town Manager Sugerman stated that a referendum is not needed to re-fund the bonds.

### **13. Discussion of Town Attorney's Contract**

Commissioner Longtin stated that she wanted to know how the Commission felt about going out to see what other attorneys might offer. She thinks it is a good opportunity for review.

Mayor DuBois asked what is the review period of the contract.

Attorney Baird stated that for the contract renewal the notice period is sixty (60) days and if the Town does not notice termination then the contract rolls over for another year.

Commissioner Stevens asked when is the expiration of the contract.

Attorney Baird advised he did not know the date.

Commissioner Stevens stated that he thinks that Attorney Baird has been doing a good job and has a lot on institutional knowledge about the Town and neighboring municipalities and that he thinks that the going rate for Town Attorney's is within what the Town is paying Attorney Baird. However, if it does not cost the Town any money he is open to the possibility to going out.

Commissioner Longtin stated that it just an opportunity to review what it out there. Attorney Baird knows a lot about the Town and she thinks that it does not hurt to switch out and get a new set of eyes on things but, if it does not work out then Attorney Baird can continue on.

Commissioner Stevens suggested that the Commission look into when the sixty (60) day renewal period expires and then time the search around that date because there is no point in looking.

Commissioner Longtin stated that the contract could be ended and then asked if there is a sixty (60) day termination clause in the contract.

Commissioner Stevens stated "yes" but, if you do not exercise within that sixty (60) day termination period the contract would renew for another year and if the contract is terminated outside that period the Town would have to pay for the whole year.

Commissioner Longtin asked if that is correct.

Attorney Baird stated that in the contract it states that the contract renews if not terminated.

Commissioner Stevens stated that it is an automatic renewal. He provided the example of the former Town Manager and that the issue that the Commission had was that the Commission did not exercise termination during the termination period. He requested that a copy of the contract be provided to the Commission.

Mayor DuBois stated that his personal opinion is that he is very happy with Attorney Baird's advise and knowledge of the Town's history.

Town Manager Sugerman asked if the only directive is to provide the Commission with Attorney Baird's contract.

Commissioner Longtin requested that a copy of the contract be e-mailed to the Commission tomorrow.

#### **14. Authorization for the Town Manager to Set a Date for the Town to Host a League of Cities Meeting**

Commissioner Longtin thinks it has been a while since the Town has hosted a League of Cities meeting and that the Town is due and would like to allow the Town Manager to make the arrangements.

Mayor DuBois asked what is the expense involved in hosting a meeting.

Town Manager Sugerman stated that there are a couple of ways it can be done. He stated that some communities get sponsors to underwrite it and some pay for it themselves. He stated that he has been to meetings where 250 people show up and other where it has been 60 people and there is no way to know what the attendance will be. If the Town were to host a decision would have to be made regarding getting a sponsorship or for the Town to underwrite it. He stated that it can be relatively expensive if the Town were to underwrite a buffet line, beverage and dessert.

Commissioner Longtin stated that the Town did host a meeting in the Mirror Ballroom and she thinks that it fit.

Vice-Mayor Rumsey asked what the maximum number of people allowed in the Mirror Ballroom.

Town Manager Sugerman stated approximately one hundred (100) with tables. He stated that he attended a Lake Park hosted League of Cities meeting approximately fifteen (15) years ago at Kelsey Park at the Pavilion. He stated that if there were two hundred (200) people it could not be done in the Mirror Ballroom and would have to be at the park.

Vice-Mayor Rumsey asked about the capacity at the Marina.

Town Manager Sugerman stated that the capacity at the Marina is approximately fifty (50) people.

Vice-Mayor Rumsey stated that he thinks it is a good idea to do if the Town can get a sponsor.

Mayor DuBois suggested hosting a committee instead of the entire group of 200-300 people.

Commissioner Longtin stated that she knows that this Commission cannot speak for the next Commission but she is in favor of it and asked if Town Manager Sugerman can be given the go ahead to look into hosting a meeting.

Town Manager Sugerman stated that he knows what the requirements are for the Town to host a meeting and that the only question is how the Town would pay for it.

Vice-Mayor Rumsey recommended that the Town Manager explore the possibility of sponsorship and see if one of the area restaurants would commit to providing the food, refreshments and the related items. He suggested that several restaurants may want to work together.

Commissioner Longtin stated that it is a unique idea to have several restaurants work together.

Vice-Mayor Rumsey suggested doing a taste of Lake Park.

Commissioner Longtin asked what Town Manager Sugerman needs from the Commission.

Commissioner Hockman stated that he has been trying to get the Town to host a meeting for the past several years. He stated that it is amazing how many Commissioners in other municipalities do not know where Lake Park is located.

Mayor DuBois stated that he is in support of the Town hosting a meeting if the Town had the excess reserves but he does not think that the Town's time is here for hosting a meeting. He state that he cannot justify spending \$5,000 to \$10,000 on it.

Commissioner Longtin stated that she agreed.

Town Manager Sugerman stated that he thinks it would be in the \$2,500 to \$3,500 range.

Mayor DuBois stated that he can see the Town doing that but he thinks it would cost about \$10 a plate.

Vice-Mayor Rumsey stated that it would be around \$17.00 a plate and for 200 people it would be approximately \$3,400.

Mayor DuBois stated that it is on the Commission's wish list.

Town Manager Sugerman stated that he will start to work on it.

#### **COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY**

##### **A report from the Town Manager and the Town Attorney pertaining to a serious delinquency at the Lake Park Harbor Marina**

Town Manager Sugerman explained that an owner of three (3) vessels, two (2) of which are currently docked at the Marina, has been seriously delinquent with the fees running into the five (5) digit figures. The Town has been in negotiations with the owner of the vessels and his attorney to discuss working out a settlement of that delinquency. There has been some back and forth about the actual calculations and the validity of the numbers that the Town has been using. At the most recent meeting the figures were questioned and there is some validity to the need to lower the amount of the delinquency based upon the revised calculation. However, it is still a serious delinquency that has been going on for months. There has been a good faith effort on behalf of the Town to be as lenient as possible and are now beginning to see a good faith effort on behalf of the vessel owner. He and his attorney have come to the negotiating table in an attempt to work something out and he is unsure that something will be worked out. He requested authority from the Town Commission to take appropriate legal action if a settlement cannot be negotiated.

Attorney Baird stated that with respect to the two (2) vessels that remain at the Marina the Town has two (2) options. The first option is to pursue seizure of the vessels through Federal Law and the Federal Marshalls. The second option is that under State Statutes there is the opportunity to pursue a non judicial sale, which is similar to a foreclosure action where the Town can compel the sale of the vessel to satisfy the debt. He stated that regarding the third vessel, who's lease at the Marina has expired and has been removed from the Marina, the Town can take a contract action which is basically a breach of the docking agreement. He stated that his office has drafted a complaint with respect to the vessel that is not navigatable but, still in the Marina and the vessel that has been relocated outside of the Marina. In cooperation with Town Manager Sugerman and Marina Director James Hart it is suggested that the Town pursue the sale of the other vessel "Ya Baby" that is currently located in the Marina. He stated that the other two (2) vessels "Spirit of the Palm Beaches", which is located in the Marina and "Avatar" which is located outside the Marina. He stated that before moving forward with any legal action they wanted to find out how the Commission felt about it and opined that the best remedy for the Town is the pursuit of the breach of the dockage agreement because under the terms of the dockage agreement the Town would be entitled if success to recover attorney's fees.

Mayor DuBois asked what action is needed from the Commission.

Town Manager Sugerman stated that a motion is not necessary and explained that the Town is in settlement negotiations with the vessel owner and his attorney and he is hoping the negotiations will be successful. However, if they are not successful it is his plan to be as aggressive as possible in taking whatever action that is needed to be taken to protect the interests of the Town and collect on the debt and obligation and the vessel owner and his attorney has been advised of this information. He stated that he is requesting that the Commission, if the settlement negotiations are not successful to provide the authority for himself and Attorney Baird to file to appropriate legal action in this case.

Vice-Mayor Rumsey asked if Town Manager Sugerman wants the Commission to set a time limit to the negotiations before appropriate legal action is taken or provide Town Manager Sugerman and Attorney Baird with the option to proceed when they deem appropriate.

Town Manager Sugerman stated that he and Attorney Baird would prefer to have the option to the legal action at their discretion if they come to the conclusion that the settlement negotiations are not going to be fruitful.

Vice-Mayor Rumsey asked how much time is needed to come to a resolution with a settlement or legal action.

Town Manager Sugerman stated within a couple of weeks if not sooner.

Vice-Mayor Rumsey stated that he would support the request.

Commissioner Stevens asked how time sensitive are the options, as he would like to review complaints and documents before they are filed and asked if one of the boats is cabled.

Attorney Baird stated "no" and that the boats are no longer cabled as of this morning.

Town Manager Sugerman explained that in an effort to show good faith the cables were removed.

Attorney Baird stated that the only concern with respect to the breach of the dockage agreement action is that the Town originally noticed, via a demand letter, to start that process back in August 2012 and sometimes the Court may frown upon the length of time between the notice and the filing of a complaint. He stated that when Town Manager Sugerman suggested two (2) weeks he agreed because that is a good window to file. The complaint itself is a basic breach of contract complaint which references the clauses in the contract for breach of contract.

Commissioner Stevens stated that he reviewed the Property Appraisers website and that the current value of the one of the boats is \$39,325 and maybe the Town will get more for it, but he wanted to provide that as information.

Town Manager Sugerman stated that he does not want to go into the negotiations but, some security. He does not know if he is satisfied that the security is enough and there is some negotiation still to be done.

Mayor DuBois stated that his thoughts are for the Town to pursue whatever means are necessary to bring this matter to a close.

Commissioner Longtin asked if each vessel has a separate account and how long have the accounts been in arrears.

Town Manager Sugerman stated that each vessel has a separate account.

Town Attorney Baird stated that there has been some spotty payments but his file suggests that it goes back to 2010.

Commissioner Longtin stated that she keeps hearing about this issue. She stated that she does not want the Town to be in boat or home sales but ultimately she will vote to do what Town Manager Sugerman and Attorney Baird feel needs to be done.

Commissioner Hockman stated that the Town has to do what the Town has to legally, and not go behind in the dark. He supports whatever needs to be done as long as it is legal. He would like to make sure from this day forward that all the boats are not permitted to get years behind and suggested setting something up that once an account is two (2) month in arrears that something is done.

Town Manager Sugerman explained that the demand letter was sent in August and that he started in July and that within sixty (60) days of his starting as Town Manager he was sending out demand letters to all the vessels that were not current and staff is now on top of it.

**Motion: A motion was made by Commissioner Stevens to authorize Town Manager Sugerman and Attorney Baird to pursue whatever legal means necessary to protect the Town's resources as it relates to the serious delinquency of the vessels "Ya Baby", "Sprit of the Palm Beaches" and "Avatar"; Commissioner Hockman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Stevens	X		
Vice-Mayor Rumsey	X		
Mayor DuBois	X		

Motion passed 5-0.

**Town Manager Sugerman** stated that he had no further comments.

**Attorney Baird** clarified that the comments by Commissioner Longtin regarding litigation status reports and properties that are in foreclosure on the litigation report only lists those foreclosures in which the Town is also a defendant because the Town has recorded a Code Enforcement Lien. He explained that while there may be twenty (20) cases on the list there might be more foreclosures in Town than on the list.

**Commissioner Longtin** asked how the other members of the Commission felt about annexation and if that was a project that the Commission wanted the Town Manager to think about or work on. She questioned whether a particular property was still available.

Mayor DuBois stated that clarification was provided recently regarding some North Palm Beach property stating that the Town had agreed to not annex any property north of Northlake Boulevard. He stated that he attended a Bioscience Land Preservation meeting and the topic of annexation of property north of Northlake Boulevard was discussed because North Palm Beach has been annexing property and Former County Commissioner Marcus had recalled that the Town entered into an agreement to not annex property North of Northlake Boulevard.

Commissioner Longtin asked if a copy of that agreement could be provided to her.

Mayor DuBois stated "yes" and that the agreement would limit the Town ability to annex property. He stated that he thought the trailer park north of Northlake Boulevard was a prime property for the Town to annex and then was advised of the agreement.

Commissioner Longtin stated that she thought the trailer park was available because North Palm Beach did not want it. She asked if a list could be provided by the Town Manager of properties that are available for annexation and then the Commission could review the list and decide if it is something that it wants to pursue.

Mayor DuBois stated that annexation is something that the Town has always been interested in.

Commission Hockman stated that the list would include going west to Home Depot because they are actually considered Lake Park.

Commissioner Longtin stated that those properties have a Lake Park zip code and that many people consider them as part of the Town.

Commissioner Hockman stated that Ganger Mountain is in unincorporated Palm Beach County with a Lake Park zip code.

Town Manager Sugerman stated that he is unaware of this issue and asked staff if they understand the direction from the Commission.

Commissioner Stevens stated that the Commission wants to know what the annexation options are for the Town.

Mayor DuBois stated that it is covered in the Comprehensive Plan and the Evaluation and Appraisal Report (EAR) and the best quick description is in those documents.

Commissioner Stevens stated that getting unincorporated areas to agree to it is also an issue.

Town Manager Sugerman stated that he understands what the annexation process is but, he did not know what the Town's issue were.

Commissioner Longtin stated that Attorney Baird was asked to tighten up the language regarding what can be done if a member of the Commission can no longer serve and specifically she is talking about what happened with the Mayor.

Attorney Baird asked if this discussion was regarding the Charter.

Mayor DuBois asked if this is regarding appointment versus special election.

Commissioner Longtin stated "whatever" and that the language needed to be tightened up.

Attorney Baird clarified that the discussion is regarding the language with respect to a vacancy in the office of Mayor so that there had to be an appointment or special election similar to what happens with a Commissioner vacancy.

Commissioner Longtin stated that she has discussed the issue with other people and they all read it that where a member of the Commission but that Attorney Baird stated that the language reference the Commissioners and not the Mayor and she wants the language clarified. She stated that the Marina Sunset Celebration is on the last Friday of the Month from 4:00 pm to 7:00 pm and stated that she is unable to attend because it is a tough time for her. She suggested making the Sunset Celebration a weekly event. She stated that Ms.

Spicer's comments were correct that the public wants to know what day of the week Lake Park always has the event. She requested a status update on One Park Place.

Town Manager Sugerman explained that he has been in touch with the representative from Iberia Bank and has been advised that the bank is still in the process of taking the property back. He stated that the representative has promised to stay in contact with him once the bank has full control of the property. He stated that he has a prospective buyer for the property and the bank has not been advised who the prospective buyer is because the bank does not have full control of the property. He stated that this is one of his weekly projects and that once a week he puts time and effort into that project.

Commissioner Longtin asked if Town Manager Sugerman has had the opportunity to look into buying up the properties around the ball field.

Town Manager Sugerman stated "no".

Commissioner Longtin asked that Town Manager Sugerman add it to his list because she wants to quiz him some day.

Attorney Baird stated that he has spoken with Town Manager Sugerman about the properties. He stated that the El Campo properties are in foreclosure, which is one of the properties surrounding the ball field, and is up for judicial sale because the property has been foreclosed. He explained that they are vacant lots and has been in foreclosure for five (5) years and he will get in touch with the attorney to see what the process is for the bank giving or selling that property to the Town.

Commissioner Longtin stated that the Artists of Palm Beach County has some good programs and hopes they lower their age restrictions. She stated that she was told that one of the programs had an age restriction, and of course there will be an age restriction but, sixteen (16) is kind of old and hopefully they can do something for the younger kids. She thanked Mr. Rapoza for all of his work that he does for the Town and encouraged residents to volunteer with the COP program. She thanked the poll workers who will be working the election and commented that it is a long day.

**Commissioner Stevens** stated that he is in favor of weekly Sunset Celebrations at the Marina from at least October to March when there is good weather. He understands there are overtime and funding issues but, if it was done on a weekly basis he thinks there would be a better turn out. He stated that the Artist of Palm Beach grand opening is on Friday, January 25, 2013 and a free poetry class on January 19, 2013. He asked for a status on the dog park.

Town Manager Sugerman stated that it has been difficult to get sponsors to support a dog park. He stated that the response that he has received is that the decision cannot be made locally and that it has to be done at Corporate Headquarters and that Corporate did not want to entertain any discussion during the holidays. He talked to the local Petsmart Office twice this week trying to get back in touch with the Manager who is on night duty and at this point he does not have any further updates.

Mayor DuBois asked if Commission intervention on the part of Commissioner Stevens would be helpful.

Commissioner Stevens stated that he called Petsmart and Pet Supply Plus and had similar experiences with corporate initially when he had suggested their involvement but, he has full faith in Town Manager Sugerman's ability to take a hands on approach.

Town Manager Sugerman stated that he will keep working on it.

Commissioner Stevens asked for an update on the fireworks.

Town Manager Sugerman stated that he had a meeting with a second vendor who is very excited about giving the Town a proposal and the proposal with three alternatives has been promised within the next few weeks.

Commissioner Stevens stated that he is in favor of knocking down the Marina wall and he know the Marina Task Force will be making recommendations regarding that on January 17, 2013 but, he thinks that it should be done. He requested a status update on the Charter School.

Town Manager Sugerman stated that the Charter School does not own the property where the trailers are located and part of the deal was that they needed to get funding to build phase 2 on the property and part of the fund would be to acquire the property. They have lost all their funding and are working on getting replacement funding. In the meantime there are trailers on the site which are in violation of the Town Code and a warning notice was given to the property owner on December 13, 2012 and they were given fourteen (14) days to move the trailers but the trailers were not moved. A re-inspection was done December 28, 2012 and the trailers were still on the property and a notice of violation was issued with fourteen (14) days to remove the trailers and the trailers are currently there. He stated that on Monday, January 14, 2013 a notice to appear before the Special Magistrate was issued for February 7, 2013.

**Commissioner Hockman** stated that the Sunset Celebration is on Friday, January 25, 2013. He stated that he has been to a couple of meeting and that he would like to slow down on pushing the Tri-Rail Station for the Town. He stated that one of the main reasons is because it would cost the Town \$500,000 if a Tri-Rail Station goes in the Town and he cannot just automatically tell the residents "sorry we are going to put a Tri-Rail Station in because we have vacant land". He stated that if Riveria Beach wants to do it then let them but the Town needs to slow down on pushing to get a Tri-Rail Station in the Town right away because the Town cannot afford it.

Mayor DuBois stated that he will continue to seek and gather as much information as he can about a Tri-Rail Station and until it gets to be a decision where the Town actually has to put up some money and when that time comes that Commission will make that decision. In the meantime, he does not want the Town left out of the equation when that cost does nothing to be included in the discussion. He is not going to get passed over for it because at some point the Commission may decide that it does want a Tri-Rail Station. He would like to be at that table to be able to say yes or no and that is his prerogative. He

has been working on this for many years and as long as he does not spend any money on this issue that he will continue to work on it. He stated that he has spoken with many residents on this issue and many of them are very supportive of having a rail station.

Commissioner Hockman asked if the residents are aware of what it would cost the Town on a yearly basis.

Mayor DuBois stated that he does not think that anyone knows at this point because no proposal has been brought up for the Town to decide upon.

Commissioner Hockman stated that Tri-Rail has stated that minimum payment is \$350,000 a year.

Mayor DuBois stated that is one set of figures and if Commissioner Hockman does not want a station a figure of a million dollars could be thrown out and scare as many people as possible. He stated that "is your prerogative" and that he does not have a price tag on what it would cost at this point. He stated that he is not going to stop attending meetings or collecting data.

Commissioner Hockman he stated that Mayor DuBois is pushing what he wants and suggested letting the people vote on it and put it on the ballot.

Mayor DuBois stated that it will get to that point at some point or it will not.

**Vice-Mayor Rumsey** stated that the Pirate Fest is on February 2, 2013 and asked what happened with that event.

Town Manager Sugerman stated that staff has had several meeting with the owners of the Pirates Well in November. He stated that there has been weekly communication with the owner of Pirates Well advising that a special events permit, a parade permit, pay deposits and get rental agreements for the use of Town facilities has not been done at this time. Staff has left messages as recently as January 15, 2013 and have not received a return phone call. He believes that if the special event permit application is not received by Friday, January 18, 2013 the event would be barred from occurring.

Vice-Mayor Rumsey asked if that information has been provided to the owners of the Pirates Well.

Town Manager Sugerman stated "yes".

Vice-Mayor Rumsey stated that it does not sound like the event is going to happen but, wanted to get an update.

Town Manager Sugerman stated that staff has been trying to do everything to cooperate and work with them including staff going to the Pirate's Well to deliver documents and go over those documents and nothing has been submitted.

**Mayor DuBois** stated that he attended a Rally on New Year's Day with Mayor Masters of Riveria Beach and was surprised to learn what his position on several items from the Palm Beach Post article about the Rally. He stated that he was never interviewed by the Palm Beach Post or any other news media regarding metal detectors in schools or school security and he knows that this Commission has never taken a position on it. He stated that he does not have a personal position on it and wanted to clarify how the news reported or characterized Lake Park's position on the subject. He apologized if the reporting by the Palm Beach Post has lead people to conclusions that are erroneous. He encouraged people to go to the Town of Jupiter, Town of Palm Beach Gardens, Treasure Coast Regional Planning Council, and Metropolitan Planning Organization websites to find additional information regarding train stations and transit oriented development and make a determination for oneself.

Commissioner Longtin stated that Town Hall will be closed Monday, January 21, 2013 in observance of Martin Luther King, Jr. Day.

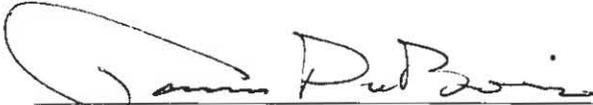
Commissioner Hockman asked if the signage and rental fees are being waived for the Pirate Fest.

Town Manager Sugerman stated that an application for the event has not been received to make a determination but, in the preliminary meeting they were told that the Town would not be waiving the fees.

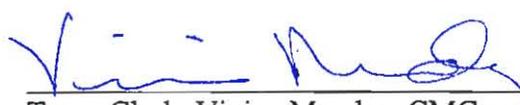
Commissioner Stevens stated that there is no information on the Pirate Well website regarding a parade.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Rumsey and seconded by Commissioner Stevens, and by unanimous vote, the meeting adjourned at 10:02 p.m.

  
\_\_\_\_\_  
Mayor James DuBois

  
\_\_\_\_\_  
Deputy Town Clerk, Shari Canada, CMC

  
\_\_\_\_\_  
Town Clerk, Vivian Mendez, CMC



Approved on this 6 of February, 2013



Exhibit "A"

### Town of Lake Park Town Commission

#### Agenda Request Form

Meeting Date: January 16, 2013

Agenda Item No. *Tab 2*

**Agenda Title:** Presentation to the Town of Lake Park of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association by Darlene Malaney, Director of Financial Services, of the Palm Beach County Clerk and Comptroller's Office.

- |                                     |                           |                          |                            |
|-------------------------------------|---------------------------|--------------------------|----------------------------|
| <input type="checkbox"/>            | CONSENT AGENDA            | <input type="checkbox"/> | DISCUSSION/POSSIBLE ACTION |
| <input checked="" type="checkbox"/> | PRESENTATION/PROCLAMATION | <input type="checkbox"/> | RESOLUTION                 |
| <input type="checkbox"/>            | PUBLIC HEARING            | <input type="checkbox"/> | ORDINANCE ON ____ READING  |
| <input type="checkbox"/>            | BID/RFP AWARD             | <input type="checkbox"/> | OTHER:                     |

Approved by Town Manager *DSS* Date: 1/2/13

Dale S. Sugerman/ Town Manager  
Name/Title

<b>Originating Department:</b>  Town Manager	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  + Certificate of Achievement + Award of Financial Reporting Achievement
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>DSS</i> <b>Please Initial one.</b>

#### Summary Explanation/Background:

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town of Lake Park by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR) for the year ended September 30, 2011. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Ms. Darlene Malaney, Director of Financial Services for the Palm Beach County Clerk and Comptroller's Office will be in attendance at the meeting to make the presentation of the Certificate of Achievement to the Town on behalf of the GFOA.

Greetings to Mayor James DuBois, Town Counsel Baird, Commissioners: Steve Hockman, Jeanine Longtin, Kendal R. Rumsey, and Tim Stevens.

Introduction-Palm Beach Yachting (Handout) and my resume...comments on these economic times.

Concerns:

1. I want to thank Town Counsel Baird and Town Manager Dale Sugerman for the meeting yesterday wherein I communicated issues of Billing and accounting..example late fees should be 5% maximum and they vary from \$8.15 per month to \$1,415.43 worst example was a month when the boat dockage fee was \$1,417 ( should be 1,309), interest which should be 1.5% per month \$19.64 and it was \$424.63 and late fee should be \$65.45 and it was \$1,415.43, an error of \$1,754.97 in one month of charges...we believe this accounting error will be corrected but I wanted to bring it to the Commissions attention. I believe there are errors on billing which approximate \$15,000.00
2. Safety/ Security. Both the 43' sailboat we have and the 77' yacht YaBaby were broken into and robbed in June of 2012 and October of 2012 respectively...issue of marina security cameras and guard training as recommended by Sheriffs deputies. Our loss on sailboat was about \$1,000.00 the loss on YaBaby was over \$10,000. While we have insurance we have no coverage for these losses. I have made no claims against Lake Park for breach of security or negligence.
3. For several weeks YaBaby was wrongfully cabled by the Marina Manager and since the meeting yesterday attorney Baird has directed that the boat be uncabled (which has been done today) and I have agreed not to take the boat away and hide it...but there were weeks of deprivation of use. Including lost charter revenue. I have not pursued a Federal Admiralty action against Lake Park, nor against the Marina Manager, personally, for civil or criminal conversion or for violation of the Federal Admiralty Laws. YaBaby is a US Documented vessel.
4. I am offering, through the meeting yesterday, and appearing here tonight, to pay my bills by giving Lake Park a first mortgage on my property at 183 East 24<sup>th</sup> Street in Riviera Beach which has been reduced from \$132,000.00 to \$89,900.00 for quick sale and to give a writing that the proceeds of the sale will be used to satisfy all obligations between Lake Park and Palm Beach Yachting for the vessels' dockage. I feel that Town Manager Sugerman is very astute and I feel that he and I will be able to work out an accurate and fair bill within a few days, the entire amount of which will be recorded in a real estate mortgage and I will begin payments on the dockage bill. This will give Lake Park a guarantee of payment and we will be able to get these difficulties behind us and move forward in a positive direction.

Thank you.

BG Sykes



# PALM BEACH YACHTING

PALM BEACH YACHTING OFFERS THE BEST IN CHARTERS, SALES AND SERVICES



*Photo courtesy of cwkesphotography.com*



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POWER & SAIL

BUYING & SELLING  
YACHTS SINCE 1980



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to choose from.

➤ Visit our website for full inventory,  
featured yacht charters, and to request  
a rate quote.

➤ Tremendous selection of all size  
vessels from small custom yachts,  
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over 250' that can accommodate  
from 1 to 450 guests including US  
Coast Guard inspected vessels.



*Professionals dedicated to repairing & upgrading your vessel.*

*No charge on travel time for service calls within 5 miles.*

*Servicing Florida, the Bahamas & the Caribbean with high quality,  
affordable & accountable marine services.*

*High quality, affordable and accountable marine services.*



## FACTORY CERTIFIED IN

Caterpillar • Cummins • Detroit diesel  
Fischer Panda • MAN • MTU • Onan • Westerbeke

## MECHANICAL

Mechanical repairs on diesel and gas  
engines and generators. Stocking parts for all of the above.



## ELECTRICAL

Installation and service of electrical parts, pumps, motors & full inventory of supplies.

## HULL REPAIR

**Steel and aluminum:** Plasma cutting and welding of steel & aluminum. We have a complete shop  
and mobile welding capabilities with cabling to reach vessels up to 150 ft. from our truck and trailers.

**Fiberglass and composite:** Specialists in vinyl ester and polyester resins,  
vacuum bagging and composite construction techniques.

## PAINT

Awlgrip, Imron, Sterling and others.

## DETAILING

**Full hull cleaning:** Daily, weekly, monthly or yearly cleaning plans available.

**B.G. SYKES**  
President/CEO  
bg@pbyacht.com

561.842.0800 OFFICE  
561.844.3939 FAX

[pbyacht.com](http://pbyacht.com)

Locations in North Palm Beach  
& Riviera Beach, Florida

# B.G. SYKES, JD, MBA

333 East 24<sup>th</sup> Street, West Palm Beach, FL 33404  
bg@pbyacht.com Phone 508.241.9955

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## SENIOR EXECUTIVE / CORPORATE COUNSEL

*Corporate Law / Global Partnerships / Project Leadership*

*Marine & Aviation Industries / High-Growth and Established Businesses / Diverse Products and Services*

Seasoned executive with outstanding strategic vision. Intuitive leader with acute business acumen and entrepreneurial skills achieving rapid and sustained business growth, outstanding market penetration, and positive public image. Highly effective in driving profitability through development of relationships with key decision makers, implementing effective business models and sales / marketing strategies, and building strong management teams. Strong communication skills, relating effectively with partners, clients, and personnel at all levels.

### Core Competencies:

- Strategic Planning & Implementation
  - Start-up Management
  - Acquisitions & Operations Integration
  - Contract Development / Negotiations
  - Budget Administration
  - Internal Systems & Controls
  - P&L Accountability
  - Human Resources Leadership
  - Revenue & Profit Optimization
  - Team Building and Leadership
- 

## PROFESSIONAL EXPERIENCE

PALM BEACH YACHTING, INC. – North Palm Beach, FL

**CEO and In-House counsel** (2005 to Present)

*Oversee all facets of this marine holding company comprised of private yacht charter, yacht sales, and marine service companies.*

Full responsibility for bottom-line factors, including company vision, long-range strategic planning, and financial accountability. Develop business models and plan / implement strategic and tactical business plans. Collaborate with customer representatives and handle escalated issues. Build strong management teams through training and mentoring. Manage human resources recruiting, compliance, and benefit administration. Oversee risk management including acquisition of liability insurance; maintain up-to-date knowledge of safety and employment regulations, manage credit approvals, and manage relationships with financial institutions. Handle all financial transactions and perform cash flow forecasting and revenue tracking. Plan and implement accounting systems to ensure accuracy and transparency. Oversee all legal proceedings and maintain loan and closing documentation. Establish business relationships throughout the southeast U.S., Bahamas, Caribbean and China. This Holding company owns: Palm Beach Yacht Charters, Inc., Palm Beach Yacht Sales, Inc., Palm Beach Yacht Services, Inc. and SPIRIT Cruises of Florida, Inc.

### ***Selected Accomplishments:***

- ◆ Spearheaded acquisition of nine companies in five years, driving profitability and revenue potential.
- ◆ Successful implementation of an Investment Exit Strategy after establishing profitable histories.

FLORIDA DOCK & DREDGE – North Palm Beach, FL

**President** (2005 to 2008)

Established and currently oversee this marine construction business serving municipalities and businesses throughout Florida, Bahamas, and Caribbean. Supervise experienced construction teams in large-scale projects, with responsibility for acquisition of permits, budgeting and scheduling, tracking, and client relationship management. Maintain full responsibility for use of barges, excavators, and high torque machinery.

### ***Selected Accomplishments:***

...continued...

- ◆ Completed numerous projects, including construction of 220-slip marina, on time and within budget.
- ◆ Maintained zero injuries through diligent attention to safety regulations and procedures.

CORNER REALTY TRUST – Harwichport, MA

**Attorney / General Counsel** (1992 to Present)

Identify opportunities and negotiate / administer real estate purchases for this privately held real estate investment trust. Perform financial analysis including CAP rate analysis and cost estimation for property repairs and improvements. Submit RFPs and select contractors for complex construction and maintenance projects. Recruit, train, and supervise accounting and administrative staff to ensure accurate record-keeping and accounting performance.

**Selected Accomplishments:**

- ◆ Grew REIT from zero to substantial income, successfully eliminating all corporate debt.
- ◆ Effectively secured permits required for conversion of warehouse spaces to commercial condominiums.

AVLAMAR – Hyannis, MA / Ft. Lauderdale, FL

**President** (2000 to 2002)

Developed this aviation, land, and marine transportation holding company from the ground up. Consisting of approximately 55 employees performing aviation repairs, ground transportation and marine repair services together with owning the largest Fixed Base Operator (FBO) on Cape Cod and running Air New England for air charters.

**Selected Accomplishment:**

- ◆ Led company to distinction as largest single aviation gas distributor in Massachusetts, selling \$80K+ per week in aviation fuel.

SYKES & SYKES ATTORNEYS, P.A. – Harwichport, MA

**Attorney** (1989 to Present)

Provided legal counsel in real estate transactions, business workouts, international investment, and business management for clients in aviation, electronic and marine industries.

**Selected Accomplishments:**

- ◆ Dealing with banks, finance companies, secondary financial markets and governmental compliance on the local state and federal levels.
- ◆ Substantial experience dealing with review boards and permitting agencies for commercial and investment real estate.

\*\* \*\*\* \*\*

...continued...

**EDUCATION AND CREDENTIALS**

**Juris Doctorate (J.D.), 1988**  
**BOSTON COLLEGE LAW SCHOOL – Boston, MA**  
**Master of Business Administration (M.B.A.), 1988**  
**BOSTON COLLEGE GRADUATE SCHOOL OF MANAGEMENT – Boston, MA**  
**Bachelor of Arts (B.A.) with Honors, 1981 DARTMOUTH COLLEGE – Hanover, NH**  
**Brooks School, North Andover, MA 1977 Magna Cum Laude, Senior Prefect (School President)**  
**Received HEADMASTER’S PRIZE**

*Training includes:*

**FAA Private Pilot’s License (1980 to Present)**  
**100 Ton Ocean Operator License (1979 to Present)**  
(presently approved for 500 Ton License with Advanced Fire Fighting, Advanced First Aid/CPR,  
Sail, Commercial Towing, Unlimited Lifeboatman, Able Seaman- Any Waters, STCW '95, Wiper (Mechanic) and  
Radar (Unlimited) endorsements)  
Over 15 Marine Mechanical Certifications for Diesel Repair  
Professional Association of Diving Instructors-**PADI Instructor Certification 1978-1988 (Over a**  
**10 year period taught over 1500 students to use SCUBA and held nine specialty ratings)**

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**PROFESSIONAL AFFILIATIONS**

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**MASSACHUSETTS BAR ASSOCIATION (1989 TO PRESENT)**  
**Board Member of Waterways Advisory Board, City of Riviera Beach, Florida (2005 to 2010)**  
**U.S. Federal Courts (1990 to Present)**  
**U.S. Tax Court (1990 to Present)**  
**Seaplane Pilots Association (1980 to Present)**  
**Aircraft Owners and Pilots Association (1980 to Present)**  
**Counsel /Panel Attorney for Aircraft Owners & Pilots Association 2008 to Present**  
**Board Member/Director of Lagoon Keepers.org, a 501(c) (3) corporation dedicated to removal of debris**  
**and water hazards from near shore and intracoastal waters of Palm County, FL.(2005 to Present)**

**Personal: Happily married to Catherine Sykes, and have two daughters ages 18 and 21**



Agenda Request Form

Meeting Date: January 16, 2013

Agenda Item No. *Tab 7*

**AGENDA TITLE:** Text amendment to Section 9-42 of the Town of Lake Park Code of Ordinances to reflect the recent changes in §162.12, Florida Statute which (1) Eliminated the requirement that certified mail notices for code enforcement violations and hearings be sent with return receipt; (2) Clarified that for property owned by a corporation, notices may be provided by certified mail to the registered agent of the corporation; and (3) Provided for an alternative whereby all certified mail notices may also be sent to another address provided by the property owner in writing instead of to the address listed by the tax collector.

- |  |  |
|--|--|
| <input type="checkbox"/> CONSENT AGENDA            | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION                            |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION  |
| <input type="checkbox"/> PUBLIC HEARING            | <input checked="" type="checkbox"/> <b>ORDINANCE ON 1<sup>st</sup> READING</b> |
| <input type="checkbox"/> BID/RFP AWARD             | <input type="checkbox"/> OTHER:  |

Approved by Town Manager  Date: 1/16/13

Nadia Di Tommaso / Community Development Director   
Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Community Development</b></p>	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> → Ordinance 01-2013 → Copy of Florida State Statute 162.12 → Copy of League of Cities Director email
<b>Advertised:</b> Date: <i>N/A for 1<sup>st</sup> Reading</i> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>ND</u> or Not applicable in this case ____  Please initial one.

**Summary Explanation/Background:**

The Town Attorney informed Staff that during the 2012 Legislative Session, the Florida Legislature amended §162.12, Florida Statute. These amendments include: (1) all certified mail must be sent to the address listed in the tax collector's office for tax notices, **OR to another address provided by the property owner in writing;** (2) for property owned by a corporation, notices may be provided by certified mail to the registered agent of the Corporation; and (3) eliminating the requirement for notices to be sent with a return receipt request. The first change outlined above will allow the Town to use an alternate address for mailing purposes as long as it is submitted by the property owner, in writing, to the Town. The second change simply clarifies our current procedure by confirming that the agent of a corporation is the appropriate individual to notice. The third change deviates the most from our current procedure and it eliminates the return receipt requirement. Consequently, a certified notice will be considered to have been received by the recipient if it is not returned to the Town within 30 days. Finally, Staff also replaced the "code compliance board" terminology with the "Special Magistrate" to reflect our current operations.

**Recommended Motion:** Approval of Ordinance 01-2013 on first reading.



Exhibit "D"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 16, 2013

Agenda Item No. Tab 8

Agenda Title: Establishment of a Priority List for use of CDBG Funds

- Consent Agenda, Presentation/Proclamation, Public Hearing, Bid/RFP Award, Discussion/Possible Action, Resolution, Ordinance on Reading, Other.

Approved by Town Manager [Signature] Date: 1/8/13

Dale S. Sugerman/Town Manager Name/Title

Table with 3 columns: Originating Department (Town Manager), Costs (\$0.00), Attachments (None), Advertised, and notification requirements.

Summary Explanation/Background:

The Town has been advised that it is eligible for \$37,294.00 in CDBG funds for FY 2013. To that end, the Town Commission will have to make a final determination as to which grant eligible project you would like to have the funds applied to. Suggestions offered by members of the Town Commission to date include:

- Work on the Marina parking lot.
Creating a parking lot on the west end of the Community Garden.
Creating a train station vehicle parking lane.
Adding sod to the property near the proposed railroad station.
Creating a dog park (possibly in conjunction with the Community Garden).
Demolishing the wall at the Marina parking lot and adding lighting.

The senior staff will also be working on creating a list of grant eligible projects and, although they have not completed their list of items as of the writing of this Agenda Request Form, I plan to pass out at the Town Commission meeting the staff's list of recommended grant eligible projects.

**Recommended Motion:** I move to adopt the following priority list for the use of \$37,294.00 in grant eligible CDBG funds during calendar year 2013:

- First priority:
- Second priority:
- Third priority:
- Forth priority:

STAFF GENERATED IDEAS FOR USE OF  
2013 CDBG FUNDS

- ◆ Bostrom pump control design and installation. \$ 7,600.00
- ◆ Repairs to tennis courts. 26,000.00
- ◆ Refurbishment of Bert Bostrom playground.
- ◆ Assistance with signage. There are numerous pole signs that will become non-conforming in 2014 and a window signage project underway whereby some assistance can be provided to property owners to bring the existing non-conforming signage in Town into compliance.
- ◆ Street signs. Our street signs, especially those on white concrete posts, are in need of serious repair/rebuild.
- ◆ Sidewalks throughout the Town (*minus individual cases that are a result of the property owner's actions*) could benefit from pressure cleaning and repair as well.
- ◆ Demolition and possible reconstruction of the old storage building in Kelsey Park.
- ◆ Assistance to Park Avenue building owners for the roof cleaning/painting and possible improvements to their rooflines by adding architectural elements.
- ◆ Street lighting improvements throughout the Town (based upon the previous town-wide lighting study completed).
- ◆ Afterschool program for the Library.
- ◆ Roadway lighting for Silver Beach *West*. This was discussed at a meeting with the County back in August whereby the County stated they would improve the road but will not provide lighting.
- ◆ Pressure cleaning and painting of residential structures and an overall maintenance and beautification initiative of the Town.
- ◆ Use a portion of the funds towards an attractive monument sign located at the road or close, such as the small area in front of the library where three small palms are located. Such signage with backlit lighting would be sign some way down the road and would from US 1 give location/point to Town Hall, the Library & "Downtown Park Ave". \$10,000 - \$20,000
- ◆ Electronic marquee in front of Town Hall with constant upcoming events.
- ◆ Assistance to property owners to bring their swale plantings into compliance. This can be *safety and maintenance* initiated. "Safety" in order to provide better visibility, and "maintenance" in order to maintain the Town's swale areas in a neat and orderly fashion. Over the years, several individuals have placed unpermitted plantings in their swales that do not meet our current code standards.



Exhibit "F"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 16, 2013

Agenda Item No. Tab 9

Agenda Title: Accepting a Proposal from J.E.S. Production and Design for the Coordination of a Park Avenue Green Market

- Consent Agenda, Presentation/Proclamation, Public Hearing, Bid/RFP Award, Discussion/Possible Action Resolution, Ordinance on Reading, Other.

Approved by Town Manager [Signature] Date: 1/2/13

Dale S. Sugerman/ Town Manager Name/Title

Table with 2 rows and 3 columns: Originating Department, Costs, Attachments, Advertised, Notification details.

Summary Explanation/Background:

The Town Commission has asked that additional event coordination take place within the community to both promote the Town of Lake Park and to bring additional visitors to town to increase the amount of potential business for local merchants. To that end, Jennifer Spicer of J.E.S. Production & Design has forwarded to the Town a proposal to plan and coordinate a Green Market on Park Avenue. A copy of the proposal is attached.

The event will be a Green Market which will take place every Saturday from 5:00 pm until 9:00 pm starting with the first Saturday in February. The Green Market will include booths for vendors with vegetables, food, and arts & crafts. Ms. Spicer will be responsible for all costs associated with the staging of the event. The Town will be responsible for helping to promote the event via our various means and methods of electronic communication. The Town is also being asked to waive any fees associated with the placement of banners, along with assistance from the Public Works Department in the hanging of the banners. Should the Town determine that security services are needed (beyond the typical amount of PBSO and private security available in Town on a Saturday evening) the event coordinator is asking that the Town provide that coverage.

**Recommended Motion:** I move to accept the proposal for a Park Avenue Green Market as submitted by J.E.S. Production and Design on December 21, 2012.



Exhibit "G"

**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** January 16, 2013

**Agenda Item No.** Tab 10

**Agenda Title:** Accepting a Proposal from J.E.S. Production and Design for the Coordination of the 2013 Lake Park Seafood Festival

- |  |  |
|--|--|
| <input type="checkbox"/> CONSENT AGENDA            | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION                            |
| <input type="checkbox"/> PUBLIC HEARING            | <input type="checkbox"/> ORDINANCE ON ____ READING             |
| <input type="checkbox"/> BID/RFP AWARD             | <input type="checkbox"/> OTHER:                                |

**Approved by Town Manager** DSS **Date:** 1/3/13

Dale S. Sugerman/ Town Manager  
Name/Title

<b>Originating Department:</b>  Town Manager	<b>Costs:</b> \$ 0.00 hard costs  <b>Possible waiver of fees and support by the Public Works Department in hanging banners.</b>  <b>Funding Source:</b>  <b>Acct. #</b>  <input type="checkbox"/> Finance _____	<b>Attachments:</b>  Proposal from J.E.S. Production and Design for the 2013 Lake Park Seafood Festival
<b>Advertised:</b> <b>Date:</b> _____ <b>Paper:</b> _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>DSS</u>  <b>Please initial one.</b>

**Summary Explanation/Background:**

The Town Commission was apparently very pleased with the outcome of the 2012 Lake Park Seafood Festival. The event was considered a great success. Believe it or not, it is time to start the planning for the 2013 Seafood Festival. To that end, Jennifer Spicer of J.E.S. Production & Design has forwarded to the Town a proposal to plan and coordinate the 2013 Lake Park Seafood Festival. A copy of the proposal is attached.

What is being proposed is very similar in nature to the 2012 Seafood Festival; however Ms. Spicer is suggesting that it be a two-day event, rather than just the one day. She plans to coordinate it for Saturday, November 9<sup>th</sup> from 11:00 am until 7:00 pm and on Sunday, November 10<sup>th</sup> from 10:00 am until 6:00 pm. Ms. Spicer will be responsible for all costs associated with the staging of the event. The Town will be responsible for helping to promote the event via our various means and methods of electronic communication. The Town is also being asked to waive any fees associated with the placement of banners, along with assistance from the Public Works Department in the hanging of the banners. Should the Town determine that security services are needed (beyond the typical amount of PBSO and private security available in Town over a weekend in November) the event coordinator is asking that the Town provide that coverage.

**Recommended Motion:** I move to accept the proposal for the 2013 Lake Park Seafood Festival as submitted by J.E.S. Production and Design on December 21, 2012.



**Agenda Request Form**

Meeting Date: January 16, 2013

Agenda Item No. *Tab 11*

**Agenda Title: Review of the Town Manager Six-Month Performance Evaluation for the Evaluation Period of June 29, 2012 to December 29, 2012**

- |  |  |
|--|--|
| <input type="checkbox"/> CONSENT AGENDA            | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION                            |
| <input type="checkbox"/> PUBLIC HEARING            | <input type="checkbox"/> ORDINANCE ON ___ READING              |
| <input type="checkbox"/> BID/RFP AWARD             | <input type="checkbox"/> OTHER:                                |

Approved by Town Manager *DSS* Date: *1/7/13*  
*Darbi McKittrick-Sugerman, HUMAN RESOURCES DIRECTOR*  
 Name/Title

<b>Originating Department:</b> <b>Human Resources</b>	<b>Costs: \$ -0-</b> <b>Funding Source:</b> <b>Acct. #</b> <input type="checkbox"/> Finance _____	<b>Attachments: Copies of Two Completed Evaluation Forms</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>BMT</u> Please Initial one.

**Summary Explanation/Background:**

Pursuant to Section 7 of the June 29, 2012 Employment Agreement between the Town of Lake Park and Town Manager Dale Sugerman, an initial performance review is required to take place six months from the effective date of the Agreement. Attached are copies of all of the completed evaluation forms for the period of June 29, 2012 to December 29, 2012 which have been received from the Commission as of the submittal of this agenda item for the January 16, 2013 Commission meeting.



Exhibit "I"

**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** January 16, 2013

**Agenda Item No.** *Tab 12*

**Agenda Title:** Establishment of Goals and Objectives for the Town Manager

- |                          |                           |                                     |                            |
|--------------------------|---------------------------|-------------------------------------|----------------------------|
| <input type="checkbox"/> | CONSENT AGENDA            | <input checked="" type="checkbox"/> | DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> | PRESENTATION/PROCLAMATION | <input type="checkbox"/>            | RESOLUTION                 |
| <input type="checkbox"/> | PUBLIC HEARING            | <input type="checkbox"/>            | ORDINANCE ON ___ READING   |
| <input type="checkbox"/> | BID/RFP AWARD             | <input type="checkbox"/>            | OTHER:                     |

**Approved by Town Manager** *[Signature]* **Date:** 1/3/13

Dale S. Sugerman/ Town Manager  
Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Manager</b></p>	<b>Costs:</b> \$ 0.00 <b>Funding Source:</b> <b>Accl. #</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> Memorandum of October 17, 2012 requesting a goals and objectives session. Memorandum of October 26, 2012 with an initial suggested list of goals and objectives.
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>[Signature]</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

Under the terms of the Employment Agreement between the Town and the town manager, there is an obligation for the Commission and the manager to set goals and objectives within 120 days of the initial employment. It was determined by the Commission in October to move the date of the setting of the goals and the objectives to a Commission meeting during the month of January in 2013. This item is being placed on the agenda so that the Commission and the manager may mutually adopt and establish a relative priority among mutually agreed goals and performance objectives.

Exhibit "J"

## MEMORANDUM

**TO:** Honorable Mayor and Members of the Town Commission  
**FROM:** Dale S. Sugerman, Town Manager  
**DATE:** October 26, 2012  
**SUBJECT:** Goals and Objectives for January Commission Meeting

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At the October 17, 2012 Commission meeting, I was asked to develop a list of goals and objectives which the Commission could critique and then make a final decision on where I should be concentrating my efforts as Town Manager. To help move this process along as soon as possible, I thought that I would begin to share my list with you now. It is broken down into 5 major categories with activities outlined within each. They are:

### Organizational Development

- Updating or creating a Vision, Mission, and Values for the organization.
- Establishing survey mechanism and measurements for determining the effectiveness of our organizational performance.
- Re-writing and scheduling training for emergency preparedness.
  - Establishing a formal EOC at Fire Station #68.
  - Creating an off-site IT back-up at Fire Station #68.

### Staff Development

- Providing leadership development and training for individuals.
- Building a "team" amongst the members of the senior staff.
- Building teams within each operating department.
- Development of a team-based cost-saving incentive program.
- Elimination of the Employee of the Year program.

### Community Activities

- Enhancing the code compliance efforts.
  - Working on cleanup of business window signage.
- Increasing recreational programming.
- Providing more CRA and business community outreach.
- Establishing a mixed-use overlay along the Federal Highway corridor.

## Financial

- Increasing revenues.
  - Looking at current streams of revenue to ensure adequacy for supporting municipal services (i.e. franchise fees)
- Reducing expenses
  - Constantly looking for ways to reduce costs.
- Refinancing long-term debt.
- Facilitate the forgiveness of the Marina debt to the General Fund.
- Analysis of ad valorem revenues from commercial property.

## Major Projects

- Police services contract options.
- Lake Shore Drive drainage improvements.
- Industrial area sanitary sewers.
- Marina projects:
  - Usage of the marina and increase in revenues.
  - Repair of the existing walkways.
  - Major construction repairs.

Of course, this is just a start of the many goals and objectives that need to be accomplished. I am sure that each of you has many things that you would like to add to my list. Your input and comments are welcomed.

Respectfully submitted,



Dale S. Sugerman, Ph.D.  
Town Manager