



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 20, 2013, 7:00 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 20, 2013 at 7:00 p.m. Present were Mayor James DuBois, Vice-Mayor Kendall Rumsey, Commissioner Tim Stevens, Commissioners-Elect Kimberly Glas Castro, Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Town Attorney Thomas Baird, and Town Clerk Vivian Mendez. Commissioners Steve Hockman and Jeanine Longtin were absent.

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:

Town Manager Sugerman requested item N.12. General Fund Contingency Line Iteming for "Eyes on Park" Relocation be removed from the agenda. He explained that staff will be bringing this item back for Commission consideration at a future date with different parameters for the project.

Motion: A motion was made by Vice-Mayor Rumsey to approve the agenda as amended; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 3-0.

RESOLUTION(S) - ACCEPTING ELECTION RESULTS

- Resolution No. 06-03-13 Accepting the Certified Results of the Municipal Election**

Motion: A motion was made by Vice-Mayor Rumsey to approve Resolution 06-03-13; Commissioner Stevens made the second.

Vote on Motion:

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

Motion passed 3-0.

PROCLAMATIONS:

2. Honoring Vice-Mayor Kendall R. Rumsey; Commissioners Steven P. Hockman, Jeanine A. Longtin and Tim L. Stevens

Mayor DuBois presented the proclamation to Vice-Mayor Rumsey and Commissioner Stevens.

Vice-Mayor Rumsey thanked the residents and welcomed the new Commissioners.

Commissioner Stevens welcomed the new Commission and thanked the residents.

Mayor DuBois stated that he had a proclamation for Commissioners Hockman and Longtin and was sorry that they could not be in attendance at the meeting and offered to present the proclamations at a future meeting. He thanked Commissioner Hockman and Longtin for the service to the citizens of the Town.

SWEARING IN CEREMONY:

3. Swearing in Ceremony for Commissioners Conducted by the Town Clerk

Town Clerk Mendez swore in Erin Flaherty, Kimberly Glas-Castro, Michael O'Rourke and Kathleen Rapoza as Commissioner.

ELECTING A VICE-MAYOR:

4. Electing a Vice-Mayor

Commissioner O'Rourke and Rapoza nominated Commissioner Glas-Castro.

Motion: A motion was made by Commissioner O'Rourke to elect Commissioner Kimberly Glas-Castro as Vice-Mayor; Commissioner Rapoza made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Commissioner Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

RESOLUTION:

5. Resolution No. 07-03-12 Designation of Signatories for Town Bank Accounts

Town Manager Sugerman explained the item (see exhibit "A").

Motion: A motion was made by Commissioner O'Rourke to designate Commissioner Flaherty as the third signatory for Town Bank Accounts, to insert the name Vice-Mayor Glas-Castro and approve Resolution No. 07-03-12; Vice-Mayor Castro made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC COMMENT:

Rudolph Armstrong, 210 Brand Road, stated that he owns a welding business, Diamond Welding, on Brand Road in Lake Park.

Eric Smaldone, 726 Park Avenue, stated that he has a Metro PCS store at 726 Park Avenue. He stated that the location of his business has a one way parking lot and the owner of the building where Park Avenue BBQ was located has blocked the entrance which prevents the usage of that parking lot. He stated that people are coming into the parking lot and doing three (3) four (4) and five (5) point turns in order to be able to get into a parking space and it is dangerous. He stated that the closure of the access has caused a dangerous situation and is inconvenient to the customer of the other businesses that utilize the parking lot. It is hurting his business. He requested that the Commission take action to elevate the problem.

Mayor DuBois stated that the Town is aware of the issue and the Commission directed the staff to pursue a resolution.

Vice-Mayor Glas-Castro asked if staff has been able to locate the site plan or other documents related to the affected properties.

Town Manager Sugerman stated that staff has not located those document. He explained that he has met with the principals of the two adjoining properties and that they are in serious negotiations to resolve the issue.

Paul Castro, 230 E Ilex Drive, thanked the previous Commission for their service and welcomed the new Commission. He stated that in 1996 when the bond issue was passed this project was funded. That bond issue secured the land and put into place the shared parking concept for Park Avenue. He questioned why the property owners are negotiating to resolve the issue. He stated that part of the plans for the Park Avenue BBQ building was the design and incorporation of shared parking. He thinks it is a Code Enforcement issue.

Mayor DuBois asked Mr. Castro if he is willing to serve as a resource for the Town since he served on the Commission when the plans were approved.

Mr. Castro stated "yes".

CONSENT AGENDA:

Commissioner O'Rourke had questions regarding the Scrub discussion in the March 6, 2013 Minutes.

Attorney Baird explained that changes and corrections can be made to the minutes but that the contents of the minutes are not a discussion item and if there are items that were discussed at a previous meeting that a member of the Commission would like to be supplemented or deleted as part of the minutes that can be proposed.

Mayor DuBois stated that he has amendments to the minutes and requested that the March 6, 2013 minutes be pulled from the consent agenda.

Commissioner Flaherty requested that item 7 Proclamation Declaring April as Water Conservation Month be pulled from the consent agenda.

- 8. **Authorize the Town Manager to Sign the Contract with Relocate.org for Marketing Video of the Town of Lake Park**
- 9. **Community Redevelopment Agency Annual Report Fiscal Year 2011-2012**

Motion: A motion was made by Vice-Mayor Glas-Castro to approve consent agenda items 8 and 9; Commissioner Flaherty made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

6. Regular Commission Meeting Minutes of March 6, 2013

Mayor DuBois requested that on page 4 after the sixth paragraph that the following that rebuttals and clarifications be added to the minutes. "Mayor Dubois stated that the Park Avenue Extension entrance would have less impact on the environmentally sensitive area than the Silver Beach entry because the North West corner at Joule has the lowest quality of environmental conditions to disturb. The Park Avenue Extension plan calls for slower speeds due to its limited width, its curves, and changing elevations and the sight line concerns for turning in and out of the proposed nature center entrance are mitigated by the slower speed. For clarification purposes, not stated during the meeting. The town has been meeting with Palm Beach County engineering to resolve development issues and private developers are also working on Park Avenue Extension construction plans that may not requiring the five year planning tool." He requested that on page 4 last paragraph that the word "a" between the words "getting" and "resolution". He requested that on page 8 that the reference to the pixel image size be clarified that he request was that the number of pixels be reduced for scanning images to PDF. He requested that on page 13 in the comments made by Commissioner Longtin that the words "and the Mayor" be deleted from the last sentence.

Vice-Mayor Glas-Castro requested that the following language be added after the vote on item 4 that "Vice-Mayor Rumsey asked if the project is now in the queue. Mr. Robbins stated 'yes'".

Motion: A motion was made by Commissioner O'Rourke to approve the March 6, 2013 meeting minutes as amended; Commissioner Flaherty made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

7. Proclamation Declaring April as Water Conservation Month

Commissioner Flaherty provided information and ideas on how to conserve water.

Vice-Mayor Glas-Castro asked if the Community Garden accepts vegetative waste for composting.

Commissioner Flaherty stated "yes".

Motion: A motion was made by Commissioner Flaherty to approve the proclamation declaring April as Water Conservation Month; Commissioner O'Rourke made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

BOARD MEMBERSHIP APPLICATION:

10. Planning and Zoning Board Applicant

Town Clerk Mendez advised that Michele Dubois has been appointed as an alternate member to the Planning and Zoning Board. The ballots are attached as exhibit "B".

DISCUSSION AND POSSIBLE ACTION:

11. Resolution No. 08-03-13 FIND Grant Breakwater

Town Manager Sugerman explained the item. (See exhibit "C").

Vice-Mayor Glas-Castro asked what the depth of the water is where the breakwater is proposed to be built and if it would be visible at low tide.

Marina Director Jaime Hart advised that the proposed breakwater would be visible.

Vice-Mayor Glas-Castro stated that she has safety concerns in the short term because of the change in the channel and entry in to the Marina and asked if there was anything being done to properly redirect people into the new channel.

Marina Director Hart stated that plans call for a marker at the end of the pier that lights up and directs the boaters to prevent accidents and additional markers would be installed that are typical for the area.

Mayor DuBois asked about the use of a range light, which are two lights set one above the other that create a entry guide for boaters to enter the Marina. He asked if the lighted directional marker would preclude the need for a range light.

Marina Director Hart stated "yes".

Commissioner O'Rourke asked how far the breakwater would extend beyond the fishing pier.

Marina Director Hart stated it would extend approximately eighty (80) feet beyond the fishing pier.

Commissioner O'Rourke asked if the fishing pier is a breakwater.

Marina Director Hart explained that the fishing pier is a breakwater except for the easterly extension. He stated that the easterly portion of the fishing pier is open and that there is tremendous wash in between the easterly portion of the pier and the rest of the pier. He explained that most marinas do not design an entry in the middle of a breakwater but instead on one end or the other. However, because of the way the property is configured the location in the middle of the breakwater was the best place to put the entrance. He explained that this is the final piece of the design that needs to be done and numerous complaints have been received regarding the wake.

Commissioner O'Rourke asked if the proposed breakwater also calms the water as the boater enters the Marina.

Marina Director Hart stated "yes".

Vice-Mayor Glas-Castro asked if the area between the two breakwaters would create an eddy where debris would be caught.

Marina Director Hart stated that he thinks it would be too rough for that to happen but if it did it would be cleaned.

Mayor DuBois asked if there is a wall east of the floating dock.

Marina Director Hart stated "yes".

Mayor DuBois asked if there is any concern that underwater action would create a sandbar.

Marina Director Hart stated that the extension of the breakwater would prevent a sandbar from forming.

Mayor DuBois explained that the staff report states that the matching funds would come from the settlement of the Marina lawsuit and that there has been some discussion regarding forgiveness of the debt owed by the Marina and that there are other grant opportunities.

Town Manager Sugerman stated that initially the matching funds would come from the settlement but there are other grants that the Town will be applying to received. He explained that outstanding debt obligation between the Marina and the General Fund is a completely separate pot of money and so the use of the lawsuit proceeds and any matching funds from the Marina Fund or other grants would not impact the amount of outstanding debt the Marina owes the General Fund.

Mayor DuBois stated that if some of the litigation proceeds were encumbered to pay for this project then other means would have to be used to settle the debt between the General Fund and the Marina Fund.

Town Manager Sugerman stated that the litigation proceeds could be used to offset the debt the Marina Fund has to the General Fund however, in the currently adopted budget it was assumed that the litigation proceeds would be received in the current fiscal year and used \$125,000 of those proceeds to balance the annual operating account of the Marina. He stated that the litigation proceeds of \$880,000 has been reduced by \$125,000 and the balance is unencumbered in the budget and could be used to pay down debt, matching funds for this project, or any lawful purpose that the Commission would approve.

Mayor DuBois stated that there are no expectation at this point for any of the litigation proceeds to be used to reduce the debt.

Town Manager Sugerman concurred.

Mayor DuBois stated that there are grant opportunities that could offset the use of litigation proceeds for this project.

Town Manager Sugerman explained that depending on the timing of the grants and the expenditure of funds for the projects that the litigation proceeds may not be utilized for this project. He stated that the Town does not have a lock on the FIND grant and that the Town is applying for the grant at this point.

Vice-Mayor Glas-Castro asked if it is known who sits on FIND.

Town Manager Sugerman stated “yes” and that staff has a good relationship with them.

Marina Director Hart stated that the Chairman of FIND utilizes the Marina and he has met with him and he signed off on the Town’s pre-application, which is a requirement, and he is very interested in looking at the application.

Motion: A motion was made by Commissioner O’Rourke to approve the Resolution 08-03-13; Commissioner Flaherty made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

12. General Fund Contingency Line Iteming for "Eyes on Park" Relocation

This item was removed from the agenda.

13. Schedule Commission Orientation Workshop

Town Manager Sugerman explained the item (see Exhibit “D”).

The Commission discussed their availability.

Motion: A motion was made by Commissioner O'Rourke to set the Commission Orientation Workshop for Friday, April 5, 2013 at 3:30 pm to be held in the Commission Chambers at Town Hall; Commissioner Rapoza made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Mayor DuBois asked if the document for the workshop would be complete before the meeting.

Town Manager Sugerman stated that it is anticipated to be provided by the end of next week.

14. Schedule Ethics Training Workshop Meeting

Town Manager Sugerman explained the item (see Exhibit "E")

Discussion ensued regarding whether to have a formal presentation by the Commission on Ethics or for each Commissioner to review the training video individually.

The Commission reached consensus to receive the Ethics Training individually either through the Commission on Ethics website or DVD.

COMMENTS BY TOWN ATTORNEY, TOWN MANAGER, TOWN COMMISSION

Attorney Baird welcomed the newly elected members of the Commission and stated that he looked forward to working with them.

Town Manager Sugerman welcomed the Commission and congratulated them on their election. He stated that he admired the way the campaigns were handled. He stated that he looks forward to working with all of them and he is available via phone when needed. He encouraged the Commissioners if they have any questions, comments or concerns to contact him ahead of time. He stated that he would not surprise them in public and asked that they reciprocate.

Commissioner O'Rourke he stated that when reviewing the March 6, 2013 minutes the discussion regarding the Scrub area raised concerns for him and he is not sure where the Town is regarding the project.

Mayor DuBois stated that the Town entered into an interlocal agreement with Palm Beach County and the property that was once industrial zoned was appropriated by Palm Beach County. One of the stipulations of the interlocal agreement was that a nature center would be established and provided by the County. There were also several stipulations regarding the Town.

Commissioner O'Rourke asked if the property was rezoned from industrial to conservation at the March 6, 2013 meeting.

Attorney Baird stated that the interlocal agreement required that the Town rezone from industrial property to a conservation zoning because the funds used by the County to purchase the property was from the County's Land Preservation Bond Issue and lands purchased with this money is required to be conserved into perpetuity. He stated that the action the Commission took on March 6, 2013 was to approve the Ordinance on second reading that changed the zoning for that property to Conservation.

Commissioner O'Rourke stated that he is concerned with the entrance to the park area being on Silver Beach Road and asked if his concerned could still be addressed.

Mayor DuBois stated that his understanding is that Mr. Robbins is eager to move forward with the project.

Attorney Baird stated that the County will have to come to the Town for site plan approval for the park and that the Commission will have the opportunity to address those site planning issues. He suggested that in advance of the site plan coming before the Commission that Mayor DuBois open a dialogue with the Town's Palm Beach County District Commissioner about the Town's concerns.

Mayor DuBois stated that the previous Commission directed that the project move forward with the Silver Beach entrance.

Town Manager Sugerman stated that past Commissions cannot bind future Commissions. He explained that the Commission took three actions regarding the Scrub area at the March 6, 2013 meeting and none of those actions provided any approval as to the nature center or the entranceway. If this Commission wanted to send a signal to the County regarding the entrance to the park now would be the time to do so.

Motion: A motion was made by Commissioner O'Rourke to direct staff to add to a future Commission meeting agenda a Discussion and Possible Action item regarding the Palm Beach Scrub Area park; Vice-Mayor Glas-Castro made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
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Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Commissioner O'Rourke stated that he is humbled by the support of citizens of Lake Park, that he is honored to sit with this group and he looks forward to this opportunity.

Commissioner Rapoza stated that she is greatly appreciative of the voters of Lake Park and the people who encouraged and supported her. She thanked staff for their assistance. She stated that she looks forward to serving on the Commission.

Commissioner Flaherty thanked the voters and his volunteers. He stated that he is honored to serve the Town and that he will work hard to do everything he can do. He stated that he has a list of concerns that the residents shared with him while out campaigning. He thanked the residents that spoke with him and provided to him their concerns.

Vice-Mayor Glas-Castro stated that she looks forward to working with all of the members of the Commission and she thinks that this will be a great Commission. She suggested that the Commission have an informal workshop so that the Commission and staff can have an open dialogue about some of the concern heard while campaigning and build consensus and set priorities. She encouraged the residents to continue to participate.

Mayor DuBois stated that he is glad to have everyone on the Commission. He stated that the Town will be participating in the Palm Beach County Boat Show. He stated that the Easter Hunt will be on Saturday, March 30, 2013 at 10:00 am in Kelsey Park and that parking has been waived. He encouraged the Commissioners to participate in Chamber of Commerce function and the Palm Beach County League of Cities functions and activities. He thanked the outgoing Commissioners for their service. He thanked the voters and poll workers. He thanked the Commission for their dress attire.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:47 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Mendez, CMC



FLORIDA

Approved on this 3 of April, 2013



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 20, 2013, 7:00 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
Erin T. Flaherty	—	Commissioner-Elect
Kimberly Glas Castro	—	Commissioner-Elect
Michael O'Rourke	—	Commissioner-Elect
Kathleen Rapoza	—	Commissioner-Elect
.....		
Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

- A. **CALL TO ORDER**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **APPROVAL OF AGENDA**
- F. **RESOLUTION(S) - ACCEPTING ELECTION RESULTS**

1. **RESOLUTION No. 06-03-13 Accepting the Certified Results of the Municipal Election**

Tab 1

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CERTIFYING THE RESULTS OF THE MUNICIPAL ELECTION HELD ON MARCH 12, 2013 FOR FOUR (4) COMMISSIONERS.

- G. **PROCLAMATIONS:**
 2. Honoring Vice-Mayor Kendall R. Rumsey; Commissioners Steven P. Hockman, Jeanine A. Longtin and Tim L. Stevens Tab 2
- H. **SWEARING IN CEREMONY:**
 3. Swearing in Ceremony for Commissioners Conducted by the Town Clerk Tab 3
- I. **4. ELECTING A VICE-MAYOR:** Tab 4
- J. **RESOLUTION:**
 5. Resolution No. 07-03-12 Designation of Signatories for Town Bank Accounts Tab 5
- K. **PUBLIC COMMENT:**
 This time is provided for audience members to address items that **do not** appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.
- L. **CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by **one** motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and **considered in its normal sequence on the Agenda.** Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. **Cards must be submitted before the item is discussed.**

Recommended For Approval:

6. Regular Commission Meeting Minutes of March 6, 2013 Tab 6
7. Proclamation Declaring April as Water Conservation Month Tab 7
8. Authorize the Town Manager to Sign the Contract with Relocate.org for Marketing Video of the Town of Lake Park Tab 8
9. Community Redevelopment Agency Annual Report Fiscal Year 2011-2012 Tab 9
- M. **BOARD MEMBERSHIP APPLICATION:**
 10. Planning and Zoning Board Applicant Tab 10
- N. **DISCUSSION AND POSSIBLE ACTION:**
 11. Resolution No. 08-03-13 FIND Grant Breakwater Tab 11
 12. General Fund Contingency Line Iteming for "Eyes on Park" Relocation Tab 12
 13. Schedule Commission Orientation Workshop Tab 13
 14. Schedule Ethics Training Workshop Meeting Tab 14
- O. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**
- P. **ADJOURNMENT**

Next Scheduled Regular Commission Meeting will be held on Wednesday, April 3, 2013



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"
3/20/2013

Meeting Date: March 20, 2013

Agenda Item No. Tab 5

Agenda Title: Designation of Signatories for Town Bank Accounts

- CONSENT AGENDA
- PRESENTATION/PROCLAMATION
- PUBLIC HEARING
- BID/RFP AWARD
- DISCUSSION/POSSIBLE ACTION
- RESOLUTION
- ORDINANCE ON ___ READING
- OTHER:

Approved by Town Manager  Date: 3/16/13
 Blake K Rane Finance Director
 Name/Title

<p>Originating Department: Finance</p>	<p>Annual Cost: \$ 450.00 for architext printer chip Funding Source: Budgeted Acct. # 150-51000 <input checked="" type="checkbox"/> Finance <u></u></p>	<p>Attachments: Proposed Resolution, and Copy of LAKE PARK CODE Sec. 2-222</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>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.</p>	<p>Yes I have notified everyone _____ or Not applicable in this case <u></u> Please initial one.</p>

Summary Explanation/Background:

The Lake Park Code of Ordinances Sec. 2-222 requires three signatures on all Town checks. They are to be the Mayor, the Vice-Mayor, and the Finance Director, with an alternate in case of unavailability of the Mayor or Vice-Mayor for signatures.

Recommended Motions:

First – It is recommended that the Town Commission select a Commissioner to be the “third commissioner” as referenced in the Code.

Second – It is recommended that the Town Commission approve the attached Resolution by inserting the name of the Vice-Mayor and the designated third Commissioner who shall serve as the authorized signatures on the specified bank accounts.

Exhibit "B"
03/20/2013

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS ALTERNATE MEMBERS. THERE ARE CURRENTLY TWO ALTERNATE MEMBERSHIP OPENINGS ON THE PLANNING AND ZONING BOARD.

Alternate Member

	Yes	No
Cynthia Grey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michele Dubois	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS ALTERNATE MEMBERS. THERE ARE CURRENTLY TWO ALTERNATE MEMBERSHIP OPENINGS ON THE PLANNING AND ZONING BOARD.

Alternate Member

	Yes	No
Cynthia Grey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michele Dubois	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BALLOT

O'Rourke

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS ALTERNATE MEMBERS. THERE ARE CURRENTLY TWO ALTERNATE MEMBERSHIP OPENINGS ON THE PLANNING AND ZONING BOARD.

Alternate Member

	Yes	No
Cynthia Grey	_____	_____X
Michele Dubois	_____X	_____

BALLOT

Ken Glascock

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS ALTERNATE MEMBERS. THERE ARE CURRENTLY TWO ALTERNATE MEMBERSHIP OPENINGS ON THE PLANNING AND ZONING BOARD.

Alternate Member

	Yes	No
Cynthia Grey	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michele Dubois	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING AND ZONING BOARD WITH TWO ALTERNATES. WE HAVE TWO APPLICANTS FOR THIS BOARD AS ALTERNATE MEMBERS. THERE ARE CURRENTLY TWO ALTERNATE MEMBERSHIP OPENINGS ON THE PLANNING AND ZONING BOARD.

Alternate Member

	Yes	No
Cynthia Grey	_____	_____X
Michele Dubois	_____X	_____



Town of Lake Park Town Commission

Exhibit "C"

Agenda Request Form

3/20/2013

Meeting Date: March 20, 2013

Agenda Item No. Tab 11

Agenda Title: Authorizing the Town Manager to Apply for a Florida Inland Navigation District Grant for the Lake Park Harbor Marina Breakwater Project - Phase II

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

Approved by Town Manager [Signature] Date: 3/8/13

James C. Hart, Marina Director Name/Title [Signature]

Table with 3 columns: Originating Department (Lake Park Harbor Marina), Costs (249,115.00), Attachments (Resolution, Site Plan, FIND application), Advertised (Not Required), and notification requirements.

Summary Explanation/Background:

The Town staff is requesting the Commission's approval authorizing the Town Manager to apply for a grant from the Florida Inland Navigation District (FIND) in the amount of \$249,115.00...

Staff is also applying for the following grants in order to offset the use of the Marina lawsuit for funding the Town's 50% match for the FIND grant:

• Palm Beach County/Florida Boating Improvement Program	\$202,406.00
• FWC Boating Infrastructure Grant Program	<u>46,709.00</u>
Total	\$249,115.00

The scope of this Project is to construct an approximate 5 foot x 137 foot breakwater along the outside edge of the existing East/West fishing pier and to construct an approximate 5 foot x 159 foot North/South breakwater extension. The Project would also include the erection of four channel markers at the entrance to the Marina due to realignment of the channel created by the new breakwater extension into the existing entryway (see attached site plan).

This Project is needed to reduce excessive wave action from the Intracoastal Waterway at the entrance to the Marina. Presently, the existing detached breakwater designed along the outside edge of the fishing pier does not adequately protect wave action within the entranceway to the Marina. The proposed East/West breakwater and North/South breakwater are designed to protect boats docked within the Marina's basin from being exposed to ambient wave energy and would make the Marina facility more attractive to customers by eliminating one of the most common complaints of boaters docked in the basin -- i.e. the wind and boat wakes which occur within the Marina basin due to the wave reflection/refraction.

The basis for staff's recommendation to move forward with this Project is two-fold:

- The Project would advance the Commission's and staff's goal of increasing the occupancy rate due to reduction of wind and boat wakes in the marina;
- Advancement of the Project would provide the Town with a return on its investment of \$112,208.83 already expended for design work, permitting, bid specifications, and related contractual documents already prepaid.

The FIND application is attached without exhibits, which are voluminous and which are available on file in the Marina Director's office for your additional information.

Recommended Motion:

Approve the Resolution authorizing the submission of a matching grant application to FIND.



Exhibit "D"
3/20/2013

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013

Agenda Item No. Tab 13

Agenda Title: Setting a Workshop Meeting for a Commission Orientation

- | | | | |
|--------------------------|---------------------------|-------------------------------------|-----------------------------------|
| <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 *DS* Date: 3/4/13
DALE S. SUGERMAN / TOWN MANAGER
 Name/Title

Originating Department: Town Clerk Town Manager Town Attorney	Costs: N/A Funding Source: N/A Acct. N/A <input type="checkbox"/> Finance _____	Attachments: None
Advertised: 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><i>DS</i></u> Please initial one.

Summary Explanation/Background:

With the election of a majority of individuals who have never served on the Town Commission before, the Office of the Town Clerk and the Office of the Town Manager are offering to conduct a workshop meeting for a Town Commission orientation. Items to be covered at the orientation workshop would include:

- How our form of government (Commission/Manager) works.
- The agenda format and what to expect within agenda packets.
 - Robert's Rules of Order.
- The Sunshine Law and the Public Records Law
- The budget process, the audit, monthly financials, and the CAFR.
- A variety of other, very extremely interesting topics!

We anticipate that this orientation session will take 60-90 minutes and will be presented by the Town Clerk, the Town Manager, and the Town Attorney. It will, of course, be a public meeting and citizens will be given an opportunity to attend as well.

Recommended Motion: The Commission may want to determine, at the March 20th Commission meeting, when they would like to hold the orientation session; which could then be set by someone making a motion, someone making a second, holding discussion and then taking a vote on a specific date and time.

An alternative would be to instruct the Town Clerk to poll the members of the Commission as to their availability of various dates for a Commission orientation workshop session and then the date for this meeting will be formally set at the April 3rd Commission meeting.

Exhibit "E"
3/20/2013



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 20, 2013

Agenda Item No. Tab 14

Agenda Title: Setting a Workshop Meeting for Mandatory Commission on Ethics Training

- | | | | |
|--------------------------|---------------------------|-------------------------------------|-----------------------------------|
| <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  Date: 3/4/13

DALE S. SUGERMAN / TOWN MANAGER
Name/Title

Originating Department: Town Manager	Costs: N/A Funding Source: N/A Acct. N/A <input type="checkbox"/> Finance _____	Attachments: Ethics Training Policy of the Town of Lake Park
Advertised: 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></u> Please initial one.

Summary Explanation/Background:

According to the Palm Beach County Code of Ethics §2-446(a), *Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees which shall include mandatory periodic follow-up sessions.* In accordance with these mandates, the Office of the Town Manager has established a procedure for the Town of Lake Park (a copy of which is included in this packet).

The first procedure relates to the newly elected Town Commission. That procedure says:

1. All public employees and non elected officials must receive initial Code of Ethics training within sixty (60) days of employment or appointment. **Elected officials must receive their initial training within sixty (60) days of taking office** [emphasis added]. This training requirement may consist of live training by the Palm Beach County Commission on Ethics (COE) staff, on-line training through use of the training video available on the COE website, or DVD presentation upon request.

Recommended Motion: The Commission needs to determine when it would like to schedule this formal ethics training. The training can be done individually, or as a group. Either way is acceptable. Having a representative from the Palm Beach County Ethics Commission conduct a group training session is not mandatory, but is strongly suggested. The ethics training must be completed by all elected officials no later than May 12, 2013. If it is the desire for the Commissioners to be responsible for their own individual training session, then no vote is necessary. If, however, it is the desire of the newly elected Commission to do a group training session, then the date for this mandatory ethics training should be set by someone making a motion, someone making a second, holding a discussion and then taking a vote on a specific date and time for the group session. With a group training session, we would of course have to check with members of the staff of the Commission on Ethics as to their availability to conduct the training session on a night that Commissioners select.