



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 4, 2011, 7:00 P.M.
Lake Park Town Hall
535 Park Avenue

Desca DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Patricia Osterman	—	Commissioner
.....		
Maria V. Davis	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian M. Lemley, 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. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PROCLAMATION:**
Honoring Jeffrey Davis Blakely
- G. **PUBLIC and OTHER 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.

H. **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.

For Approval:

1. Regular Commission Meeting Minutes of April 6, 2011 Tab 1
 2. Regular Commission Meeting Minutes of April 20, 2011 Tab 2
 3. Resolution No. 13-04-11 Amend the Job Description of the Deputy Town Clerk Tab 3
 4. Resolution No. 14-04-11 Amend the Job Description of the Town Clerk Tab 4
 5. Replacement of Damaged Sidewalks at Various Locations Throughout the Town Tab 5
 6. Replacement of Commercial Driveway Approaches Tab 6
- I. **BOARD MEMBERSHIP APPOINTMENTS:**
7. Planning & Zoning Board Membership Tab 7
- J. **DISCUSSION AND POSSIBLE ACTION:**
8. Approval of Calendar for July Commission Meeting and Budget Workshops Tab 8
 9. Flagler Boulevard Irrigation System Tab 9
 10. Employee Cost Savings Incentive Program Tab 10
- K. **COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:**
- L. **ADJOURNMENT:**

Proclamations



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Proclamation*

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

SUBJECT: Proclamation in Honor of Jeffrey Davis Blakely

RECOMMENDED MOTION/ACTION: Approval of Proclamation

Approved by Town Manager _____ **Date:** _____

Barbara McElhannon Turner
Name/Title *HR DIRECTOR*

4/25/11
Date of Actual Submittal

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. #	Attachments: Copy of Proclamation
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
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 <u>Yes/BMT</u> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

For many years, Town resident Jeffrey Davis Blakely has contributed his volunteer service to the Town of Lake Park by serving on several Town boards, most recently as Chairperson of the Planning and Zoning Board. Mr. Blakely has announced his resignation from the Planning and Zoning Board. The purpose of this item is to recognize Mr. Blakely for his many years of service to the Town and to commend him for his contributions.

**PROCLAMATION
TOWN OF LAKE PARK, FLORIDA
IN HONOR OF JEFFREY DAVIS BLAKELY**

WHEREAS; Jeffrey Davis Blakely has been a life-long resident of the Town of Lake Park, and is the grandson of Samuel J. Blakely who started a city nursery for the Town in order to supply plant materials for Kelsey Park, who designed the landscape plan for Kelsey City and Kelsey Park, and who served as a member of the Town Commission and as Town clerk for 29 years; and

WHEREAS; Jeffrey Davis Blakely continued the tradition established by his grandfather by serving since 1977 as a professional landscape architect with the firm of Blakely and Associates; and

WHEREAS; Jeffrey Davis Blakely commenced his public service to the Town of Lake Park in July of 1978 by being appointed as Chairperson of the Kelsey City Gates Committee which had as its objective the preservation of the Town's historic gates; and

WHEREAS; Jeffrey Davis Blakely was also appointed in March of 1979 to the Beautification Committee, which he chaired and which is now known as the Planning and Zoning Board, in recognition of his background and expertise in the field of land planning and design, and in May of 1980 was the recipient of Town Resolution 26-1980 in recognition of his service to this committee as well as his preparation in 1979 of the landscape design for Lake Shore Park, for which he completed the Phase II landscape improvements and irrigation design plans in 2007; and

WHEREAS; Jeffrey Davis Blakely was re-appointed to the Planning and Zoning Board in July of 1981 where he served until 1983; and

WHEREAS; Jeffrey Davis Blakely donated his professional design services in 1997 for the Kelsey Park/U.S. Highway One Beautification Project, which was funded through the Palm Beach County Thoroughfare Beautification Grant Program; and

WHEREAS; in April of 1997, Jeffrey Davis Blakely was again appointed to the Planning and Zoning Board and served as its Vice Chairperson from July of 1998 to June of 2006 and as its Chairperson from July of 2006 to April of 2011; and

WHEREAS; Jeffrey Davis Blakely has served as a professional role model and a friend to all who have had the privilege of knowing him, and has epitomized the concept of community service by devoting his time and energy towards the betterment of our community; and

WHEREAS; Jeffrey Davis Blakely has announced his resignation from the Planning and Zoning Board; and,

WHEREAS; the Town of Lake Park wishes to publicly recognize him for his distinguished service.

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I Desca DuBois, Mayor of the Town of Lake Park, do hereby publicly commend **Jeffrey Davis Blakely** and express to him our sincere and enduring gratitude for the service that he has rendered to this community.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 4th day of May, 2011.

BY:

Mayor Desca DuBois

ATTEST:

Vivian Mendez Lemley, Town Clerk

Consent Agenda

TAB 1



**Town of Lake Park Town Commission
Agenda Request Form**

Meeting Date: **May 4, 2011** Agenda Item No.

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> Ordinance on Second Reading | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: Board Appointment | |

SUBJECT: Regular Commission Meeting Minutes of April 6, 2011

RECOMMENDED MOTION/ACTION: To Approve the Regular Commission Meeting Minutes of April 6, 2011.

Approved by Town Manager *[Signature]* Date: *April 28, 2011*
 Deputy Clerk *[Signature]* Date of Actual Submittal *4/26/11*

Originating Department: Town Clerk	Costs: \$0 Funding Source: Acct. #	Attachments: Meeting Minutes
Department Review: <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk <u><i>[Signature]</i></u> <input type="checkbox"/> Town Manager _____
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>vmc</i></u> : Please initial one.

Summary Explanation/Background:



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 6, 2011, 7:16 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, April 6, 2011 at 7:16 p.m. Present were Mayor Desca DuBois, Vice-Mayor Kendall Rumsey, Commissioners Patricia Osterman, Steven Hockman and Jeanine Longtin, Town Manager Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Vice-Mayor Rumsey led the Invocation and the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Commissioner Hockman asked if the closure of Lake Shore Drive could be added as an item of discussion on the Agenda.

Mayor DuBois requested that if the closure of Lake Shore Drive item was added to the agenda that it is placed first on the agenda and for agenda item number 8, newly acquired parking facility at the Marina, is placed as second on the Agenda.

Vice-Mayor Rumsey asked Commissioner Hockman for clarification of whether or not he wanted an additional Agenda item added.

Commissioner Hockman stated that he wanted the proposed closure of Lake Shore Drive to be added to the Agenda as a discussion item.

Mayor DuBois asked that both of the mentioned items be moved to the front of the Agenda.

Vice-Mayor asked Attorney Baird for direction on how to make the motion.

Town Manager Davis clarified what Commissioner Hockman had asked.

Vice-Mayor Rumsey clarified further and explained that Agenda item number 8 would be moved to the top of the Agenda and Commissioner Hockman requested that the proposed Lake Shore Drive promenade discussion item be added as an additional item to the Agenda.

Motion: A motion was made by Commissioner Osterman to amend the Agenda by adding the proposed promenade at Lake Shore Drive as a discussion item and moving both the promenade discussion item and item number 8 to the top of the Agenda; Commissioner Hockman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Longtin	X		
Commissioner Hockman	X		
Commissioner Rumsey	X		
Commissioner Osterman	X		
Mayor DuBois	X		

Motion passed 5-0

PUBLIC AND OTHER COMMENTS:

1. *Chris Price 644 Date Palm Drive, Lake Park* – stated that Commissioner Hockman had brought up some points at the last Commission meeting regarding the newly acquired property for Marina boat trailer parking. He stated that he was concerned that Commissioner Hockman stated that he had concerns regarding the removal of the building on the property and the underground lines and sprinkler systems. He asked why those concerns were not addressed and brought to the attention of the Town earlier before grant money was received. He stated that Commissioner Hockman had stated “I was afraid of that.” He asked Commissioner Hockman that if he was afraid, why didn’t he discuss those concerns before the property was purchased. He stated that Hockman was concerned that the Town was throwing good money after bad money.

He thanked Town Manager Davis for resolving the tree issue along 7th Street north of Park Avenue.

2. *Michael Bass 1214 2nd Street, Lake Park* - stated that he was in favor of the proposed promenade on Lake Shore Drive. He stated he thought it was a good idea which would move people into the Marina and bring more activity there. He stated that he also thought that the newly acquired parking lot for the Marina was a good idea and would attract more business to the Town. He stated that he thought both projects were a positive move for the Town. He stated that additional parking for boat trailers was needed and he recommended advertising the new facility in order to obtain more revenue for the Town and more business for the surrounding gas stations and restaurants.
3. *Wayne Creber 211 U.S. Highway 1, Lake Park* – stated that he thought that the proposed promenade was a great idea to help give the public access to the waterfront. He stated that the boat trailer parking lot would help with the boat trailer parking and would give smaller boats the opportunity to park past 10 a.m. on the weekends. He stated that the proposed promenade would bring more events to the Marina. He stated that he was looking forward to the Commission

voting for the project and expressed the hope that it would be completed in the near future.

4. *Robert Shelton 501 Lake Shore Drive, Lake Park* – stated that he was in favor of the proposed promenade on Lake Shore Drive but that his only concern was that it would shut down the southbound traffic light at Silver Beach Road and the only traffic light that the residents would have to go either north or south on U.S. Highway 1 was the light at Earl Stewart Toyota. He recommended installing a traffic light at the Dunkin Donuts on U.S. Highway 1. He said he called Town Manager Davis before signing the petition and he was advised that nothing had been presented to the Town. He expressed hope that there will be a good restaurant. He thanked Town Manager Davis for keeping the Lake Shore Drive residents informed.
5. *Brent Headberg 220 Lake Shore Drive* – asked why a design hadn't been done on the parking lot, and stated that he had concerns regarding the newly acquired property for boat trailer parking. He stated that in looking at the proposed plan for the parking lot, the type of path that a car and trailer would have to use would force them to go out onto U.S. Highway 1 and make a U-turn to get back to the boat ramp to load their boats. He stated that if he had to use that facility and was pulling a 30 foot boat behind his vehicle he would not come back. He stated that he did not understand the proposed plan and stated that he has been in the business of designing parking lots for 40 years and that the Town's proposed plan would not work. He stated that in 2008 he came and spoke about the closing of Lake Shore Drive and was against it. He stated that he was concerned about the access to Silver Beach Road and the traffic light there which was a very important intersection for residents on Lake Shore Drive who wish to go south. He asked the Commission to consider the residents and the adjacent property owners who would be affected by the promenade, as they do not want their property values to decrease because of the proposed changes.
6. *Diane Bernhard 301 Lake Shore Drive, Lake Park* – asked what was proposed for the promenade, and if there will be a restaurant and bar and not just parking. She stated that she had E-mailed all of the Commissioners and the Town Manager and received many responses and most everyone said that the Town was not doing such a thing. She stated that she did not receive a response from Town Manager Davis. She stated that she was a boat owner and lived at a marina in Broward County that had done a similar project with interesting results. She explained that the marina had a nice restaurant but the restaurant was not very profitable. The restaurant had made changes by adding a Reggae Day and two-for-one drinks so that business would improve, which did occur. She explained that the changes which took place afterward were congestion in the streets and sidewalks, illegal parking and competition for the parking between marina users and restaurant customers. There were sightseers who would walk through the residential area and marina which created an annoyance for residents who felt that their privacy was invaded. She stated that residents became unhappy and fed up with the noise and the congestion. Their privacy was invaded and it created an unattractive animosity. She stated that after Reggae Day ended at midnight every Sunday, the

activity would continue afterward and parties would take place on the boats at the marina which resulted in garbage, paraphernalia, and sexual activity.

7. *John Mede 220 Lake Shore Drive #7, Lake Park* – stated that he wanted clarification from the Commissioners regarding the unanimous votes for the Lake Park Harbor Marina Promenade Project, specifically to accept the County Water Access Bond Grant on August 4, 2010 and also Resolution No. 49-10-10 entering into the Interlocal Agreement adopted on October 20, 2010. He wanted clarification due to the conflicting statements made by Commissioner Hockman and Town Manager Davis. He explained that Commissioner Hockman's contention was that the vote of approval for the conceptual plan was presented in the PowerPoint presentation of August 4, 2010 and that the Interlocal Agreement to purchase the parcel at 115 U.S. Highway 1 was not a blanket vote for the entire scope of the project. Ms. Davis stated to him at a meeting on March 30, 2011 that they were indeed inclusive as to the scope of the project. He stated that he also wanted the Commission to clarify, as they all voted unanimously in favor of both the Resolution and conceptual plans, where was the consistency of application with regard to street closure? He referred to the Street Closure Workshop of October 13, 2010 and stated that each street was voted upon but closure of Lake Shore Drive was not mentioned in that workshop. He asked how the Commission decided to close that street. He stated that the Commission had some inconsistency in its approach to street closure. He read a portion of the minutes from the workshop of October 13, 2010 that reflected his opinion. He stated that the process for closing the streets should be the same as closing Lake Shore Drive for the proposed promenade. He asked the Commission for an explanation.
8. *Bobby Bilbo 211 U.S. Highway 1, Lake Park* – stated that the proposed promenade and the marina boat trailer parking would improve his business and any other business down there.
9. *Michael Summers 211 U.S. Highway 1, Lake Park* – stated that he has been working with Wayne Creber in the development of the Lake Park Marina Village. He stated that it would be a great opportunity for the Town to get involved with a project that would bring significant impact and positive benefits that could act as a catalyst to change the dynamic of the Town moving forward. The beautification on U.S. Highway 1 alone would greatly impact Lake Park and bring it to a different level. He continued to explain the benefits and opportunities for the Town should it get through with the promenade project. He stated that he was excited about the project and working with the Town. He reached out to the opposition but has not been able to engage them. He will continue to try.
10. *Ricky Petty, Bridges at Lake Park 300 10th Street, Lake Park* – thanked the Commission for its advertisement of Bridges of Lake Park throughout the Town. He stated that they were in the process of putting together a resource fair on May 14, 2011 and hoped to see everyone there.

11. *Kelly Brosseau 909 Lakeshore Dr., Lake Park* - stated that she was in favor of the proposed promenade project and stated that the area has been blossoming and the new project would bring more people to the area.
12. *John Beall 5209 Edgewood Rd. Palm Beach Gardens, FL* – congratulated the Commission and the Town for its purchase of the property on 115 Federal Highway for the boat trailer parking. He stated that it was a great move and the proposed promenade was a great idea for the Marina and would complement the Town's parks.
13. *Stephen Hall 302 Lake Shore Drive, #2, Lake Park* – stated that he spoke with the Mayor yesterday and asked her what was going on in the Town. He stated that she told him that there were no projects or purchases of real estate. He stated that he attended the meeting and found out that the Town had purchased property to expand the boat trailer parking. He stated that he did not understand why the Town wanted to expand its boat trailer parking. He explained why the Marina's parking and boat slips were already sufficient. He stated that the problem with the Marina was that it was not an economic engine to the Town because there was no more waterfront property to develop. He stated that he signed a petition supporting the proposed promenade project but after signing it he began to take some personal notes. He stated that there was not any waterfront property at the southernmost section of Lake Shore Drive. He stated that if the boat trailer parking spaces were moved up to U.S. Highway 1, then they would be developing property that the Town already owns and would then mean that private developers would develop it.

Mayor DuBois clarified her conversation with Mr. Hall and stated that she informed him about the \$2.4 million that was received from the County but that there had not been any formal application of any development.

Mr. Hall asked if Mayor DuBois had informed him that there were no plans or development changes presented.

Mayor DuBois stated that she had told Mr. Hall there had been no presentation of plans that she knew of in Community Development.

Mr. Hall stated that if the Mayor does not know and gave him wrong information then there was a problem.

Mayor DuBois stated that she did not give Mr. Hall wrong information.

14. *Michael DeSouz 301 Lake Shore Drive, Lake Park* – stated that he was totally against the closing of Lake Shore Drive for a proposed promenade and the tiki bar.
15. *Bill Reitz 301 Lake Shore Drive, Lake Park* – stated that egress was needed for the residents of Lake Shore Drive. He stated that if it did not happen now then it would be discussed again in a couple of years. He stated that he wished that the

Town would leave egress from Lake Shore Drive on Silver Beach Road alone. He stated that the Town should clarify what it plans to place on the proposed promenade since many rumors were swirling around.

Proposed Promenade on Lake Shore Drive

Vice-Mayor Rumsey stated that Town Manager Davis and staff met with residents of Lake Shore Drive to go over some of the issues and presented a package to them. He stated that he wanted to ask some questions to staff to allay some of the rumors that have been going around. He stated that he had heard that the proposed restaurant would be built with taxpayer dollars.

Town Manager Davis: (verbatim) "No, if there is going to be a restaurant built it would be built with private dollars not tax dollars."

Vice-Mayor Rumsey asked if the Town would be closing the parking lots at the Marina.

Town Manager Davis stated that this was categorically not true.

Vice-Mayor Rumsey asked if the Town was building a tiki hut.

Town Manager Davis stated that this was categorically not true.

Vice-Mayor Rumsey asked if motorcycles would be riding up and down Lake Shore Drive.

Town Manager Davis stated that she could not say one way or another. She stated that the way it was presented to her was that an open air bar would be like the Riviera Beach bar and all the motorcycles and that ilk would be coming to the Town's outdoor bar if there was one built. She stated that the scare tactics that she heard coming from three different complexes was that they were concerned about the noise factor from the all of the motorcycles that would come to the bar.

Vice-Mayor Rumsey asked if the Town had changed its Ordinance to allow for late night music.

Town Manager Davis stated that the rumor was that the Town had changed the Ordinance to allow for music until 2:30 a.m. She stated that there had been no change to the Ordinance as of yet and the time remains at 10 p.m.

Vice-Mayor Rumsey asked if the Town was using bond dollars to build the project.

Town Manager Davis stated that this was categorically not true.

Vice-Mayor Rumsey explained to the audience and the residents of the community that until a project plan is presented to the Planning and Zoning Board, the Town and the Commission, there is not a project on the table. He stated that so far no plans have been presented and that they were discussing something ahead of its time. He stated that once

the plans are presented, the Commission would work with community during the process. He thanked the community for coming out and being active on the proposed project.

Mayor DuBois stated that she echoed exactly what Vice-Mayor Rumsey had stated, that the Planning and Zoning Board would have to judge it.

Commissioner Hockman stated that there had been many rumors flying around. He stated that one rumor was that the Commission had approved a closure of Lake Shore Drive. He stated that it was his understanding that neither he nor the Commission voted to close Lake Shore Drive.

Town Manager Davis respectfully explained that the Commission voted for it when they voted for the Interlocal Agreement which was very clear and consisted of a pedestrian promenade. She stated that the agenda was not itemized but it was a program that was presented to the Commission and she remembered that she and the Community Development Director explain to the Commission clearly that there were stipulations attached. She stated that in the agreement the stipulations were number 1 that the Town would provide up to three transient slips; secondly the Town would close Lake Shore Drive and provide a pedestrian promenade; and lastly, the parking lot would never be built on and only be used for boat trailer parking. She stated that it was very clear in the Interlocal Agreement and it was stated very clearly in the meeting minutes and the staff report.

Commissioner Hockman read Section 1.03 from the Interlocal Agreement. He stated that the agreement stipulates that the Town was to close Lake Shore Drive on the north side of Cypress which would create two dead-end streets on Cypress Drive and Lake Shore Drive.

Town Manager Davis respectfully stated that this was not the intent and that there may be a typo, or the attorneys who drafted the agreement may have made a mistake with the intention. She stated that the intention was fully explained and what is stated in Section 1.03 was not the intended stipulation.

Commissioner Hockman stated that he was going by the letter of the document. He stated that his understanding was that from the northeast corner they would close the east side which is the northbound traffic where the parking is. He stated that he didn't think people would have a problem with that. He stated that he had a lot of concern regarding the proposals and stipulations stated in the Interlocal Agreement. He stated that his other concern was that if they closed Lake Shore Drive the only way to the Town's Marina would be through a neighboring town. They will no longer have access to the Marina or ramps from Lake Park. He stated that he had a problem with that and felt that the Town should have access to its own Marina. He continued to express and explain his concerns regarding the proposed closure of Lake Shore Drive. He asked Attorney Baird to clarify how the Town would go through the process of changing the use of Lake Shore Drive in order to close the street to maintain a pedestrian walkway, and if the Town would have to follow a state statute.

Attorney Baird explained that if the Town wanted to close Lake Shore Drive for the purpose of maintaining a pedestrian walkway, they were permitted to do so.

Vice-Mayor Rumsey stated that Attorney Baird would need to research the statute to which Commissioner Hockman was referring. He asked Commissioner Hockman to send Attorney Baird the information so that he can research it.

Commissioner Longtin stated that she would like to have the information and the audience should have the information as well.

Vice-Mayor Rumsey agreed and stated that everyone should have the information and they will receive it once Attorney Baird has the chance to research it and pass it out.

Commissioner Hockman stated that he was not completely against the proposed promenade. He continued to discuss his concerns with the closing of Lake Shore Drive.

Newly Acquired Marina Parking Facility

Commissioner Hockman stated that at the last meeting he had questions regarding the newly acquired Marina parking lot. He expressed that his biggest concerns were costs and that it seemed to be growing in cost. He asked if South Florida Yachts had given a 17 foot easement to the north of the property to the Town.

Town Manager Davis stated that the easement has been given and recorded.

Commissioner Hockman asked if the easement goes up to the building.

Town Manager Davis stated that she did not have a map in front of her but that the easement was 17 feet and she did not believe it went up into the building.

Commissioner Hockman stated that the driveway entrance was offset to the north of the building.

Vice-Mayor Rumsey asked CRA Project Manager Richard Pittman to come up and explain.

CRA Project Manager Richard Pittman began a presentation to address the concerns and questions the Commission had regarding the property acquired for boat trailer parking. He showed a picture of the property on the projector and explained the aspects of the property. He stated that the site has quite a few underground utilities. On the current Marina property there is a 2 inch water main that goes from Silver Beach Road north to the corner and west to an easement and then goes north. The water line serves properties to the north. He explained that there was a utility easement that has a sanitary sewer and the 2 inch water main which continues north. There was also a sanitary sewer that serves the Marina. He stated that there was also a fire line which goes from Silver Beach Road north within the new property that serves a fire sprinkler system that is in the metal building, and that there is also a 3/4 inch water service line that goes from Silver Beach Road along the property line to the metal building. In addition, there were two backflow

devices in the corner. He stated that at the March 16, 2011 meeting Commissioner Hockman asked if staff had spoken to Seacoast Utility Authority. He stated that in response the answer was "yes". On February 2, 2011 he contacted Seacoast regarding the backflow devices, the water service and the need for the sanitary manhole on the property. Jim Lance with Seacoast responded on February 2, 2011 and again gave more detail on February 7, 2011. At the March 16, 2011 meeting, Commissioner Hockman was concerned that the manhole would have to be changed and he was also concerned that Seacoast was not going to let the Town put a cap on the sewer line. The response from Seacoast was that the manhole could not be abandoned and the sewer service line from the building would have to be plugged at the main when they get ready to tear down the building. The cost to plug the main would be less than \$1,000. Seacoast Utilities' response made no mention of a need to relocate or reroute sanitary sewer lines or the manhole. He stated that the only other cost associated with the sanitary sewer is to adjust the manhole lid and cover which would be a minor adjustment that would cost approximately \$350. He stated that the sanitary service which comes from the Marina would remain in service to the existing manhole. There was no need to relocate the sanitary sewer pipe from the Marina and there would be no cost associated with the Marina's sanitary sewer. He stated that he estimated the total cost for the sanitary sewer work to be \$1,350. On March 16, 2011 Commissioner Hockman was concerned about the need to reroute the 2 inch water main that goes through the property. Seacoast Utility responded to the matter and asked that the Town be aware of the water main and to use care while demolishing the metal building. There was no mention that the water line would need to be moved, therefore there would be no cost associated with the 2 inch water line. Commissioner Hockman was also concerned with capping water lines and fire lines.

Mr. Pittman continued and stated that his response to Commissioner Hockman's concern was that the 3/4 inch water line service should remain available for the landscape irrigation so that the system can be reestablished and serve as an existing water service strictly for irrigation. He would ask Seacoast to set up a separate account for irrigation only and therefore there would be a minimum monthly charge for that water and that's essentially the cost of doing business as far as landscaping and maintaining the site. As for the fire line, Seacoast responded by saying that when the fire line is no longer needed it can be plugged at the main and the backflow returned to Seacoast Utilities. The Town would need a contractor to plug the fire line, disassemble the backflow device and bring the device back to Seacoast Utility. He stated that he did not think that Seacoast would require the Town to remove the fire line immediately after removing the building. He stated that they may charge \$18 for keeping the backflow device valve off but remain on the property. He stated that his approximate total cost for the work he described would be \$2,850.

Mr. Pittman stated that he wanted to address the distance between the north property line and the building to the north. Commissioner Hockman stated at the March 16, 2011 meeting that the distance from the building was 8 to 10 feet. The actual distance from the property line to the building is 17 feet. The Town has an easement agreement for ingress and egress and the width of the easement agreement is 17 feet at the building, but on the west side of the building the easement widens to 23½ feet. He stated that it does give a little more width for the turning concerns at the driveway.

Commissioner Hockman asked if any consideration had been given with regards to the possibility of someone with a large 35 to 40 foot boat and large truck on a busy day getting out of the parking lot. He asked if there would be a limit to what size boats and boat trailers could be parked on the parking lot.

Town Manager Davis stated that staff recognized that it was a tight situation at the parking lot. She stated that the plan that was done about one year ago was conceptual. She stated that they recognized that they would need to work on the flow, and at this time there were no actual plans and they could not answer those questions at that point.

Commissioner Hockman stated that the reason he was bringing it up was for financial concern.

Town Manager Davis stated that she was well aware of the financial situation at the Marina and entire Town. She stated that she knew that the Town could not afford to put money into the parking lot and that was why the Town is applying for grants. She stated that the approximate \$10,000 that was spent was for pre-acquisition expenses. She stated that there had been no money spent since the lot was purchased and that all funds were spent before the purchase of the property. She stated that she felt that a \$10,000 expense was well worth spending on at \$2.4 million investment. She stated that she was ultra concerned with the Town's finances.

Commissioner Longtin stated that she believed that most of the people who have voiced concerns regarding the proposed promenade are in favor of development but they do not know what exactly would be happening there. She stated most people she has talked to are in favor of a restaurant. She explained that it was taxpayer money via the grant that paid for the \$2.4 million property. She stated that residents and the Commission need to know what the plan is. She stated that she believed that the Commission seriously miss stepped by voting for the closure of Lake Shore Drive by voting for the grant. She expressed her concerns with the closing of Lake Shore Drive and how it would affect residents trying to cross U.S. Highway 1. She stated that she also had concerns with how the plans would affect the Marina lawsuit. She stated that there was no communication and there should be an honest and open government. She asked that the developer come forward to a future meeting soon to discuss what the plans are for development.

Commissioner Osterman stated that she would wait until there was an actual proposal because until there was a real proposal there should be no reason for the developer to make a presentation.

Vice-Mayor Rumsey reiterated to the public that if a plan came forward it would first go through the Planning and Zoning Board and then to the Commission. He thanked the community and asked that they stay active in voicing their questions and concerns regarding the project. He stated that the Commission would look for the best possible solution for the Town.

CONSENT AGENDA:

CONSENT AGENDA:

1. Resolution No. 11-04-11 Fiscal Year 2011-2012 Community Block Grant
2. Resolution No. 12-04-11 Request to bring the Palm Beach County Sheriff's Office and Palm Beach County School Board under the Oversight of the Inspector General
3. Proclamation Recognizing April 29, 2011 as National Arbor Day

Public Comment Open.

None

Public Comment Closed.

Commissioner Longtin asked that item numbers 1 and 3 be pulled from the Consent Agenda for discussion.

Motion: A motion was made by Commissioner Hockman to approve item number 2 of the Consent Agenda; Mayor DuBois made the second.

Vote on Motion:

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

Motion passed 5-0

Commissioner Longtin stated that item number 1 of the Consent Agenda was for a Community Block Grant to repair the tennis courts at Kelsey Park in the amount of \$40,000. She asked why only one quote was attached.

Town Manager Davis explained that it was not a bid but a quote to give them a sense of how much it would cost.

Commissioner Hockman stated that 10 percent was added to the estimate and asked if it could change to 20 percent.

Town Manager Davis explained that they did not know what the cost would be but that the \$40,000 was the maximum grant amount. If it ended up costing more they would have to reduce the scope of work.

Commissioner Hockman stated that paragraph 6 of the write up states that there would be a removal of light poles and fixtures. He asked if the intent was to not have lighting there because to install lighting it would cost another \$40,000.

Grants Writer Virginia Martin explained that the first paragraph in the quotation was just an opening statement and paragraphs 2 and 6 are the actual numbers which are highlighted.

Commissioner Hockman asked if it included the removal of the lighting.

Grants Writer Virginia Martin stated that it was not included because the Town could not afford it.

Commissioner Hockman asked if there was a grant write-up done.

Grants Writer Martin stated that she was in the process of working on the grant write up.

Commissioner Hockman stated that he had concerns because he did not have the paperwork to show the full scope of work and did not feel comfortable voting on it.

Motion: A motion was made by Mayor DuBois to approve item number 1 of the Consent Agenda; Commissioner Osterman made the second.

Vote on Motion:

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

Motion passed 3-2

Commissioner Longtin asked Town Manager Davis to explain item number 3 of the Consent Agenda.

Town Manager Davis explained that item number 3 was a Proclamation to recognize April 29, 2011 as National Arbor Day. She stated that the Town celebrates Arbor Day each year by planting a tree in one of the Town's local parks and that school children are invited to plant a tree with seedlings and are encouraged to read poetry. She stated that this year it would take place at Blakely Park which was located at 2nd Street and East Jasmine Drive. She encouraged people to come out on April 29, 2011 at 10:30 a.m.

Commissioner Longtin asked if the Blakely family would be invited.

Town Manager Davis stated the Town invites the Blakelys each year because they are a family of architects who have been instrumental in the design of some of the parks in Town when Arbor Day celebrations have already been held.

Motion: A motion was made by Commissioner Longtin to approve item number 3 of the Consent Agenda; Commissioner Hockman made the second.

Vote on Motion:

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

Motion passed 5-0

BOARD APPOINTMENTS

Planning & Zoning Board Re-Appointments

Vice-Mayor Rumsey stated that a change has been made to the Agenda item and asked the Town Clerk to explain.

Town Clerk Vivian Lemley stated that a new applicant had pulled his application from consideration. She explained that there were four applications and five board member openings on the Planning and Zoning Board.

Vice-Mayor Rumsey invited any applicants who were present to come up and speak.

Todd Dry – introduced himself to the Commission and stated that he was a current business owner in Lake Park and that his wife was about to start a new business in Lake Park. He stated that he also owned property in the CRA and residential and multi-family properties in the Town. He stated that he currently was serving as Vice-Chair on the Planning and Zoning Board and looked forward to continuing to serve on that Board.

Vice-Mayor Rumsey asked Town Clerk Lemley if a current member who was a regular member could be made an alternate, or if only an alternate could be made a regular member.

Town Clerk Lemley stated that it was the Commission's decision.

Attorney Baird explained that it was the Commission's discretion to establish the regular and alternate members. He stated that they could make an alternate member a regular member or a regular member an alternate member.

Mayor DuBois exited the meeting.

PUBLIC HEARING:

ORDINANCE ON 2nd READING

**ORDINANCE NO. 03-2011 – Non-Conforming Signage Expiration Date
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF
LAKE PARK, FLORIDA, AMENDING ARTICLE IV, SECTION 70-
104(e)(3) OF CHAPTER 70 PERTAINING TO LEGAL NON-
CONFORMING SIGNS; PROVIDING FOR THE EXTENSION OF
THE AMORTIZATION DATE FOR LEGAL NON-CONFORMING
SIGNS TO JULY 5, 2016; PROVIDING FOR SEVERABILITY;
PROVIDING FOR CODIFICATION; PROVIDING FOR THE
REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN
EFFECTIVE DATE.**

Public Comment Open.

None

Public Comment Closed.

Vice-Mayor Rumsey stated that he was a member of the Northlake Boulevard Task Force which is made up of North Palm Beach, Palm Beach Gardens, and Lake Park elected officials. He stated that there was an ordinance as part of the Task Force that requires signage to come into conformity by 2012. At their last meeting they have changed the time limit to 2016. He stated that at the last meeting he attended it had been mentioned that all of the other communities were working to reword their Ordinances to change the date to May 31, 2014. He requested that Ordinance No. 03-2011 be rescinded to change the date to May 31, 2014 to be in conformity with the other communities who are also changing their Ordinances.

Commissioner Longtin asked how the businesses were being informed of the change.

Town Manager Davis stated that letters would be mailed to all of the businesses by regular mail after the Ordinance was adopted.

Motion: A motion was made by Commissioner Osterman to approve Ordinance No. 03-2011 with the amendment of changing the sign compliance date to May 31, 2014 upon 2nd reading; Commissioner Longtin made the second.

Vote on Motion:

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

Motion passed 4-0

Attorney Baird read Ordinance No. 03-2011 by caption-only.

DISCUSSION AND POSSIBLE ACTION

Reassignment of Board Liaisons

Town Manager Davis explained that Commissioner Hockman was reappointed as liaison to the Library Board. She stated that Commissioner Osterman was serving as liaison to the Planning and Zoning Board and Mayor DuBois was serving as the appointee for the Bioscience Land Protection Board. Vice-Mayor Rumsey was serving as liaison for the Northlake Boulevard Task Force.

Vice-Mayor Rumsey stated that he was also serving as alternate liaison for the Bioscience Land Protection Advisory Board and Interim Community Development Director Nadia DiTommaso was serving as alternate liaison on the Northlake Boulevard Task Force and Commissioner Osterman was liaison to the Community Development Corporation.

Vice-Mayor Rumsey asked if there was anyone currently serving on those Boards mentioned who wanted to step down.

Commissioner Osterman stated that she was asked at the last meeting whether or not she wanted to continue to serve as liaison to the Planning and Zoning Board and she stated that she wanted to think about it. She stated that she was very uncomfortable at the last Planning and Zoning Board meeting where Commissioner Hockman and Commissioner Longtin were also present. She stated that she did not want to continue to serve as liaison to the Planning and Zoning Board.

Vice-Mayor Rumsey asked if anyone wanted to serve as liaison on the Planning and Zoning Board.

Commissioner Hockman stated that he would serve as liaison on the Planning and Zoning Board.

Commissioner Osterman stated that because of Commissioner Hockman's profession, it would be a conflict of interest for him to serve as liaison on the Planning and Zoning Board.

Attorney Baird explained that he did not know of any conflict of interest and it would have be observed on a case by case basis.

Motion: A motion was made by Commissioner Longtin to appoint Commissioner Hockman as liaison to the Planning and Zoning Board; Commissioner Hockman made the second.

Vote on Motion:

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

Motion failed 2-2

Vice-Mayor Rumsey addressed Commissioner Longtin and stated that she was the only Commissioner who was not currently serving on any Boards and did not serve on a Board last year. He asked her to please step up and serve the community by serving as liaison on the Planning and Zoning Board.

Commissioner Longtin stated that she could not commit to being a board liaison because she had a very full calendar.

Commissioner Osterman suggested that Commissioner Longtin take a cut in pay.

Vice-Mayor Rumsey stated that Commissioner Longtin made the comment "I'm tired of this silly conversation" at the last meeting. He stated that he received phone calls from residents who were offended by the comment because they did not feel that anything that was a responsibility of the Commission was silly. He explained that elected officials were elected to serve the community in those roles. He stated that the Commission has asked Commissioner Longtin to serve as liaison for the last two years and the community sees that for what it is.

Commissioner Osterman requested that the item be tabled to the next meeting.

Motion: A motion was made by Commissioner Osterman to table the reassignment of board liaisons discussion item to the next Commission meeting; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Motion failed 2-2

Vice-Mayor Rumsey made the recommendation that Planning and Zoning Board vacancies be filled without anyone acting as liaison.

Designation of Voting Delegate and Alternate to Palm Beach County League of Cities

Motion: A motion was made by Commissioner Longtin to appoint Mayor DuBois as voting delegate and alternate to Palm Beach County League of Cities; Commissioner Hockman made the second.

Vote on Motion:

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

Motion passed 4-0

Flagler Boulevard Irrigation

Commissioner Hockman explained and reviewed the history of the Flagler Boulevard irrigation system issue. He stated that two weeks ago he and Commissioner Longtin spent a total of 10 hours on the system and got 90 percent of the east side repaired and functioning. He stated that a lot of people approached him and thanked him for doing something with the irrigation system. He stated that after spending time out there he became very concerned with some of the things that have been happening. He stated that last year it was stated that it would take approximately \$30,000 to \$50,000 to fix the

system by repairing broken pipes and uprooting trees and that it was beyond repair. He questioned how that could be and how they came to that conclusion when they have fixed the system without having to do all of that.

Public Works Director Dave Hunt explained that he consulted with four professional irrigation contractors who stated that they were not familiar with working on that type of system which was an old hydraulic system. He stated that he asked one contractor about the possibility of repairing the system and the contractor told him there was nothing to see as there were no pumps, no controllers, and no physical signs of the sprinkler heads, and that on the basis of that he brought four quotes to the Commission.

Commissioner Hockman stated that he met with Public Works Director Dave Hunt on March 28, 2011 to speak about what he had done and what he had found with the irrigation system and that Mr. Hunt had created a letter regarding the system. He asked Mr. Hunt to review the letter.

Public Works Director Hunt explained that on the basis of their meeting he went out the following day with an irrigation technician to survey the system and created a memorandum with a spreadsheet labeling each median and provided a map to Town Manager Davis. He stated that they evaluated each sprinkler head and he tried to break it down to the condition of each bad sprinkler head and evaluated a time figure for the replacement of each one.

Commissioner Hockman read from Public Works Director Hunt's memorandum and asked if he was asking for eight hours for each sprinkler head.

Public Works Director Hunt explained that he needed eight hours total to dig in five particular areas.

Commissioner Hockman asked if that was on top of the 29 hours.

Public Works Director Hunt stated "yes" that was correct.

Commissioner Hockman asked if the Public Works Director Hunt would need a week to repair the system.

Public Works Director Hunt explained how he came up with the time frame and stated that he would need approximately 48½ hours for one employee.

Town Manager Davis explained that that was for only half of the irrigation system. The other half of the system had not yet been evaluated.

Commissioner Hockman stated that after reviewing the memo his recollection was that he stated that the sprinkler heads that were in need of repair needed to be cleaned out because they were full of sand.

Public Works Director Hunt stated that this was Commissioner Hockman's comment.

Commissioner Hockman stated that after going out to work on the system he found that the main feed was fine and the pump was pumping. He found one broken pipe but it was not because of a tree root. He stated that based on what he found the problem with the system was that every sprinkler head was full of sand. He explained how he cleaned and repaired the sprinkler heads.

Discussion continued between Commissioner Hockman and Public Works Director Hunt regarding their findings on the irrigation system and what needed to be done to repair it.

Commissioner Hockman stated that he had gone back out on Sunday and spent 15 minutes and fixed two busted sprinkler heads and found that it was just a matter of sand in the pipes. He stated that his concern was they were not putting time into the system as they should. He stated that he didn't think it would take 40 hours and the bulk of the repairs have already been done. He continued to describe the repairs that needed to be done and the scope of work. He asked if the Town's irrigation technician was too busy to continue the repair to the system. He recommended sending two employees to fix the sprinkler heads for a day. He requested that the Commission approve the Town's Public Work employees to finish fixing the system at the east end and he would go back and find the sprinklers that still needed repair on the west end. He brought in a sprinkler head to show and explained how the sprinkler heads were full of sand and he stated that some could be repaired and some would need to be replaced. He recommended that the Commission request that the Town Manager have Public Works employees repair the irrigation system on Flagler Boulevard.

Commissioner Osterman stated that she had a lot of issues with the discussion item. She stated that the item was already voted on by the Commission and she felt that it was disrespectful to continue to bring the item back. She stated that the other issue she had was that two Commissioners were out together working on the irrigation system that was coming up for a vote, which was a breach of the Sunshine Law. She stated that over and again Commissioner Hockman has taught her to not trust his numbers because time and again they have come up inaccurate. She stated that while Commissioner Hockman may have had good intentions with fixing the system she felt that his actions have violated the ethics of the Commission and what they stand for.

Commissioner Longtin stated that she concurred with Commissioner Hockman's numbers. She stated that they were told at first that it would take \$50,000 for the system to be repaired and pumps only cost \$6,000. She stated that she invited herself to help Commissioner Hockman with the sprinkler system. She stated that she did not know they were going to vote on the item, and that she gives back to the community what she can and when she can and her work on the sprinkler system was her giving back to the community. She stated that if Commissioner Osterman felt that Sunshine Law was violated then she should file an ethics complaint. She stated that she felt that Commissioner Hockman's estimates were actually high and that the system could not be fixed for a couple hundred of dollars not including the electric. She stated that hopefully that maintenance item should not have to come before the Commission. She stated that it was the Town Manager's job and her failure, not theirs. She stated that it was the citizens who were bringing the item back and have asked her about the system. She stated that she was bringing back their concerns again, and as long as it doesn't work it will be brought

back again because they do not understand why it is still not working. She stated that Commissioner Osterman had her husband go out and take pictures of her and Commissioner Hockman working on the system. She stated that Commissioner Osterman should have sent him out with a shovel to help and not a camera.

Commissioner Osterman stated that she did not send her husband out to take pictures.

Commissioner Longtin stated that she thought Commissioner Hockman's numbers were high and they wanted the item to go away then they needed to fix the system.

Vice-Mayor Rumsey asked Public Works Director Hunt to estimate labor costs for 48½ hours.

Public Works Director Hunt stated that it would cost approximately \$1,250.

Vice-Mayor Rumsey asked if there was any grass in the areas around the sprinkler system.

Public Works Director Hunt stated that there was no grass left, just weeds.

Vice-Mayor Rumsey stated that the next item to come before the Commission would be to install sod in those areas. He asked Public Works Dave Hunt if he had done an estimate on sod.

Public Works Director Hunt stated that Bahia grass would need to be used in those areas and the quote that he received for that was approximately \$8,580 installed but did not include stripping the existing weeds.

Vice-Mayor Rumsey stated that he noticed flags and holes in the areas on which Commissioner Longtin and Commissioner Hockman worked. He asked if those areas were getting mowed.

Public Works Director Hunt stated that a batwing mower is used which mows those areas in two passes.

Vice-Mayor Rumsey asked if those areas could be mowed with the flags and holes down the median.

Public Works Director Hunt stated that they have not been able to mow the medians the same way and have had to send someone with a weed eater.

Vice-Mayor Rumsey asked if there have been additional mowing hours added because of the holes and flags.

Public Works Director Hunt stated "yes".

Commissioner Osterman stated that she has interest in two properties on Flagler Boulevard and one of those properties was in the median area. She stated that no one had

commented to her on the issue and didn't understand if they were talking to Commissioner Longtin about the issue and why they were not speaking with her or why they were not present at a meeting.

Commissioner Longtin stated that if she were a concerned citizen she would not contact Commissioner Osterman either because of her attitude about the issue. She asked the people to contact the entire Commission and she knows of at least one citizen who has contacted the Commission by E-mail. She stated that the flags were put temporarily as an aid and would come down after the system is fixed. She stated they were grasping at straws with regards to adding mowing hours. She stated that the sand and weeds get mowed every six weeks, and here in Florida if plants and grass are watered it would grow. She stated that the Town could budget for sod in the next budget process but she did not feel that there would ever be funds for it. She stated that she would not ask for reimbursement for funds she expended on repairs. She did not understand why they were talking about including labor on the sprinkler system but not the parking meters. She stated that she knew that labor would need to be included but that they do not include labor on some things and on others they do.

Commissioner Hockman stated that the reason the item was on the agenda was because he volunteered his time to go out there along with Commissioner Longtin. He stated that Commissioner Osterman and Vice-Mayor Rumsey were aware that they were out there and could have also volunteered their help. He stated that for Commissioner Osterman to say they broke Sunshine Law was not fair because he did not even want to put the item on the agenda and that he was told by Town Manager Davis that she could not send someone out to just replace a sprinkler head because the Commission voted to not spend any amount of money on the system. He asked why that one section of Town was being neglected and did not have general maintenance. He stated that if they could not have the Town's irrigation employees repair the irrigation system, then they should get rid of those employees and just pave everything. He stated that the issue was getting ridiculous. He stated sprinkler heads were inexpensive to replace and he was sure the purchase could be piggybacked. He continued to discuss the details and issues regarding the Flagler Boulevard irrigation system. He stated that the issue should be a directive and not be done by vote because it was an issue of general maintenance.

Vice-Mayor Rumsey reminded Commissioner Hockman and Commissioner Longtin that within the first month of them being in office, the Town installed stop signs on their blocks in front of their homes at their request. The Town was told by the Palm Beach County Sheriff's Office that those stop signs were not needed, but the Town did it for both of them in their neighborhood.

Commissioner Longtin stated that the stop signs were not installed for them but the community.

Vice-Mayor Rumsey stated that the Flagler Boulevard issue has been going back and forth for months and there were 32 pages of notes on the issue. He stated that this past week after Commissioners Hockman and Longtin worked on the system, staff had to go back and do research on the issue and already the number of hours dedicated to the issue was monstrous. The Commission voted on January 5, 2011 that there were no funds to

fix the system. He explained that he also put forth issues that year that were also voted down but he had the respect to not bring the issues back just because he wanted them done. He explained that he researched Commission meeting minutes over the last three years and until last March the sprinkler system never came up as an issue before the Commission. He stated that Commissioner Longtin who was an active member of the community never came before the Commission to discuss it and neither did anyone else in the community. He asked Town Manager Davis who would be responsible for the repair and cost if a pipe were broken during Commissioners Longtin and Hockman's repairs.

Town Manager Davis stated that it would be the Town's responsibility.

Vice-Mayor Rumsey asked how we would get a key to anything in the Town.

Town Manager Davis stated that she was asked by Commissioner Hockman to provide him with a key. She stated that the situation was highly irregular and initially she was told that he and a bunch of neighbors were going out to fix the system. It was an issue of liability and was told by the insurance agent categorically "no" and that if a Commissioner wanted to go out and dig holes he was under the payroll and it would not be a liability issue. She stated that staff did not have a fight in the battle. They were directed by the Commission to not spend another penny on the system. She stated that comments made that night were very unfair towards staff. She stated that staff was there to serve the Commission and they obey what they are told to do. She explained that she spoke with Commissioner Hockman and told him that staff did not have an issue with fixing the irrigation but the Commission gave specific direction not to, and they were being put between a rock and a hard place.

Vice-Mayor Rumsey stated that there was no fight because there were no funds to fix the system. He asked Town Manager Davis again how Commissioner Hockman got a key to the sprinkler system.

Town Manager Davis stated that Commissioner Hockman directed her to give it to him.

Vice-Mayor Rumsey asked if he could have a key to a garbage truck.

Town Manager Davis stated "no".

Vice-Mayor Rumsey asked how then does one direct the Manager to get a key.

Town Manager Davis clarified and stated that he asked her for a key, he did not direct her and it was a very uncomfortable situation.

Vice-Mayor Rumsey stated that it was troubling to him that two Commissioners were out fixing a sprinkler system but not discussing it over the entire weekend, which would be a violation of Sunshine Law. He asked Attorney Baird to explain the Sunshine Law.

Commissioner Longtin asked Attorney Baird to explain how to file an ethics complaint.

Attorney Baird explained that Sunshine Law provides that two or more members of a Commission or Board cannot discuss matters that in the foreseeable future could come before the Commission or Board for a vote. If you want to file an ethics complaint it is filed with the Commission on Ethics in Tallahassee Florida.

Commissioner Osterman stated that the forms to file an ethics complaint were online.

Commissioner Hockman stated that he supposes that he violated ethics by stating things like "a sprinkler head should be here or dig here and look for it." He stated that they were being accused of breaking Sunshine Law and he was of the same opinion of Commissioner Longtin that Commissioner Osterman should file an ethics complaint if she felt the need. He continued to discuss the sprinkler system issue and its history and stated that it's gone from being a totally broken down system to a system that just needed its sprinkler heads repaired or replaced. He discussed how the residents were excited about the sprinkler system getting repaired.

Commissioner Longtin stated that it was because of Town Manager Davis' inability or incompetence to fix the sprinkler system. She stated that Town Manager Davis has been with the Town for four years and in those four years she has failed to fix the system. She stated that if she were to replace every sprinkler head, it would cost less than \$400.

Chris Price 644 Date Palm Dr., Lake Park – thanked Commissioner Longtin for bringing the sprinkler system to their attention approximately one year ago and it was a shame that no one had brought the issue up prior to Commissioner Longtin being elected to office. He stated that he was glad that it was brought up and it was a shame that there were no funds to fix the system. He stated that he felt that it seemed that the Town was putting good money over bad and putting band aids over situations that should be resolvable. He stated that he would really like to see the situation resolved even though there was no money in the budget for it.

Commissioner Hockman asked for clarification of the landscape and maintenance contract at Date Palm Drive.

Town Manager Davis explained that the Date Palm Drive landscaping and maintenance was done with grant dollars. The trees are maintained for three months and the irrigation and maintenance of those trees were under contract for three months with grant dollars, not Town dollars and those who are maintaining it are the contractor's employees.

Commissioner Hockman asked if the Town's irrigation technician would normally be maintaining that area for the last three months why he wouldn't have time to address the Flagler Boulevard irrigation system.

Town Manager Davis explained that that was not the issue. She was following the direction of the Commission.

Motion: A motion was made by Commissioner Longtin to direct Town Manager Davis to repair the electrical system for the Flagler Boulevard irrigation system; Commissioner Hockman made the second.

Vote on Motion:

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

Motion failed 2-2

Motion: A motion was made by Commissioner Longtin to direct Town Manager Davis to repair the Flagler Boulevard irrigation system; Commissioner Hockman made the second.

Vote on Motion:

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

Motion failed 2-2

Motion: A motion was made by Commissioner Osterman to bring the Flagler Boulevard irrigation system item back during the next budget discussions; Vice-Mayor Rumsey made the second.

Vote on Motion:

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

Commissioner Osterman	X		
Mayor DuBois			Absent

Motion passed 4-0

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Mayor DuBois
Absent

Commissioner Longtin announced the Great American Cleanup which will take place on April 16, 2011 beginning at 8 a.m. on Silver Beach Road. She stated that she planned to be there and if anyone was interested to please call Public Works. She wished everyone a “Happy Passover”.

Commissioner Hockman thanked Marina Director Mike Pisano for another successful Sunset Party. He wished everyone a “Happy Easter.”

Vice-Mayor Rumsey stated that the Northlake Boulevard Task Force was operating under a year-by-year contract. He stated that fellow Task Force members were going back to their municipalities to request a five-year extension on the contract. He requested that Town Manager Davis contact North Palm Beach to see where they are in the process and to bring back the item for consideration at a future Commission meeting.

He thanked the community for coming out. He explained that the Commission does not always agree about everything but felt that each Commissioner in their heart had ideas of what they feel is the best thing for the Town. He asked that the community contact the entire Commission when they have a concern or complement.

He asked Town Clerk Lemley to give the results of the Planning and Zoning Board Appointment Ballots.

Town Clerk Lemley stated that the ballots were very confusing and she would need to review them before giving the results.

Attorney Baird stated that he traveled to Tallahassee with the Town’s Legislative Representative Fausto Gomez and appeared before the Senate Committee on Children Families and Elderly Affairs to speak in support of Senator Bogdanoff’s bill to establish regulatory procedures for sober houses. The bill was passed without amendments and it looks like that legislation would proceed in establishing the definition of sober houses in the State of Florida and the rules with which sober houses are to comply. He stated that the legislation would help the Town get a better handle on the total number of occupants in any given sober house and hopefully next year legislation would be brought forward that would establish separation requirements so that any one residential neighborhood could not be overly impacted with those types of facilities.

Town Manager Davis stated that registration for the Library Summer Reading Program begins on April 18, 2011. The program's theme is "One World, Many Stories". A field trip is included with a \$3 registration fee. She stated that there were limited openings and invited anyone interested to stop by the Library. Bridges of Lake Park would be holding a parent workshop on "Discipline versus Punishment" on April 20, 2011 from 5:30 p.m. to 6:30 p.m. in the Library's Skylar Room. There will be light refreshments and raffles. The Lake Park Team for the 2011 American Cancer Society's Relay for Life has raised \$1,200 to date and they are still raising funds if anyone would like to contribute. She stated that it was not too late to sign up for the Lake Park Team and could be done online at the Town's website. Lastly, the 4th Annual Great Palm Beach 440 SKA Fishing Tournament would be held at the Marina on Saturday, April 16, 2011.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Osterman and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 10:07 p.m.

Mayor Desca DuBois

Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2011

TAB 2



**Town of Lake Park Town Commission
Agenda Request Form**

Meeting Date: **May 4, 2011**

Agenda Item No. *Tab 2*

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

SUBJECT: **Regular Commission Meeting Minutes of April 20, 2011**

RECOMMENDED MOTION/ACTION: **To Approve the Regular Commission Meeting Minutes of April 20, 2011.**

Approved by Town Manager *W.P. Davis* **Date:** *4/27/11*
Vin Luby - Town Clerk *April 25, 2011*
 Name/Title Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$0 Funding Source: 0 Acct. # 0	Attachments: Meeting Minutes
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>VML</i> <input type="checkbox"/> Town Manager _____
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 <i>VML</i> Please initial one.

Summary Explanation/Background:



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, April 20, 2011, 7:00 p.m.
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, April 20, 2011 at 7:00 p.m. Present were Vice-Mayor Kendall Rumsey, Commissioners Steven Hockman, Jeanine Longtin, and Patricia Osterman, Town Manager Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley. Mayor Desca DuBois was absent.

Vice-Mayor Rumsey led the Invocation and the Pledge of Allegiance. Town Clerk Vivian Lemley performed the Roll Call.

Vice-Mayor Rumsey stated that Mayor DuBois was still ill and everyone wishes her a speedy recovery.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Commissioner Hockman stated that he had come across some information, and with this information he asked Commissioner Osterman to step down off the dais and resign as Commissioner because he recently found out that she is no longer a resident of the Town. He stated that to do the Town justice and keep the situation to a minimal uproar, he requested her resignation from the Commission.

Vice-Mayor Rumsey asked if there were any other additions/deletions to the agenda.

Motion: A motion was made by Commissioner Osterman to approve the agenda. Vice-Mayor Rumsey passed the gavel to Commissioner Hockman and seconded the motion.

Vote on Motion:

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

Motion failed 2-2

Commissioner Longtin stated that Commissioner Hockman's statement needed to be considered.

Town Attorney Thomas Baird explained that the motion on the floor was to approve or not approve the agenda.

Vice-Mayor Rumsey asked Attorney Baird if the agenda was not approved if that meant that the meeting has to come to a close.

Attorney Baird stated that they could not move beyond that because without an approved agenda they could not take on any agenda items.

Commissioner Longtin asked if someone could sit up here that should not be up here.

Attorney Baird stated that he did not know that anyone sitting up there could not be up there.

Commissioner Longtin asked Commissioner Osterman if she lived in the Town of Lake Park.

Commissioner Osterman: "Yes I do."

Commissioner Longtin: "Do you own a home in Stuart?"

Commissioner Osterman: "Yes and my husband and son live there and I live here. As you are well aware my mother is critically ill and I am taking care of her, whether I am on this Commission or not I will be living in her house. And I know that you don't care if she lives or dies and would prefer that she does..."

Commissioner Longtin stated "I am concerned about you being up here when you should not be up here."

Commissioner Osterman: "... and I also know that your motivations are not pure. If they were there would be a very different scenario. You want me off of here because I oppose your viewpoint."

Commissioner Longtin: "No, you don't live in Town."

Commissioner Osterman: "Yes I do."

Commissioner Hockman: "Ok, well..."

Commissioner Longtin: "The Attorney I think is trying to say something."

Attorney Baird stated that the Commission should deal with what is on their agenda. He explained that if they did not want to have a meeting then they did not need to approve the agenda, but that this discussion was out of order.

Commissioner Longtin asked Vice-Mayor Rumsey if she could ask the Attorney a question.

Vice-Mayor Rumsey agreed.

Commissioner Longtin: "If it has come down, when she is found to not to live in the Town of Lake Park and has to step down, do we not have to re-do a bunch of votes?"

Attorney Baird: "I am not sure I understand your question."

Commissioner Longtin: "Say she hasn't been living in Town since I don't know, last year sometime. Will we not have to re-look at all the votes that she made herself a part of when she really didn't have any legal right to do so, should it be true that she has moved out of Town?"

Attorney Baird: "I don't think I care to speculate on whether someone has or has not lived in the Town."

Commissioner Longtin: "I'm not asking you to speculate Sir; I'm asking you if it is found to be true in a general..."

Attorney Baird: "Respectfully, Commissioner, you are posing a hypothetical question to me..."

Commissioner Longtin: "Anybody..."

Attorney Baird: "... I have no facts to support or deny whatever it is. I am simply saying that this whole discussion is basically out of order. The agenda is here if you all want to have a discussion, if you approve an agenda, under your Commissioner Comments regarding your perspective on whether someone does or does not live in Town you may do so."

Commissioner Longtin: "We can just redo the..."

Attorney Baird: "... but this portion of the agenda that is before you is basically to approve the agenda."

Commissioner Longtin: "And I will take back my nay, Vice-Mayor."

Vice-Mayor Rumsey: "Ok so..."

Commissioner Longtin: "If I may..."

Attorney Baird: "I think another motion would be in order because the previous motion failed"

Vice-Mayor Rumsey: "But let us start over."

Motion: A motion was made by Commissioner Osterman to approve the agenda; Vice-Mayor Rumsey passed the gavel to Commissioner Hockman and made the second.

Vote on Motion:

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

Motion passed 3-1

PUBLIC AND OTHER COMMENT:

Joseph Lorelli 910 2nd Street – stated that he had seen the plywood and carpet at the Marina and didn't believe it would hold up as long as had been anticipated. He stated that he recommended a product that may hold up until the lawsuit was over. He stated he would leave the information and sample product with the Commission for their review.

John Mede 220 Lake Shore Drive – he stated that his understanding of the Town Code was that all Commissioners are required to be residents of the Town of Lake Park and not on a temporary basis. He stated that he understands Commissioner Osterman's situation, but that he would like to hear an explanation from the Commissioner on her residency should the situation with her mother change.

Commissioner Osterman responded and stated that she would be addressing the issue under her comments.

Jim Lloyd 220 Lake Shore Drive – asked Commissioner Hockman to elaborate on his comments earlier regarding the residency of Commissioner Osterman. Vice-Mayor Rumsey explained that the three minutes during public comment were allotted for Mr. Lloyd to speak about whatever he pleased, but that Commissioner Hockman would speak to the issue during his comments later in the meeting. Jim Lloyd stated that he was curious as to how someone could claim dual residency, and that it seems that the Stuart address was a primary residency since October, 2010. He felt that a full explanation was necessary.

CONSENT AGENDA:

1. Regular Commission Meeting Minutes of March 16, 2011
2. Resolution No. 13-04-11 Amend the Job Description of the Deputy Town Clerk

3. Resolution No. 14-04-11 Amend the Job Description of the Town Clerk

Public Comment Open.

None

Public Comment Closed.

Commissioner Hockman requested having item number 2 and 3 pulled from the Consent Agenda.

Commissioner Longtin had a question regarding item number 1 on page 4, i.e., had the comment really been 50 years as opposed to 40 years.

Vice-Mayor Rumsey stated that an email response had been sent out earlier in the day clarifying that it was 50 years.

Motion: A motion was made by Commissioner Hockman to approve item 1 on the Consent Agenda; Vice-Mayor Rumsey passed the gavel and made the second.

Vote on Motion:

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

Motion passed 4-0

Commissioner Hockman requested that item numbers 2 and 3 be continued to the next meeting because he had just received the information and had not had time to review the changes that were being proposed with the new job descriptions for the Deputy Town Clerk and the Town Clerk.

Motion: A motion was made by Commissioner Hockman to continue items 2 and 3 until the next meeting; Commissioner Longtin made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		

Commissioner Osterman	X		
Vice-Mayor Rumsey	X		
Mayor DuBois			Absent

Motion passed 4-0

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Mayor DuBois

Absent

Commissioner Hockman: (verbatim) “I got, I guess, a couple of things to start off with and I know no one wants to hear it. I am a little bit concern as well as a bit disappointed with a few issues such as the sprinkler system, and I know no one wants to hear that. I don’t even want to have to hear it. We had an issue on the system, it was a safety issue and it seems the Town took the easiest way out instead of spending a \$100 or \$200 to fix the electrical issue, we just snipped the power. If this is the way that the Town is going to do things, well then I guess my question to the Town Manager is we’ve got safety issues at the Marina, are we just to close the Marina because of safety issues? It’s not in the budget to spend money to do the safety issues as well as all the other parts. I don’t think that, I do not believe that it was really a legitimate or a fair thing to do and just call FPL and I’m hoping it was FPL, and cut the power. It kind of makes me feel, that it’s kind of resentment towards me on issues. But it is also resentment on the Town’s people. Because now we have completely cut that portion of the sprinkler system off, which means that the pumps sitting out there are just going to go bad because we will not be running it at all. And we are not going to do anything with the system. So I’m a little bit disappointed that this has happened. It almost makes me feel that the thing we are going to do now, every time there is a safety issue in Town we are just going to close down or cut the power and be done with it because we don’t have the money. Instead of taking a little bit of time and the little bit of resources that I know we do have that we can do. Because if we are able to take and spend the money that we have so far on having employees out there cleaning a parking lot and doing other things like that then I think we could have found the money to fix the electrical issue. That doesn’t mean straighten the pole; we could have fixed that little electrical issue. Because I guess it goes back to we do have other issues in other parts of the Town, Code issues as well. I guess we will just cut the power off in those places and close down the items. I’d hate to see that happen.

On the other issue with the comment in regards to Commissioner Osterman; Commissioner Osterman bought a house closed on it October 14, 2010 in Stuart. I know she has made the comment about that she is living at her mother’s house. What’s really strange is that nobody sees her except maybe once in a blue moon she shows up the night of a meeting she may be there. But the people that live around there never see her. I’ve had a lot of people the last two months, and by the way that is actually how I found out. I had a resident ask me what is Commissioner Osterman doing now that she sold her house. I didn’t even know the house was up for sale. It is explained to me that the house that she did live in that she sold, the way they found out, and I’m assuming that the other people that have commented to me on it, got the post card in the mail from the real estate

agent saying a house in your neighborhood just sold and it happened to be Commissioner Osterman's house. With that I have a little bit of concern because for the past few months never saw you and I drive past your mother's house every night to and from work. Never saw your car, never saw you, never see any signs that you are living there. I start looking around and found out that you bought the house in Stuart. I am not sure why you didn't buy a house in Lake Park. That's kind of a kick in all pants to say that Lake Park is not good enough for you to live in. I do have concern with that as well as other residents, that if you sold one house and you can't take in and, if nothing else, move into the second house that your mother owns. But you actually go out and spend \$285,000 on a house in Stuart. I honestly find that a resentment to the Town. You sit up here and you criticize me on issues. Now, I guess my real question you sit here and say you are a permanent resident at your mother's house. Correct? If that is the case how did you file for homestead in your Stuart house? You must be a permanent resident there and your name is homesteaded that you are living there, not your husband. Your name is on the deed as well, not just your husband's. I have a concern about that. And based on that again, residents have been questioning me. That's how I found out. I think the residents out there have every right to know why they don't see you around. I can't believe that you live down here in your mother's house while your son, your son, at the age that he is, because I know I would not want to be separated from my own kid, okay. I understand that if it meant bringing my mother to my house I'd do it, I have done that. That's what I would do. But to be separated from your kid, your husband, I find that hard to believe; very hard to believe. And I'm sure any mother out there would say the same thing, okay. I know you want to do the right thing for this Town. I mean fine, you bought a house, do the right thing. That's what I'm asking, do the right thing. It's for the benefit of the Town, okay. Now I know you go up there, you're up there quite a bit and you can't deny it because it is accurately happens to be very funny if you go on the website Patty's red van happens to be in the picture, believe it or not, of the house. As the Town knows this has gone on a lot deeper. I'd really like to cut the loss and keep it from going too drastic. And, you know, I'm not too sure if you want to drag everybody that you've got into this thing. There is a lot of people, as this thing continues, and this has been going on for a while, it is not just this week, which I am sure you are totally aware of. As this thing drags on I feel that you are going to find that people will not support you the way you hope they do. Because again at the level that this actually started to go, I don't think anyone wants to jeopardize what they have as far as their ideas. So I think you owe it to this Town and you explain how you can actually live, physically say that you live 100 percent in your mother's house as a permanent bona fide resident of this Town and you're not living in Stuart with your son on a daily basis because I can't believe it. I can't. I would not want to be separated from my kid. I wouldn't even have to go to work if I didn't have to. But I'm sure as heck not going to leave every night to not tuck him into bed, say goodnight, read a story, and that type of thing. So with that, that is where I came from; all the documents on the web, when you closed on your house. If you look at the Palm Beach records you did the closing in Stuart not down here. If you lived down here why didn't you close at in their office on 45th Street? It's a lot closer than driving up to Stuart. But I understand you live up there, you were up there, makes it easy. But that's where I'm coming from. So I truly believe you owe this Town an explanation of how you can do that and say that you don't. And again as I said, you have filed for homestead on your house up there not just your husband, but you, your name is homesteaded. You have consented and signed that document saying that you live there as a permanent resident."

Vice-Mayor Rumsey: (verbatim) "Are you finished?"

Commissioner Hockman: (verbatim) "Yes, I'm finished."

Commissioner Longtin: (verbatim) "Commissioner Osterman your deception falls into question. The entirety of your professional and personal integrity and your ethical standards, I ask you are these the value you teach the children you mentor. You are a liar, a lie of omission is no less a lie. Do those words sound familiar to you? Those were the words you wrote for your husband to read last year against Mr. Hockman, and now we are using them against you. Oh Patricia Plasket-Osterman, as you know at one point I thought very highly of you, I campaigned for you. Like most others once you sat on the dais your true colors showed. I had regrets about you pretty much from the beginning of your Commission appointment. A gentleman, a Lake Park home owner, business owner, father, and husband came before the Commission to express great concerns about the safety of the residents, more specially the children. His young son and a playmate were riding bicycles in his neighborhood; the playmate got shot in the leg by an unknown person. Your response to the gentleman was something to the effect of 'It is your fault, Sir, because you're not active enough in Town'. I saw no compassion from the dais towards the gentleman. This occurred when I was writing short columns for the Weekday Newspaper. I almost took you to task for it publically but I decided not to. I told myself she's young and nervous. I wanted to believe that you simply misspoke. You expressed concern recently that the police did not respond to a call you made as quickly as you thought they should have especially since you're a Commissioner. Do you think they should respond to an elected official quicker the average citizen? I don't. You have used this dais as a bully pulpit. You have shown yourself to be a mean little girl. You have done a great disservice to the female gender with some of your rantings. You have made false accusations against people with no care or concern about the possible damage you could have inflicted. 'Trilby you sure sang some songs from the dais'. I don't know what demands haunt you little girl, but for the sake of your son and others I hope you figure it out. I've got a lot more to say to you but its more on a personal level. It boils down to an expression of great disappointment in you and your actions and to express sincere hope that you seek counseling, get help and ultimately find peace.

Now, I want to wish everyone a Good Friday, Happy Easter. The Arbor Day Celebration is at Blakely Park on April 29th at 10:30. Blakely Park is located on the corner of East Kalmia and 2nd Street. Then of course there is the Marina Sunset Celebration again on the 29th. Last time there was good turnout, nice little get together, and that's from 6-8 p.m. And Happy Easter and Good Friday. That's it Mr. Vice-Mayor."

Commissioner Osterman: (verbatim) "Thank you Vice-Mayor. Where's Mr. Mede, I wanted to address you first. I understand your concern. You asked about temporary versus permanent, I don't know. That's the truth. I don't know. There are a whole lot of personal factors in my marriage and in my family that I don't need to disclose. You do not need to be a homeowner in order to run for office; you need to be a resident. And we wouldn't want someone that is not capable of purchasing not being able to, you know somebody who is in an apartment, not being able to run, and to seek elected office. And I am the person that pushed to get the residency requirement included in terms on this dais

in this community because I think it is important. No, I do not own a home in Lake Park any longer. My husband and I did purchase a home back in October. Largely, because of, well again, there are personal issues that are going on in my family and I am not going to disclose those personal issues.

Commissioner Hockman you are categorically wrong, again, about homestead. I called Martin County specifically and said to them I am living in Lake Park. I am not living in Martin County, my husband and child are, and what do we do, that's why I can't move my portability cause I'm not there. I'm the one that owned the home on Jasmine, and I was very clear that I felt very unsafe there. You're not judge and jury. I met with, I had a meeting with the State Attorney's office today and that's their job to decide. I am a resident at my mom's. I know that you want me to resign. I do not believe that it is out of the goodness of your heart. I believe that it is because I oppose you. And you are trying to whip everyone into a frenzy. I have a committed interest to this Town. I am the sole beneficiary of not one but two properties in this Town. And there is a very distinct possibility that my family might move in with me should things become possible. I can't predict the future, that's in God's hands. But I will not be bullied by you or Commissioner Longtin or other people who are working a personal agenda in order to try and force me to resign. That is a decision that I will make based on what I believe is right for our Town. And I am very happy to have individual discussions with anyone. I am sure it is very difficult for you to imagine that I leave my son, and I do. I drive out to Home Depot in the morning and pick him up from his father and I put him in my car and I bring him back to my mom's house, and I cook him breakfast and I feed him while he sits in a hospital bed with my dying mother, who has been diagnosed with a rare disease that she hemorrhages internally and needs consistent care. You want to talk about lack of compassion, Commissioner Jeanine Longtin? You can be as high on your horse as you want to be. I am residing with my mother. If I choose to resign from this Commission, I'll still be residing with my mother because I am an only child, and that's what a good child does in my family. You take care of your parents because she darn well took care of me. And it is my honor and my privileges to be with her; and I will be there when she takes her last breath. I hope that your child will do the same for you. I am very fortunate to have a man who is not limited by gender politics. He is just as capable of caring for our child as I am. And, Commissioner Longtin, I assure you that my husband has his own brain and he is quite capable of thinking and speaking himself. From your diction it seems like quite a lot of what comes out of his mouth is in your verbiage. I will not be bullied. I am with my mom. And no you are not going to see my car, it's in the garage. I have been working diligently to go through her things and manage many significant issues that need to be managed. It's easily the worst time in my life. I have never faced the kinds of decisions that I've had to face and I hope that none of you do, because you won't know until you're there. I love this Town, it is my hometown. Not many people, especially in the transient area of South Florida, get to say that. This is my hometown. I would love to raise my child in my childhood home; it's unsafe at this point for him to be there, and you know that. You know that categorical because you've been in the house so often you've slept there. You know that."

Commissioner Longtin: (verbatim) "I don't know that."

Commissioner Osterman: (verbatim) "So, thank you for your concern; thank you so often for asking how my mom is or how I am, and if there are, if there is anybody whatsoever that wishes to speak with me afterwards. Mr. Mede, I'm happy to speak to you afterwards, very happy to do so. And the answer is again I don't know. God knows I don't. I know what I'd like. I know that the investment that we made was a sound investment. And I have to take care of my mother, and my child, and my husband, and this Town, and my job, and I'm trying to do all of that. I am trying to fulfill the commitments that I made to all of those aspects of my life. Thank you."

Attorney Baird

None

Town Manager – stated that Summer Camp would begin June 13 – August 5. She stated that it was an eight (8) week Summer Camp program. She explained the rates as a one-time registration fee of \$70 for the first child for a Lake Park resident and \$45 for each additional child. She explained that non-resident children registration fee would cost \$110 for the first child and \$65 for each additional child. She stated that it would include two (2) t-shirts. She explained that bus trips and special activities, in addition to the \$70 registration fee, would cost weekly \$55, non-residents \$65 per week. She explained that additional extended care is offered from 7:30 a.m. – 9:00 a.m. and 4:30 p.m. – 5:30 p.m., and would cost \$20 per week and \$10 for the second child. She provided the Recreation Department phone number 881-3338.

Vice-Mayor Rumsey: (verbatim) "I'm going to make a couple of comments here because quite frankly I feel like I need to take a shower. And I'm going to talk to every single one of us on this dais because every single one of us on this dais is guilty. And we all owe the Town of Lake Park an apology-every single one of us, because we have been petty with each other for the last year. That's all we've done. Commissioner Longtin at the last meeting I made the comment at the end of the meeting, look Commissioner Longtin we can agree on something. You made the comment to me you should go home and look in the mirror. I did go home and look in the mirror, Commissioner Longtin, and I hope you did too. And Commissioner Osterman, I hope you did and Commissioner Hockman, I hope you did, because we are all guilty. And the people on the camera and the people in this audience deserve better than the four of us sitting here. It's ridiculous what we have done up here for the last year to each other. There are so many things that we could agree on and do for the benefit this Town. But guess-what Because Commissioner Longtin makes me mad, I'm not going to vote to put her sprinkler system fixed. Okay because I made Commissioner Longtin mad she's not going vote because I want to put street lights in the Town."

Commissioner Longtin: (verbatim) "Not true."

Vice-Mayor Rumsey: (verbatim) "Madam I'm speaking now, I did not interrupt you."

Commissioner Longtin: (verbatim) "Okay, but that's not true."

Vice-Mayor Rumsey: (verbatim) "Thank you, we are all guilty here; every single one of us. Former Commissioner Ed Daly I see you shaking your head out there and you know

what I think, is great is, when you were on this Commission we didn't always agree, but we were never disagreeable. And we always treated each other with respect and that's one of the things that I've said to you in private conversations over the last few months. Ed, we didn't always agree, but we were never disagreeable with each other. We could still have a conversation with each other after the fact. When I came in tonight, and this is typical and I'm as much to blame and I take full blame for this, Commissioner Hockman was sitting here, Commissioner Longtin was sitting here. I spoke to Commissioner Hockman and Commissioner Longtin and I haven't spoken to each other probably in about six (6) months. Just because both of us are too stubborn to sit here and speak to each other. It's ridiculous what every single one of us is doing to this community. Commissioner Hockman, I see your son out there, and son I hope you learn a lesson not to act like we do. Because if your generation acts the way we are acting, this world is never going to get any better. The problems our federal government faces trickles all the way down to us and it's ridiculous. We could do great things for this community; we've got much bigger issues in this community than the stupid pettiness that we've put up here every two weeks, and it's ridiculous. I hope and I am making a commitment to this community at this point right now and I'm going to go right ahead and step out and say it I'll be the first one to try and step across the line. I've done it three times so far already but I am going to go one more. Bring the sprinkler system back for a vote at the next meeting. Bring them up, because guess what, I'm going to be man enough to sit here and say that what we've been doing is ridiculous, we've got bigger issues in this Town that if you want the sprinkler system fixed so badly bring it up and I'll vote in favor of it. With that I'd like a motion to adjourn."

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Osterman and seconded by Commissioner Hockman, and by unanimous vote, the meeting adjourned at 7:40 p.m.

Mayor Desca DuBois

Town Clerk, Vivian Lemley, CMC

Town Seal

Approved on this _____ of _____, 2011

TAB 3

**Town of Lake Park Town Commission
Agenda Request Form**

Meeting Date: **May 4, 2011**

Agenda Item No. *Tab 3*

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input checked="" type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> Ordinance on Second Reading | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Resolution to Revise the Town of Lake Park Uniform Classification System to Amend the Job Description for the Position of Deputy Town Clerk

RECOMMENDED MOTION/ACTION: Approve

Approved by Town Manager *W.A. Davis* Date: *4/25/11*
Vin Leidy *April 25, 2011*
 Name/Title Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$ -0- Funding Source: Acct.	Attachments: Copy of Resolution, Amended Job Description and Current Job Description
Department Review: <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> Human Resources <u><i>BMT</i></u> <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input checked="" type="checkbox"/> Town Clerk <u><i>YML</i></u> <input type="checkbox"/> Town Manager _____
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>YML</i></u> Please initial one.

Summary Explanation/Background:

Currently, a job description exists in the Town of Lake Park Uniform Classification System entitled Deputy Town Clerk. The purpose of this item is to revise this job description to more accurately reflect the current duties and requirements of this position as they have evolved.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual salary range for this position will remain the same, which is \$34,624.51 to \$54,653.13.

A copy of the current job description and the amended job description are attached.

RESOLUTION ***

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF DEPUTY TOWN CLERK; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to amend the job description for the position of Deputy Town Clerk. A copy of the amended job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	_____	_____
VICE-MAYOR KENDALL RUMSEY	_____	_____
COMMISSIONER PATRICIA OSTERMAN	_____	_____
COMMISSIONER STEVEN HOCKMAN	_____	_____
COMMISSIONER JEANINE LONGTIN	_____	_____

The Mayor thereupon declared the foregoing Resolution No. *** duly passed and adopted this 4TH day of May, 2011.

TOWN OF LAKE PARK, FLORIDA

BY: _____
 DESCA DUBOIS
 MAYOR

ATTEST:

 Vivian Mendez Lemley
 Town Clerk

(TOWN SEAL)

Approved as to form and legal sufficiency:

By: _____
 THOMAS J. BAIRD
 TOWN ATTORNEY

DEPUTY TOWN CLERK

JOB CODE: 195
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Clerk, performs administrative work and provides technical assistance and support in the daily activities of this office, including the development of the Commission meeting agendas, preparation of Commission meeting minutes, election preparation and research activities. Also, provides clerical support and interacts with the general public on the telephone and in person. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Deputy Town Clerk position.

- Attends Commission meetings as needed and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Assists in preparing, tracking and publishing items for the Commission meeting agendas
- Assists in tracking and publishing Ordinances and Resolutions for the Commission meeting agendas
- Assists in ensuring that all Ordinances are codified in a proper and timely manner
- Responds to public records requests and response to inquiries from the general public
- Maintains the Town Clerk's website by ensuring that agenda packets, bids, requests for proposals, and other items are posted in a timely manner;
- Researches Code books and other records management systems or other resources as requested
- In the absence of the Town Clerk, performs the duties of the Town Clerk by exercising sound judgment and discretion
- Attends meetings, conferences, workshops, and training sessions to become and remain current on the principals, practices and new developments. Maintains departmental files and records
- Performs lien searches
- Performs other duties as directed

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by three (3) years of extensive and documented experience in transcribing minutes and in performing responsible clerical work in a governmental setting, which includes organization and coordination of multiple tasks. Florida notary public commission or the ability to become commissioned as a Florida notary public within six months is required. Certification as a municipal clerk preferred.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the Town Clerk, Town Commission, and related Town operations
- Thorough knowledge of clerical and modern office practices and procedures
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of Code of Ordinances of the Town of Lake Park and the Florida State Code
- Ability to read and understand laws, resolutions, ordinances, codes, etc.
- Knowledge of standard business English, spelling, grammar and punctuation
- Ability to prepare business correspondence
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Proficiency in the use of transcription equipment
- Excellent organizational skills
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to establish and maintain effective working relationships with employees, Town officials, citizens, and over governmental officials

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

DEPUTY TOWN CLERK

CLASS CODE: 195
PAY GRADE: 13
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Clerk, performs responsible clerical and administrative work in supporting and conducting the programs and activities of the office of the Town Clerk. Daily routine includes assisting Town Clerk in Commission pre-and post-agenda preparation, election preparation, certification results and all pertinent records keeping and related tasks.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists the Town Clerk in the preparation of agendas and packets for Town Commission meetings.
2. Drafts regular minutes of Town Commission Meetings from tape and types final minutes into Minute Book. Indexes and maintains same.
3. Performs customer service functions; provides assistance and information related to Town/department activities boards/committees, documentation, procedures, fees, or other issues; responds to routine questions or complaints; initiates problem resolution.
4. Researches code books, imaging system records, meeting minutes or other resources as needed; prepares chronologies for projects.
5. In the absence of the Town Clerk, performs duties of Town Clerk, exercising independent judgment, making decisions, certifying documents, receiving/signing for subpoenas, and other tasks.
6. Attends bid openings, as requested.
7. Attends public meetings, as requested; sets up meeting facilities assuring that all necessary equipment is in place and functioning.
8. Receives various forms, reports, correspondence, lists, agenda item, public records requests, legal documents, contracts, ordinances, resolutions, proclamations, code books, Town records, minute books, manuals, reference materials, or other documentation; reviews completes, processes, forwards or retains as appropriate.
9. Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, imaging, research, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink or toner.

*Adopted via
Resolution 33-07-04
7/7/04.*

10. Maintains file system of departmental records; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.
11. Communicates with supervisor, Town Commissioners, Town Manager, Town Attorney, other departments, other governmental agencies, local businesses, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
12. Maintains a comprehensive, current knowledge of applicable laws/regulations.
13. Performs other related duties as required.

REQUIREMENTS:

A. Training and Experience:

High school diploma or equivalent: supplemented by three (3) years previous experience in an administrative support or secretarial position or any equivalent combination of training and experience.

B. Knowledge, Abilities and Skills:

- Knowledge of the organization, functions and activities of municipal government.
- Knowledge of business English, spelling, grammar, punctuation and business correspondence.
- Knowledge of modern office practices and procedures.
- Knowledge of filing systems design and maintenance.
- Ability to communicate effectively, orally and in writing.
- Ability to follow oral and written instruction
- Skill in the use of transcription equipment.
- Proficient in the use of Personal Computers and related office/word processing software.
- Skilled in the use of general office equipment including photocopiers, calculators and related equipment.

PHYSICAL REQUIREMENTS:

Most work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, bend, stoop, discriminate visual cues or signals, use the hands and occasionally lift light objects (up to ten 10 pounds) and perform other similar actions during the course of the workday. Some occasionally lift moderate objects (up to twenty-five 25 pounds) and perform other similar actions during the course of the workday. The Town of Lake Park promotes a drug/alcohol-free work environment through the use of mediatory pre-employment drug testing. Performance of essential functions may require exposure to adverse environmental conditions, such as dust or mildew.

The Town of Lake Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

TAB 4

**Town of Lake Park Town Commission
Agenda Request Form**

Meeting Date: **May 4, 2011**

Agenda Item No. Tab 4

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input checked="" type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> Ordinance on Second Reading | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Resolution to Revise the Town of Lake Park Uniform Classification System to Amend the Job Description for the Position of Town Clerk

RECOMMENDED MOTION/ACTION: Approve

Approved by Town Manager *W. J. Davis* Date: *4/25/11*
Vin Luly *April 25, 2011*
 Name/Title Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$ -0- Funding Source: Acct.	Attachments: Copy of Resolution, Amended Job Description and Current Job Description
Department Review: <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> Human Resources <u><i>BMT</i></u> <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input checked="" type="checkbox"/> Town Clerk <u><i>YML</i></u> <input type="checkbox"/> Town Manager _____
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>YML</i></u> : Please initial one.

Summary Explanation/Background:

Currently, a job description exists in the Town of Lake Park Uniform Classification System entitled Town Clerk. The purpose of this item is to revise this job description to more accurately reflect the current duties and requirements of this position as they have evolved.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual salary range for this position will remain the same, which is \$50,854.75 to \$78,943.41.

A copy of the current job description and the amended job description are attached.

RESOLUTION ***

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF TOWN CLERK; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to amend the job description for the position of Town Clerk. A copy of the amended job description is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	_____	_____
VICE-MAYOR KENDALL RUMSEY	_____	_____
COMMISSIONER PATRICIA OSTERMAN	_____	_____
COMMISSIONER STEVEN HOCKMAN	_____	_____
COMMISSIONER JEANINE LONGTIN	_____	_____

The Mayor thereupon declared the foregoing Resolution No. *** duly passed and adopted this 4TH day of May, 2011.

TOWN OF LAKE PARK, FLORIDA

BY: _____
DESCA DUBOIS
MAYOR

ATTEST:

Vivian Mendez Lemley
Town Clerk

(TOWN SEAL)

Approved as to form and legal
sufficiency:

By: _____
THOMAS J. BAIRD
TOWN ATTORNEY

TOWN CLERK

JOB CODE: 190
DEPARTMENT: TOWN CLERK

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of this department. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. Performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Town Clerk position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal
- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- Performs other duties as directed

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred.

B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and related Town operations
- Thorough knowledge of clerical and modern office practices and procedures
- Thorough knowledge of Florida election laws, procedures and activities
- Thorough knowledge of Code of Ordinances of the Town of Lake Park and the Florida State Code
- Ability to read and understand laws, resolutions, ordinances, codes, etc.
- Knowledge of standard business English, spelling, grammar and punctuation
- Ability to prepare business correspondence
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Strong interpersonal skills
- Excellent organizational skills
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures and instructions
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates, Town officials, and the general public

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Task may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

DEPT: Administration

CHARACTERISTICS OF THE CLASS

Under administrative direction of the Town Manager, performs responsible administrative work in the preparation and maintenance of all Town records including Commission minutes, resolutions and ordinances, and performing the statutory municipal clerk duties as Secretary of the Municipal Corporation and Election Official. Work is reviewed through conferences and written reports for adherence to adopted policies and procedures. Performs other work as requested.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Attend Town Commission and committee meetings and take minutes; transcribe and maintain minutes.
2. Prepare for publication all ordinances, resolutions, advertisements and other Public Notices as directed by Town Commission; serve as custodian of all ordinances resolutions, contracts, deed and other documents of the Town.
3. Prepare agenda packets and other material for submission to Town Commission.
4. Respond to inquiries from public and provides requested information.
5. Maintain custody of the Town seal and affix same to official documents as required; performs related notary services for Town business.
6. Serve as Supervisor of Elections; register voters; coordinate services of pollworkers; set election calendar; provide information for candidates; keep abreast of changes in election laws.
7. Prepare and administer departmental budget; prepare reports, update Code Books and keep abreast of new State laws and statutes.
8. Index minutes, type and file a variety of records, performs tax lien searches and prepares related reports as required.

REQUIREMENTS**A. Training and Experience:**

High school diploma or equivalent; supplemented by three (3) years of experience in maintenance of complex records or preparing official reports.

B. Knowledge, Abilities and Skills:

Knowledge of the organization, functions and activities of municipal government.

Knowledge of business English, spelling, grammar, punctuation and business correspondence.

Knowledge of modern office practices and procedures.

Knowledge of filing systems design and maintenance.

Ability to communicate effectively, orally and in writing.

~~Ability to transcribe dictation.~~

Ability to follow oral and written instructions.

Skill in the use of transcription equipment.

Skill in the use of general office equipment such as work processors, personal computers, photocopiers, calculators and related equipment.

- C. Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.
- D. Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).
- E. Sensory Requirements: Task requires sound and form perception and discrimination.
- F. Bloodborne Pathogens: Category III - Minimal to No Risk Exposure.

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Tab 5*

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

SUBJECT: REPLACEMENT OF DAMAGED SIDEWALKS AT VARIOUS LOCATIONS THROUGHOUT THE TOWN.

RECOMMENDED MOTION/ACTION: Approve the low quote received from Orf Concrete in the amount of \$11,418.75 for concrete sidewalk removal and replacement projects throughout the Town.

Approved by Town Manager *W. J. Davis* Date: *4/27/11*

David Hunt, Public Works Director
Name/Title

April 26, 2011
Date of Actual Submittal

Originating Department: Public Works	Costs: \$11,418.75 Funding Source: FY '10/'11 General Fund Acct. #: 190-54-541-190- 63050	Attachments: Memo to Town Manager listing addresses of replacement work and list of contractor's quoted prices.
Department Review: [] Attorney _____ [] Community Development _____ <input checked="" type="checkbox"/> Finance <u><i>AWC 4/27/11</i></u> [] Fire Dept _____	[] Grants _____ [] Human Resources _____ [] Information Technology _____ [] Library _____ [] Marina _____	[] PBSO _____ <input checked="" type="checkbox"/> Public Works <u><i>JAD 4/27/11</i></u> [] Recreation _____ [] Town Clerk _____ [] Town Manager _____
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>JAD 4/27/11</i></u> Please initial one.

Summary Explanation/Background: The Fiscal Year 2010-2011 Budget contains a line item for sidewalk improvements. These funds shall be used to replace sidewalks that are broken and deteriorated, and are in a state of disrepair. Four quotes were solicited and the lowest bidder is being recommended to perform the work.

Attached find a memorandum to the Town Manager identifying the locations of such sidewalks and staff's summary of the written quotes received. Copies of the written quotes are also attached.



MEMORANDUM

Date: April 26, 2011
To: Maria Davis, Town Manager
From: David Hunt, Public Works Director
Subject: **Budgeted Sidewalk Replacement**

Public Works Staff has identified some of the sidewalks that are most in need of replacement throughout the Town. We propose using funds in the amount of \$11,418.75 from the Streets and Roads, Improvements – Sidewalks account (190-54-541-190-63050) to remove and replace sidewalks at the following locations:

- 800 Northlake Boulevard at Flagler Boulevard
- 815 Eighth Street at Magnolia Drive
- 822 Eighth Street at Magnolia Drive
- 921 Evergreen Drive at Ninth Street
- 755 Date Palm Drive
- 515 Eighth Street
- 754 Evergreen Drive at Eighth Street
- 806 Foresteria Drive
- 355 Hawthorne Drive at Fourth Street
- 905 Fourth Street
-

Public Works solicited written quotes from the following contractors to perform this work (see attached):

- Orf Concrete	\$11,418.75
- American Concrete Enterprise, Inc.	\$12,260.80
- Dunworth Construction, Inc.	\$13,190.60
- Alliance Curbing, Inc.	\$19,643.00

Based upon their low quotes and past performance with the Town, we recommend awarding the contract to Orf Concrete.

REQUEST FOR WRITTEN QUOTE
TOWN OF LAKE PARK, FLORIDA

Date April 20, 2011, Awarded to ORF Concrete

Description of Work Sidewalk replacement

Bidder ORF Concrete

Phone # 561-547-4608

Amount \$11,418.75

Bidder Dunworth Construction

Phone # 561-966-0089

Amount \$13,190.60

Bidder American Concrete

Phone # 561-840-8884

Amount \$12,260.80

Bidder Alliance Curbing

Phone # 561-795-0649

Amount \$19,643.00

AMERICAN CONCRETE ENTERPRISE,
 INC
 1020 POWELL DR.
 RIVIERA BEACH, FL 33404

Estimate

DATE
4/15/2011

NAME / ADDRESS
THE TOWN OF LAKE PARK 650 OLD DIXIE HWY LAKE PARK, FL 33403 ATTN: HOWARD

TERMS	PROJECT
CITY PAY SCHED.	

ITEM	DESCRIPTION	QTY	COST	TOTAL
CITYWALK	SIDEWALK REPAIR / REPLACEMENT AS PER LIST DATED 3/4/11 FROM LAKE PARK			
CITYWALK	6" CITYWALK REMOVE AND REPLACE SQ FT	440	6.24	2,745.60
HC	4" CITYWALK REMOVE AND REPLACE SQ FT	1,730	5.24	9,065.20
	ADA WARNING PER CODE	2	225.00	450.00
	AMERICAN CONCRETE ENT. TO PROVIDE ALL LABOR, MATERIAL AND EQUIPMENT TO REMOVE AND REPLACE CITYWALKS AS PER TOWN OF LAKE PARK SCOPE OF WORK.			
TOTAL				\$12,260.80

Dunworth Construction, Inc.

11924 W Foresthill Blvd.

Suite 22-386

Wellington, Florida 33414

Estimate

Date	Estimate #
4/19/2011	24181

Name / Address
Town of Lake Park 650 Old Dixie Highway Lake Park, Florida 33403 Attn: John Marchuck Public Works Director

Ship To
MISC SIDEWALK REPLACEMENT

Project

Description	Qty	Cost	Unils	Total
REMOVE 4" CONCRETE SIDEWALKS	195	18.00	SY	3,510.00
FORM AND POUR 4" CONCRETE SIDEWALKS WITH 3,000 P.S.I. CONCRETE WITH FIBERMESH	195	30.15	SY	5,879.25
REMOVE 6" CONCRETE SIDEWALKS	49	27.00	SY	1,323.00
FORM AND FINISH FLATWORK 6" CONCRETE SIDEWALK WITH 3,000 P.S.I. WITH FIBERMESH	49	39.15	SY	1,918.35
INSTALL NEW ADA HANDICAP RAMP 6" DOMES	16	35.00	SF	560.00

Thank you for your business.

Total

\$13,190.60

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Tab 6*

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

SUBJECT: REPLACEMENT OF COMMERCIAL DRIVEWAY APPROACHES

RECOMMENDED MOTION/ACTION: Approve the low quote received from American Concrete Enterprises in the amount of \$12,432.00 for concrete driveway approach removal and replacement projects.

Approved by Town Manager *W. J. Davis* Date: *4/27/11*

David Hunt, Public Works Director
Name/Title

April 26, 2011
Date of Actual Submittal

Originating Department: Public Works	Costs: \$12,432.00 Funding Source: FY '10/'11 Sanitation Fund Acct. #: 404-53-534-404-34000	Attachments: Memo to Town Manager listing addresses of replacement work and list of contractor's quoted prices.
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <i>AMC 4/27/11</i> <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input checked="" type="checkbox"/> Public Works <i>Grant 4/27/11</i> <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
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 <i>AMC 4/27/11</i> Please initial one.

Summary Explanation/Background: Heavy Commercial Sanitation trucks have damaged driveway approaches at five locations while servicing the properties' dumpsters. Funds for the unbudgeted replacement shall be transferred from the Sanitation Fund's Reserve Account into the Sanitation Department's Contractual Services Account. Four quotes were solicited and the lowest bidder is being recommended to perform this necessary work.

Attached find a memorandum to the Town Manager identifying the locations of such driveway approaches and staff's summary of the written quotes received. Copies of the written quotes are also attached.



MEMORANDUM

Date: April 26, 2011
To: Maria Davis, Town Manager
From: David Hunt, Public Works Director
Subject: **Sanitation Fund, Driveway Approach Replacements**

Public Works Staff has identified commercial driveway approaches that are in need of replacement due to Sanitation dumpster service activities. We propose transferring funds in the amount of \$12,432.00 from the Sanitation Fund Reserves to Sanitation's Contractual Services account (404-53-534-404-34000) in order to remove and replace the approaches at the following locations:

- 900 thru 932 Northlake Boulevard at Poplar Court
- 800 Northlake Boulevard at Flagler Boulevard
- 504 W. Kalmia Drive
- 516 W. Kalmia Drive
- 537 W. Kalmia Drive

Public Works solicited written quotes from the following contractors to perform this work (see attached):

- | | |
|--------------------------------------|-------------|
| - American Concrete Enterprise, Inc. | \$12,432.00 |
| - Orf Concrete | \$12,818.56 |
| - Dunworth Construction, Inc. | \$17,331.30 |
| - Alliance Curbing, Inc. | \$19,978.50 |

Based upon their low quote and past performance with the Town, we recommend awarding the contract to American Concrete Enterprise, Inc.

**REQUEST FOR WRITTEN QUOTE
TOWN OF LAKE PARK, FLORIDA**

Date April 20, 2011 , Awarded to American Concrete

Description of Work Driveway replacement

Bidder American Concrete
Phone # 840-8884
Amount \$12,432.00

Bidder Dunworth Construction
Phone # 561-966-0089
Amount \$17,331.30

Bidder ORF Concrete
Phone # 561-547-4608
Amount \$12,818.56

Bidder Alliance Curbing
Phone # 561-795-0649
Amount \$19,978.50

AMERICAN CONCRETE ENTERPRISE,
 INC
 1020 POWELL DR.
 RIVIERA BEACH, FL 33404

Estimate

DATE
4/15/2011

NAME / ADDRESS
THE TOWN OF LAKE PARK 650 OLD DIXIE HWY LAKE PARK, FL 33403 ATTN: HOWARD

TERMS	PROJECT
CITY PAY SCHED.	

ITEM	DESCRIPTION	QTY	COST	TOTAL
APRON	DRIVEWAY APRONS / SIDEWALK REPAIR / REPLACEMENT 6 APRONS - SOME WITH WALKS AS PER SKETCHES OF THE 6 APRONS 6" APRON / APPROACH (SOME W/WALKS) SQ FT AMERICAN CONCRETE ENT TO PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT TO REMOVE AND REPLACE APRONS AS PER TOWN OF LAKE PARK SCOPE OF WORK.	2,072	6.00	12,432.00
TOTAL				\$12,432.00

HOME PHONE
(561) 547-4608

4/15/2011

ORF CONCRETE

1830 HYPOLUXO ROAD
SUITE 125 B
LANTANA, FLORIDA 33462

MAY. 14, 2011

TOWN OF LAKE PARK

JOB : CONCRETE DRIVE WAY REPAIRS

LABOR & MATERIALS TO REMOVE CONCRETE DRIVE WAYS IN 5
LOCATIONS 6 DRIVE WAYS TOTAL AND TO BE REPLACE W/NEW
3000psi CONCRETE W/FIBER MESH W/BROOM FINISH ALL AT 6" DEEP :

LOCATIONS ARE AS FOLLOVED

- 1). 900 & 932 NORTH LAKE BLVD. AT POPULAR COURT (NORTH DW)
6'x22' W/3'8"x6" FLARES AT BOTH ENDS & 5'x4'10" SIDE WALK ALSO
(SOUTH DW) 10'6"x23' W/2'5"x10'6" FLARES AT BOTH ENDS
- 2). 800 NORTHLAKE BLVD. AT FLAGLER 19'8"x28'4" W/3'9"x5' FLARES AT
BOTH ENDS.
- 3). 537 W. KALMIA DR. 10'x12' W/6'3"x10' FLARES AT BOTH ENDS WITH
5'x18'5" SIDE WALK.
- 4). 516 W. KALMIA DR. 10'x6'8" W/2'6"x10' FLARE AT ONE END ALSO
5'x26' SIDE WALK.
- 5). 504 W. KALMIA DR. 10'6"x19'6" W/3'x5' FLARES AT BOTH ENDS
ALSO 5'x30'6" SIDE WALK.
- 6). ALL SIDE WALKS TO BE TOOLED EVERY 5' WITH EXPANSION JOINT
AS NEEDED.
- 7). APPROX. 1972.25sq.ft. TOTAL ; \$12,818.56

ACCEPTANCE OF PROPOSAL x

signature

PROPOSAL GOOD FOR 30 DAYS , 40% DEPOSIT IS DUE UPON
AGREEMENT AND 40% DUE WHEN JOB IS FORM UP AND READY
TO POUR AND 20% WHEN JOB IS COMPLETED.

ATTN: Howard Butts

Dunworth Construction, Inc.

11924 W Foresthill Blvd.
 Suite 22-386
 Wellington, Florida 33414

Estimate

Date	Estimate #
4/19/2011	24180

Name / Address
Town of Lake Park 650 Old Dixie Highway Lake Park, Florida 33403 Attn: John Marchuck Public Works Director

Ship To
MISC DRIVEWAY REPLACEMENT

Project

Description	Qty	Cost	Units	Total
REMOVE 6" CONCRETE DRIVEWAY APRONS AND SIDEWALKS	262	27.00	SY	7,074.00
FORM AND FINISH FLATWORK 6" CONCRETE DRIVEWAYS AND SIDEWALKS WITH 3,000 P.S.I. CONCRETE WITH FIBERMESH	262	39.15	SY	10,257.30
Thank you for your business.				Total \$17,331.30

Board Membership

TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Tab 7*

- PUBLIC HEARING
- RESOLUTION
- ORDINANCE ON FIRST READING
- DISCUSSION/POSSIBLE ACTION
- ORDINANCE ON SECOND READING
- BID/RFP AWARD
- PRESENTATION/PROCLAMATION
- CONSENT AGENDA
- Other: **BOARD MEMBERSHIP APPOINTMENT**

SUBJECT: Board Membership Appointment for the Planning And Zoning Board

RECOMMENDED MOTION/ACTION:

Approved by Town Manager *W. G. Davis* **Date:** *4/25/11*

Vin Lely - Town Clerk *April 25, 2011*
 Name/Title Date of Actual Submittal

Originating Department: Town Clerk	Costs: \$ 0 Funding Source: N/A Acct. # N/A	Attachments: Town Code, April 6, 2011 Ballots, New Board Membership Application, And New Ballot
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <i>VmL</i> <input type="checkbox"/> Town Manager _____
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 <i>VmL</i> Please initial one.

Summary Explanation/Background: At the April 6, 2011 Regular Commission Meeting an agenda item was presented for the re-appointments of several Planning and Zoning Board members whose terms were due to expire on May 1, 2011. One of the board members was

ineligible to be appointed to the board because although he is the owner of a Lake Park business, he does not meet the residency requirement of the Town Code, which states as follows:

“Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.

***(k) Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.”**

The following board members listed on the April 6, 2011 ballot were chosen at the April 6, 2011 Commission Meeting as regular members to the Planning and Zoning Board.

- Tim Stevens, re-appointed as a regular member of the Planning & Zoning Board.
- Mason Brown, re-appointed as a regular member, he was an alternate member of the Planning & Zoning Board.
- Anthony Bontrager, re-appointed as a regular member, he was an alternate member of the Planning & Zoning Board.

Copies of the signed April 6, 2011 ballots are attached.

The Board currently has two alternate membership vacancies as another regular membership is due to expire on May 1, 2011 and that member decided not to seek reappointment.

The Town Clerk's Office has received an application from a resident seeking to become a member of the Planning and Zoning Board. A copy of this application is attached along with a ballot bearing this applicant's name for consideration for appointment as an alternate member.

Town Code

Lake Park, Florida, Code of Ordinances >> Subpart A - GENERAL ORDINANCES >> Chapter 2 - ADMINISTRATION
>> ARTICLE IV. - BOARDS, COMMISSIONS AND COMMITTEES >> DIVISION 1. - GENERALLY >>

DIVISION 1. - GENERALLY

Sec. 2-111. - Election of board and committee officers.

Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.

Sec. 2-113. - Scheduled board meetings; hours.

Secs. 2-114--2-150. - Reserved.

Sec. 2-111.- Election of board and committee officers.

- (a) *Chair.* Each board and committee of the town shall elect from its membership a chair, who shall preside at all meetings of such board or committee, and a chair pro tem, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January of each year.
- (b) *Secretary.* Each board and committee of the town shall elect from its membership a secretary, who shall record the proceedings of each meeting of such board or committee, at a regular meeting to be conducted in January of each year, except that the town clerk shall serve as the recording secretary for the planning and zoning board and code enforcement board.

(Ord No. 17-1991, § 1. 11-6-1991; Code 1978. § 2-56)

Sec. 2-112.- Membership on boards and committees terminated for missing meetings; filling of vacancies.

- (a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:
Board means board or committee, as appropriate.

Valid excuse means one of the following:
 - (1) Illness of a member or other person for whom the member is a caregiver;
 - (2) Death of a member's relative; or
 - (3) Scheduled absence approved in advance by the town clerk.
- (b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.
- (c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).
- (d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.
- (e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.
- (f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.
- (g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.
- (h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the

alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

- (i) *Ballot for action on vacancies.* The clerk shall prepare the ballot for commission action on a vacancy. The ballot shall include the name of each person seeking the appointment for which a profile sheet has been timely received. Each person seeking appointment shall be identified as a current member, current first alternate member, current second alternate member or new applicant, as appropriate. The clerk shall receive, tally and announce the results at the town commission meeting at which the balloting occurs. Thereafter, the clerk shall notify each applicant in writing of the town commission's action upon the applicant's request for appointment.
- (j) *Election of chairperson and vice-chairperson.* Each board shall elect a new chairperson and vice-chairperson on an annual basis.
- (k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I-III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § 1, 5-18-1994; Ord. No. 6-1995, § 1, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006)

Sec. 2-113.- Scheduled board meetings; hours.

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

Secs. 2-114—2-150.- Reserved.

**Ballot
from
April 6,
2011**

BALLOT

Morley

 MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE FOR APPOINTMENT.

THE TOWN COMMISSION MAY CHOOSE ANY OF THE FOLLOWING APPLICANTS FOR THE THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE.

<u>Applicant (s) for Regular Membership:</u>	Yes	No
Todd Dry (current regular member)	_____	<u>X</u> _____
Tim Stevens (current regular member)	<u>✓</u> _____	_____
Mason Brown (currently 1 st Alternate) <i>with was made regular</i> as regular member	<u>✓</u> _____	_____
Remain as alternate member	_____	_____
Anthony Bontrager (currently 2 nd Alternate) as regular member	<u>✓</u> _____	_____
Remain as alternate member	_____	_____
<u>New Applicant:</u> _____	Yes	No
Richard Morley _____ as regular member	_____	_____
_____ as alternate member	_____	_____

BALLOT

Hockman
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE FOR APPOINTMENT.

THE TOWN COMMISSION MAY CHOOSE ANY OF THE FOLLOWING APPLICANTS FOR THE THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE.

<u>Applicant (s) for Regular Membership:</u>	Yes	No
Todd Dry (current regular member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Stevens (current regular member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mason Brown (currently 1 st Alternate) as regular member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain as alternate member	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Bontrager (currently 2 nd Alternate) as regular member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain as alternate member	<input type="checkbox"/>	<input type="checkbox"/>
<u>New Applicant:</u>	Yes	No
Richard Morley as regular member	<input type="checkbox"/>	<input type="checkbox"/>
as alternate member	<input type="checkbox"/>	<input type="checkbox"/>

BALLOT

Longtin

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE FOR APPOINTMENT.

THE TOWN COMMISSION MAY CHOOSE ANY OF THE FOLLOWING APPLICANTS FOR THE THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE.

<u>Applicant (s) for Regular Membership:</u>	Yes	No
Todd Dry (current regular member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Stevens (current regular member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mason Brown (currently 1 st Alternate) as regular member	<input type="checkbox"/>	<input type="checkbox"/>
Remain as alternate member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anthony Bontrager (currently 2 nd Alternate) as regular member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain as alternate member	<input type="checkbox"/>	<input type="checkbox"/>
<u>New Applicant:</u>	<u>Yes</u>	<u>No</u>
<u>Richard Morley</u> as regular member	<input type="checkbox"/>	<input type="checkbox"/>
as alternate member	<input type="checkbox"/>	<input type="checkbox"/>

BALLOT

Osterman

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE FOR APPOINTMENT.

THE TOWN COMMISSION MAY CHOOSE ANY OF THE FOLLOWING APPLICANTS FOR THE THREE REGULAR AND TWO ALTERNATE MEMBERSHIPS AVAILABLE.

<u>Applicant (s) for Regular Membership:</u>	Yes	No
Todd Dry (current regular member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Stevens (current regular member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mason Brown (currently 1 st Alternate) as regular member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain as alternate member	<input type="checkbox"/>	<input type="checkbox"/>
Anthony Bontrager (currently 2 nd Alternate) as regular member	<input type="checkbox"/>	<input type="checkbox"/>
Remain as alternate member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>New Applicant:</u>	<u>Yes</u>	<u>No</u>
<u>Richard Morley</u> as regular member	<input type="checkbox"/>	<input type="checkbox"/>
as alternate member	<input type="checkbox"/>	<input type="checkbox"/>

New Applicant



The Town of Lake Park

LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

"Jewel of the Palm Beaches"

Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Michaud Roger D
Last First Middle

Address: 355 East Ilex Drive

Telephone: home (561) (863-5356) work (561) 355-4096 cell (561) 512-3914

E-Mail Address Michaud-r@bellsouth.net

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, which one(s): _____		
Have you been convicted of a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<input type="checkbox"/> _____	Code Compliance *	<input type="checkbox"/> _____	Tree Board
<input type="checkbox"/> _____	CRA Board (Community Redevelopment Agency)	<input checked="" type="checkbox"/> <u>1</u>	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/> _____	Harbor Marina Advisory Board	<input checked="" type="checkbox"/> <u>2</u>	Library Board
<input type="checkbox"/> _____	Construction Board of Adjustments & Appeals		

Please note: Membership on these (*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Roger David Michaud

Please indicate the reason for your interest in your first and second choices:

looking to get involved in my community and get a full understanding of activities, concerns, etc. as it relates to my community.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)

High School Degree (Palm Beach Gardens H.S.)
Associate's Degree (Palm Beach State/Comm college
(Full Time))

What is/was your profession or occupation: Technician (Commerical Dept)

How long: 9 yrs 7 mo. Palm Beach Prop Appraiser.
(Part Time)

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: City of PB Gardens (Recreation Dept)

My current employment w/ the property appraisers would have some relation to the planning/building/zoning board.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: Currently I am a member of the Lake Park Kiwanis which we raise money for the children of Lake Park elem.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:

Signature: Roger Michaud Date: 4/7/11

New Ballot

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS TWO ALTERNATE MEMBERSHIPS AVAILABLE FOR APPOINTMENT.

THE TOWN COMMISSION MAY CHOOSE THE FOLLOWING APPLICANT FOR THE ALTERNATE MEMBERSHIP AVAILABLE.

Applicant for 1st Alternate Membership:

Yes

No

Roger Michaud

- NO OTHER APPLICATIONS HAVE BEEN RECEIVED

TAB 8



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Tab 8*

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

SUBJECT: Approval of Calendar for July Commission Meetings and Budget Workshops.

RECOMMENDED MOTION/ACTION: Approve Recommended Dates for Meetings and Budget Workshops.

Approved by Town Manager *W. Davis* Date: *4/26/11*
Anne M. Costello *4/25/11*
 Anne M. Costello/Finance Director Date of Actual Submittal

Originating Department: Finance	Costs: \$ -0- Funding Source: Acct. #	Attachments: Budget Calendar
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <i>AMC</i> <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
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 <i>n/a</i> <i>AMC</i> Please initial one.

Summary Explanation/Background: Due to the fact that the summer months encompass the budget process, it is recommended that the calendar be set at this time to enable the Commission, staff and especially the general public to plan their summer activities and still be able to participate in the process if they should desire.

It is recommended that the two regularly scheduled Commission meetings be combined into one and be held as a Special Call meeting on July 13, 2011 at the regular scheduled time of 7:00 PM. A budget workshop needs to be held in July to review the General Fund and Enterprise budgets. It will be necessary for the Commission to reach consensus on the tentative millage rate at this workshop. Staff is suggesting that this meeting be held on July 27, 2011 at 6:00 PM. The earlier starting time will enable the Commission to adequately review all of the budget material presented.

Pursuant to F.S. 200.065 the Property Appraiser must be notified of the Town's tentative millage rate and first public hearing date by August 4, 2011. Once the rate is included in the Truth in Millage (TRIM) notice, which is the Notice of Proposed Taxes sent to homeowners, the rate can be lowered but not raised. An additional workshop can be scheduled in August if the Commission so desires, and staff is recommending August 24, 2011 for this workshop. The Town's TRIM public hearings will be scheduled at a later date. These hearings must be scheduled after September 3 and prior to October 3, 2011

It is suggested that the proposed budget for the CRA be presented at a CRA budget workshop at 6:00 PM on August 3, 2011, prior to the regularly scheduled commission meeting.

Below is the recommended calendar for July:

July 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Furlough Day	2
3	4 Holiday	5	6 Cancel Regular Commission Meeting	7	8	9
10	11	12	13 Special Call Commission Meeting 7 PM	14	15	16
17	18	19	20 Cancel Regular Commission Meeting	21	22	23
24	25	26	27 Budget Workshop 6 PM	28	29	30
31						

TAB 9



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Tab 9*

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

SUBJECT: Flagler Boulevard Irrigation System

RECOMMENDED MOTION/ACTION: Provide Direction to Staff

Approved by Town Manager *W. P. Lewis* Date: *4/25/11*

Name/Title _____ Date of Actual Submittal _____

Originating Department: Vice Mayor Rumsey	Costs: NTE \$15,000 Funding Source: Non-Departmental Contingency Acct. # _____	Attachments: January 5, 2011 Agenda Item with Attendant Back-up Documentation
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ 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 _____ OR Not applicable in this case <u><i>n/a</i></u> Please initial one.

Summary Explanation/Background: At the April 20th, 2011 Commission Meeting, Vice Mayor Rumsey requested that an agenda item for the repair of the Flagler Boulevard Irrigation System be brought back to the Town Commission for discussion.

An in-depth description of the necessary repairs and attendant costs estimates are provided in the attached January 5th, 2011 Commission Agenda item which was prepared by the Public Works Director. Attached to those estimates are written proposals from Superior Sprinkler Systems (\$13,025) and Kasper Electrical, Inc. (\$1,439) to complete the repairs of the system. Staff rounded the estimate to complete the system in full to \$15,000. Superior Sprinkler Systems, Inc. could not guarantee its estimate because of the number of “unknowns” Some of the labor that was proposed by Superior Sprinkler Systems has been completed by Commissioners Hockman and Longtin, therefore, staff believes that a \$15,000 cost estimate to complete the irrigation repairs is sufficient.

If the Town Commission directs that the system be repaired, staff is proposing that Superior Sprinkler Systems be given the contract to complete the system. Commissioner Hockman has suggested that the work be completed with the “in-house” irrigation technician. It is staff’s position that the remaining work to be completed is extensive and would take considerable time away from the technician’s routine duties.

If the Commission chooses to repair the system, in lieu of funding the project from the reserves fund, it is recommended that it be funded through non-departmental contingency fund.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 5, 2011

Agenda Item No. *Tab 6*

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

SUBJECT: Flagler Boulevard Irrigation System; Phase II

RECOMMENDED MOTION/ACTION: Provide Direction to Staff

Approved by Town Manager *W. Davis* Date: *12/22/10*
David Hunt / Public Works Director Date of Actual Submittal: *12/22/10*

Originating Department: Public Works	Costs: \$15,000 Funding Source: Acct. #	Attachments: Memorandum and Proposal
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input checked="" type="checkbox"/> Public Works <i>JDH</i> <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
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 <input checked="" type="checkbox"/> Please initial one.

Summary Explanation/Background: Superior Sprinkler Systems, Inc. proposes to complete the Flagler Boulevard irrigation system project by installing sprinkler heads and/or rotors that shall provide 100% coverage, locating/uncovering buried control valves, and installing protective valve boxes where needed. Their submittal is a Time and Material contract which gives unit prices and a

Not to Exceed (NTE) budget figure of \$13,025. Kasper Electrical, Inc. proposes to repair the electric power supply feed to the eastern pump for \$1,439.

The project budget requires that a funding source be identified in the amount of \$15,000. If the Town Commission chooses to proceed with the project, the Town Manager has indicated that funding could be taken from the Non-Departmental Contingency Fund. Staff requests direction.



MEMORANDUM

Date: December 7, 2010
To: Maria Davis, Town Manager
From: Dave Hunt, Public Works Director
Subject: **Flagler Irrigation System, Progress Report**

Public Works personnel met with Superior Sprinkler System's foreman yesterday to confirm that all work had been satisfactorily completed for the current contract and to review the extent of work that remained. It was demonstrated that the system could bring one zone on at a time which was an indication that both the pumps and valves were operating correctly. Because of the high number of missing sprinkler heads in some zones, it took a while for one zone to completely shut off while the next zone was running. A 10% retainage shall be withheld from the current invoice until all heads are replaced and the system is able to shut a zone down completely before the next one comes on.

During yesterday's inspection an evaluation was made as to the extent of the work required to make both the east and west side systems whole. There are twenty valves buried along the length of Flagler that control the zones. Only eleven have been found. The remaining nine need to be located and have a valve box placed over them. At least five of the existing valve boxes need replacement as well.

It is estimated that approximately 30% of the sprinkler heads popped up during the inspection. A large number of these were leaning and/or had a bad spray pattern indicating a clogged nozzle. Many sprinkler locations could only be found by a wet spot on the ground. What could prove to be most costly is that long stretches of individual zones did not have any sign of water. Superior's foreman said that this probably indicated a blocked line which would require finding the feed line, tracing it back to the supply line and determining the source of the blockage and worst case, replacing the entire feed line. Complicating matters is that the supply line on the east side system is buried about 1½ to 2 feet deep as compared to the west side that is only about one foot deep. This will require more digging to get down to the connections.

Superior Sprinkler has submitted a proposal to complete the sprinkler head repairs on a Time and Material basis, with a notation stating that if \$1,000 is not sufficient to complete the work, another proposal shall be submitted. Superior's foreman said that the second proposal may be able to have a firm "not to exceed" (NTE) figure since the first \$1,000 should be able to give them an idea of the extent of trouble they are likely to encounter. Superior will charge the Town according to the following rates:

650 Old Dixie Highway, Lake Park, Florida 33403 * (561) 881-3345 * Fax: (561) 881-3349

E-mail: publicworks@lakeparkflorida.gov



December 7, 2010
Progress Report
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Rates (cont):

- \$56 per hour for the first person on the job
- \$44 per hour for every other person
- \$7.62 each for pop-up sprinkler and nozzle (material only)
- \$21 each for rotor and nozzle (material only)
- Valve boxes and miscellaneous repair parts: prices to be determined

Superior cannot provide a hard estimate for services because there are too many unknown factors. I inquired about the estimated time to perform the task of locating the four valve boxes on the west side of Flagler. The time it takes to search for these buried valves that have not had a box around them for an extended period is the greatest unknown. Superior's foreman believes that under the worst case scenario it would take 2 workers two days to locate all four, dig them out and place a valve box around them. This would cost \$1,600 for the labor plus the cost of new valve boxes. With any luck, this may cost less.

Another hard cost that can be estimated is for the sprinkler heads. A sprinkler head has pliable rubber seals and gaskets that prevent it from leaking while under pressure and allow the pop-up stem to withdraw flush to the ground when not in use. These rubber components get brittle with age. The heads in the Flagler system are so old and the gaskets so dry-rotted that even the few heads that are popping up now will probably fail in the next 6 months. I have previously estimated that there are 315 pop-ups and 22 rotors in the Flagler medians. It will cost almost \$2,900 in parts alone to replace all of them.

The labor cost cannot be estimated as some sprinkler pipe ends must be located, the source of blockage identified and the obstruction cleared or the parts replaced to get water to flow to the head. Many of the heads that are spraying still need to be dug up and straightened and the tree roots that have pushed them over cut out.

Judging by the amount of time it has taken Superior to complete the first phase of the project, the remainder is well beyond the capacity of Town staff. Public Works will have its hands full just maintaining this system which was not budgeted for in FY 2010/2011. The turf will probably have "hot spots" due to what Superior considers a poor sprinkler head pattern. The optimum sprinkler head layout would have the heads running along the side of the road, pointing into the median, rather than down the middle spraying out to the road.

650 Old Dixie Highway, Lake Park, Florida 33403 * (561) 881-3345 * Fax: (561) 881-3349

E-mail: publicworks@lakeparkflorida.gov



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Page 3

Another liability that must be addressed now that the pump is running on the eastern side of Flagler is the repair of the electric service. The concrete power pole must be straightened and the fuse box/disconnect and conduit running to the pump replaced due to rust. An electrical contractor has been contacted to provide a quote for this work.

Town purchasing procedures allow me to authorize work up to \$1,500 without three quotes. I am certain that the labor and material required to complete the Flagler irrigation system will exceed that amount. I had expected Superior Sprinkler Systems to be able to give me some idea of the extent of work needed to complete the project once pressure had been restored to the system. They still cannot provide the information I need to competitively quote the remainder of the project or prepare a budget estimate.

I am seeking direction as to how I can get the Flagler Boulevard irrigation renovation project completed. Is it permissible to proceed with a no-bid, time and material contract that has no hard "not to exceed" figure? Should Superior be given a fixed amount to work with, get a better feel for the work necessary to complete the project, and then come back to the Town with a firm NTE figure? I shall also need a funding source identified for these irrigation repairs as well as the electric upgrades.

cc: Superior Sprinkler Systems, Inc.



Superior Sprinkler Systems, Inc.
SINCE 1954

Proposal Submitted to: **M. DAVIS / DAVE HUNT**

Work to Be Performed at:

Name **THE TOWN OF LAKE PARK**
Street **650 OLD DIXIE HIGHWAY**
City **LAKE PARK**
State **FLORIDA 33403**
Phone **881-3345 Fax 881-3349**

Owner/Job **TOWN OF LAKE PARK**
Address
Job Address **FLAGLER BLVD.**
Job Phone
Legal

Specifications:

This proposal is to perform head and valve work on a time and material basis.
Hourly rates; \$56.00 Technician & \$44.00 Helper.

Head work as needed 100% coverage. NTE \$9,125.00

Locate and uncover all valves. NTE \$2,700.00

Install valve boxes where needed. NTE \$1,200.00

Material; 4" Popup w/nozzle \$7.62. Pro-plus rotors \$21.00. 10" Valve Box's as needed \$29.95

Prices and Terms:

For the sum of..... **\$13,025.00**..... (U.S. Dollars) SALES TAX AND/OR PERMIT FEES IN ADDITION AS APPLICABLE

Down Payment.....with signed contract

Balance.. **ON COMPLETION**..... 80% of each weeks work due on completion and payment in full upon completion.

EXISTING ELECTRIC

PLEASE SEE OUR WARRANTY ON THE BACK OF THIS PROPOSAL.

Prices quoted are with non-union labor and are effective for 60 days. Increases in material and/or labor costs beyond the control of SUPERIOR SPRINKLER SYSTEMS, INC. after this time period will become an Extra Charge payable by the purchaser.

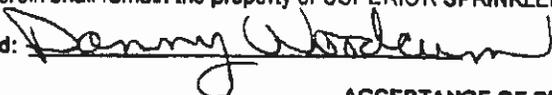
Any alteration, addition, modification, omission, or deviation from the above specifications will be executed only upon written, signed orders, and if extra costs are incurred including repairs to existing underground pipes or wires damaged during our excavation, such will become an Extra Charge payable by the Purchaser.

The Purchaser agrees to accept this Agreement and the work hereunder SUBJECT to Strikes, Fires, Acts of God, the Elements, or Accidents and other delays and Casualties beyond the control of the Seller for which the Seller shall not be liable.

Should it be necessary to place any amount due in the hands of an attorney for collection or to collect any amount through legal action or proceeding, the Purchaser and the Party signing agree to pay reasonable attorney fees, court costs and deferred interest at 18% per year thereon.

All material covered herein shall remain the property of SUPERIOR SPRINKLER SYSTEMS, INC. until paid for by cash in full.

Respectfully Submitted:



Date 12/17/2010

ACCEPTANCE OF PROPOSAL

The above prices, specifications, conditions on both sides of this proposal are hereby accepted. You are authorized to do the work as specified and payment will be made as outlined above. The person signing below warrants he has full authority to enter into this Agreement in the capacity as herein represented and for and on the behalf of the stated Purchaser.

Authorized Signature _____

Date _____



KASPER ELECTRICAL INC.
PHONE (561) 845-1660
FAX (561) 845-1575

1321 S. Killian Dr. Ste. A
LAKE PARK, FL 33403
LIC. # EC-0001409

PROPOSAL

TO: J. David Hunt
 Public Works Director
 Town of Lake Park
 650 Old Dixie Hwy.
 Lake Park, FL 33403
 561-881-3345(ph) 561-881-3349(fax)

FROM: Justin Kasper

JOB NAME: Irrigation Service
DATE: December 22, 2010
JOB LOCATION: Flagler and E Ilex
JOB PHONE: 561-881-3345

PROPOSAL TO INCLUDE:

Supply labor and material to complete the following:

1. Re-set existing service pole.
2. Re-feed existing irrigation pump
3. Change out disconnect

NOT INCLUDED IN PROPOSAL AMOUNT:
 Permit fees

TOTAL JOB COST
FOR PROPOSAL: \$ 1439.00

AUTHORIZED

SIGNATURE: Justin Kasper

ACCEPTANCE OF PROPOSAL

CONDITIONS OF PROPOSAL

30 days

SIGNATURE: _____
Date of signature: _____

TAB 10



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2011

Agenda Item No. *Tab 10*

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

SUBJECT: Employee Cost Savings Incentive Program

RECOMMENDED MOTION/ACTION:

Approved by Town Manager *W. Davis* Date: *4/27/11*
Bonnie McRobbie-Lucas *4/25/11*
 Name/Title *HR DIRECTOR* Date of Actual Submittal

Originating Department: Human Resources	Costs: \$ -0- Funding Source: Acct. #	Attachments:
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
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>BMT</i></u> Please initial one.

Summary Explanation/Background:

At the July 28, 2010 Budget Workshop, Vice Mayor Kendall Rumsey recommended that an incentive program be established for employees who make suggestions that result in saving the Town money throughout the year. The following is a suggested employee cost savings incentive program which has been developed for consideration by the Commission:

- **Have employee suggestion boxes installed at Town Hall, the Library and at the Public Works Department where employees can submit their suggestions. Each suggestion card must be signed by the employee. Suggestion cards would be retrieved on a monthly basis by Human Resources staff and evaluated accordingly.**
- **If the suggestion is implemented by the Town and leads to a quantifiable cost savings or increase in revenue, the employee who initially proposed the idea would receive a certificate for between one and five days off with pay depending upon the amount of cost savings. Additionally, the employee whose idea resulted in the most cost savings in a fiscal year would be presented with a proclamation from the Commission.**
- **All employees would be eligible to participate in this program.**