



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, May 18, 2016, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, May 18, 2016 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

**SPECIAL PRESENTATIONS/REPORTS**

**1. Proclamation Staverline Julien**

Mayor DuBois presented Ms. Julien with the proclamation. Ms. Julien was honored to receive the proclamation. She thanked Amy Natale, Library Assistant I for believing in her when she did not believe in herself and for being like a mother to her.

**2. Proclamation Lieutenant Nicholas Vassalotti**

Mayor DuBois presented Lt. Vassalotti with the proclamation. Lt. Vassalotti thanked the Commission, Town Manager, and staff for making his time with the Town of Lake Park a pleasure.

**PUBLIC COMMENT:**

1. Laura DiSarro, expressed concern with the condition of Park Avenue. She suggested creating incentives to draw businesses to Park Avenue. She suggested creating a committee to redevelop the area.
2. Katherine Waldron, announced that she was running for the Port of Palm Beach Council Seat 2. She explained her business background.
3. James Sullivan, expressed concern with the slow pace of the US 1 Mixed-Use Corridor project. He suggested that more trees be planted in Town.
4. Kathleen Rapoza, congratulated Commissioner O'Rourke on winning the Chili Cook-Off. She express gratitude for Lt. Vassalotti dedication and achievements for the Town.
5. Diane Bernhard asked that the Commission consider changing the zoning at the Lake Park Harbor Marina center parcel to limit development such as cell towers, trash compactors, and other commercial type development. She suggested that staff keep in mind the need for small vessel rental storage at the Marina.

**CONSENT AGENDA:**

**3. Regular Commission meeting minutes of May 4, 2016.**

**Motion: Commissioner O'Rourke moved to approve the consent agenda; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:**

None

**PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**

None

**BOARD MEMBERSHIP NOMINATION:**

**4. Guadalupe Lawrence – Nominated for re-appointment to the Library Board as a Regular Member.**

**Motion: Commissioner Flaherty nominated to re-appoint Guadalupe Lawrence to the Library Board; Commissioner O'Rourke seconded the motion.**

Vote on Motion:

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

Motion passed 5-0

**5. Anthony "Tony" Bontrager – Nomination for appointment to the Planning & Zoning Board as a Regular Member.**

**Motion: Mayor DuBois nominated to appoint Anthony "Tony" Bontrager to the Planning & Zoning Board; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 5-0

Mayor DuBois thanked Ms. Lawrence and Mr. Bontrager for their willingness to volunteer on Town Boards.

**NEW BUSINESS:**

**6. Resolution No. 20-05-16 Authorizing the Town Manager to Sign the Request for Verification of An Exemption Application with DEP (Department of Environmental Protection).**

Town Manager D’Agostino explained the item (see Exhibit “A”).

**Motion: Commissioner O’Rourke moved to approve Resolution 20-05-16; Commissioner Lynch seconded the motion.**

Vote on Motion:

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

Motion passed 5-0

**7. Professional Landscape Architecture Services for a Site Evaluation and Summary Report of Current Conditions at Lake Shore and Kelsey Parks.**

Town Manager D’Agostino explained the item (see Exhibit “B”). Vice-Mayor Glas-Castro asked if staff could review the site plan and determine which plants were missing. Town Manager D’Agostino explained that staff could attempt to determine which plants were needed, but the Town does not have an expert on staff to recommend which plants should be planted. Vice-Mayor Glas-Castro asked if the contract would also include the preparation of a new landscape site plan with alternative species. Public Works Director Hunt explained that the consultant would prepare another site plan, which would provide a signed and seal plan that would be brought back before the Planning & Zoning Board and the Town Commission for adoption, since the plan would deviate from the original plan. He explained that it would help budget the correct amount for an engineer’s assessment. Vice-Mayor Glas-Castro stated that she was aware of the vegetation that was removed that caught Mr. Blakely’s attention. She asked how many other species are being identified; was it the same quantity. Public Works Director Hunt explained that the area adjacent to the seawall at Lake Shore Park has not had plantings in over six-years. He described other challenges staff had faced with the planting materials and trees, which resulted in the slow deterioration of valued engineer plants over the years. Town Manager D’Agostino explained that if the plans were put in place, every two-years an inventory of the plantings would be determined and recommendations would be made to the Commission through a similar process.

Commissioner O'Rourke asked if the site plan design would be changed as it pertains to the trees that block the view of the Intercostal. Public Works Director Hunt explained that the view should not be blocked and certain species would not be proposed. He stated that a professional arborist could review the matured trees and determine the best way to trim them. He explained that another benefit of the contract would be that a consultant would be available if problems arise with planted material. Commissioner O'Rourke asked if a continuing service contract were established and budgeted each year. Public Works Director Hunt explained that part of the proposal was cost accounting. Commissioner O'Rourke asked if this would be a one-time expense. Public Works Director Hunt explained that this particular proposal was a one-time expense. He stated that he would propose that a consultant be on board to help with issues that arise. Town Manager D'Agostino referred to the proposed fee schedule included (as part of Exhibit "A").

Commissioner Flaherty asked where was the vegetation was removed, which Mr. Blakely referred to in his email to the Commission and staff. Public Works Director Hunt explained that it was west of the seawall at Lake Shore Park. He stated that the material was very dense with undesirable elements hanging out in these areas, including camping out. Commissioner Flaherty asked if that had been the only area in the Park where material was removed. Public Works Director Hunt stated that other ground material had been removed because it was difficult to weed, was getting mold, and it was no longer doing well. Commissioner Flaherty asked if the irrigation works effectively along the seawall. Public Works Director Hunt stated that the irrigation was operational.

Mayor DuBois asked if Live Oak was approved several years ago. Public Works Director Hunt stated "yes". Mayor DuBois stated that the memorial Live Oak tree does not appear to be part of the original design. Public Works Director Hunt agreed that it did not appear to be part of the overall plant scheme. Mayor DuBois asked if the memorial tree could be moved rather than cut down. Public Works Director Hunt stated "most definitely". He explained that the space became available for that tree as a result of a hurricane.

**Motion: Commissioner Flaherty moved to approved the professional landscape architecture services contract with the Town's engineering consultant, Calvin Giordano & Associates; Commissioner Lynch seconded the motion.**

Commissioner O'Rourke expressed concern with the amount of the proposed contract. He stated that the Public Works staff had done a great job of maintaining the material at the Parks. He asked if some items from the proposal could be removed and place them in the next budget. He suggested not approving the proposal because the amount was too high. Mayor DuBois clarified that Commission O'Rourke was asking that Public Works do the plantings. Commission O'Rourke stated that the issue was not the plantings; the issue was the expense of an engineering landscape report that telling what the Town needed to do. He stated that Public Works could go into the Parks and tell the Commission was and was not working.

Mayor DuBois explained why this item was before the Commission for consideration. He stated that an email from Mr. Jeff Blakely prompted a meeting that included staff, which resulted in identifying that the Town did not have a landscape architect on staff who could identify each proper planting. Because of the meeting, a recommendation to hire an

expert was made. He explained that there would be a larger expense when the actual purchase of the planting material comes before the Commission. He explained that a recommendation was made to go through this process once a year and incorporate a replanting program.

Vice-Mayor Glas-Castro expressed concern that the proposal was too high and staff could determine which plantings were missing. Town Manager D'Agostino suggested that staff would review the proposal and determine what could be done and the item would come back with a revised plan.

Commissioner O'Rourke pointed out that a motion and second were on the floor. Mayor DuBois suggested that the item could be approved with a modification to the motion. He asked if the motion maker would consider modifying the motion to include that the Commission consider the proposal after further consideration from the Public Works staff.

Commissioner Flaherty did not modify the motion. He stated that a site inspection would still need to be performed by an expert. Vice-Mayor Glas-Castro stated that the \$5,000 estimate was too high.

Commissioner Lynch asked if staff had negotiated the proposed cost. Mayor DuBois explained that the Town engineer, Calvin Giordano & Associates, Inc. provided the cost estimate. Public Works Director Hunt explained that the amount was from the consultant not a joint effort. He explained that staff did not propose to be involved with the study.

Vote on Motion:

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

Motion failed 2-3.

**Motion: Commissioner O'Rourke moved to reconsider the amount of the proposal and would approve the proposal after further consideration of the amount; Commissioner Lynch seconded the motion.**

Mayor DuBois recapped that the intent was to figure out what Public Works could do to trim the cost of the \$11,000.

Vote on Motion:

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

Motion passed 5-0.

## **8. Town Manager Evaluation**

Mayor DuBois explained that he gave the Town Manager a score of five on just about everything because he felt that he was a great Town Manager. The Town Manger has exceeded his expectation by improving his ability to learn names, and places, which is amazing for a person that has been in Florida for one-year.

Vice-Mayor Glas-Castro explained the Town Managers energy was refreshing; his personal interest in the Town has been needed. She felt that he would move the Town forward and revitalize the Town in areas where it has been stagnant. Communication with residents and business still needs improvement, but he has acknowledges that and was working on it. He has collaborated with other organizations and municipalities so that the Town was not doing things alone. She felt he was being effective and she looked forwarded to the next year.

Commissioner O'Rourke thanked the Town Manager for the work he does, in particular, he appreciates how he has come down to the Town and made it his Town. He appreciated that the Town Manager made himself available to discuss topics that have come his way. He appreciates his dedication to the Town. He would like to see a long-term contract between the Town and the Town Manager because of the confidence he has in the Town Manager.

Mayor DuBois asked if there was a provision in the Town Code where the Town could enter into a firm multi-year contract. Town Attorney Baird stated that there are no prohibitions in the Town Code for multi-year contracts. Mayor DuBois asked if the Town could enter into a five-year contract with the Town Manager. Town Attorney Baird stated that if the Commission chooses to do so it may.

Commissioner Flaherty stated that he submitted his evaluation of the Town Manger earlier in the day. He gave the Town Manager a score of five in several areas and even a few five-pluses. He gave the Town Manger a score of five for managing stress and for his effectiveness of managing how the Commission pulls him in different directions. He stated that last year's evaluation was different because he had not witnessed his ability. He stated that it has been a pleasure working with him.

Commissioner Lynch explained that she did not evaluation the Town Manger because she had not been a Commissioner long enough to properly evaluate him. She stated that she was appreciative of how he has assisted her in the transition. She agreed with the other Commissioners that the Town Manager has made this Town his Town and his enthusiasm was terrific. She looks forward to working with him.

Town Manager D'Agostino appreciated everyone's comments and support. He stated that the Town could not move forward without everyone working collectively. He loved the Town, was willing to make a long-term commitment to the Town, and wanted to make it the very best Town that he could. He stated that he has some of the best-dedicated staff that anyone could have working in this situation. He views his role as an orchestration of

making sure that staff was doing what needs to be done to better this community. A resident asked him during his interview if he was a gardener, and although he was not a gardener he was a cultivator of talent and looks forward to the next two to three years in this community.

Commissioner O'Rourke asked when the Town Managers contract would be up for renewal. Town Manager D'Agostino stated that his contract sunset on May 1, 2016. Commissioner O'Rourke asked the Commission to bring a contract forward for consideration for a longer term than one-year. He suggested that the contract be for three to five years to establish a commitment.

Mayor DuBois explained that the contract were limited to a one-year term so that the Commission had the ability during the probation period to review the contract and the performance.

Commissioner O'Rourke stated that he likes the one-year process so that they could evaluate the Town Manager. Mayor DuBois would support a long-term contract. Town Attorney Baird stated that he would bring an amendment to the Town Managers contract that would provide a three-year term, a 120-day provision pertaining to the termination of the term, and an annual evaluation. Mayor DuBois suggested that the contract be extended to five-years. Commissioner O'Rourke expressed concern that every three-years there was an election and the new sitting Commission may not support the manager. Mayor DuBois stated that the new Commission would need to work with the Town Manager and work through any challenges. Commissioner Lynch pointed out that the manager would still be evaluated yearly. The process would give the Commission and Town Manger an ability to make changes if necessary.

Mayor DuBois asked if the Commission could take action tonight. Town Attorney Baird stated that a contract should be before the Commission before they took action. The Commission gave consensus to have the Town Attorney draft an addendum to the Town Manager contract, which would include a five-year term, 120 notice and an annual evaluation. Town Manager D'Agostino thanked the Commission.

#### **TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**Town Attorney Baird** congratulated the Town Manager. He added that it has been a pleasure and was refreshing working with the Town Manager. He appreciated his unique perspective.

He recapped that during the last meeting the Commission authorized the Mayor to send a letter to State Attorney David Aronberg requesting that he be included as a member of the task force. He explained that the Town of Jupiter made the same recommendation. The President of the Municipal League also suggested that the Commission send a letter to the Municipal League so that the League could support him. He suggested that the Commission authorize the Mayor to send a letter to the Municipal League recommending the selection of the Town of Lake Park Town Attorney to participate in that task force. He explained that it was important to have a municipal attorney on that task force and

that it not be heavy with prosecutors because they deal with a different element of the law than what Lake Park has to deal with.

Mayor DuBois asked if the Palm Beach County League of Cities had discussed this topic during their meeting today. Vice-Mayor Glas-Castro explained that today's meeting was a Gala so it was not discussed.

**Motion: Commissioner Flaherty moved to authorize the Mayor to sign a letter requesting that Town Attorney Thomas Baird be selected to participate in the Municipal League Task Force; Commissioner O'Rourke seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

Attorney Baird explained that he would be on vacation the week of May 23-27, 2016 and would remain available if needed.

**Town Manager D'Agostino** explained that the Tennis Professional bid would be put on the street soon. He explained that a license agreement would be incorporated into the agreement, which would mean the Tennis Professional would pay the Town on a schedule. He stated that included in the contract would state how the courts would be managed, the approach for tennis, how they manage tennis, and being available a certain amount of hours per week. He explained that the difficult part was how much weight the license fee they would pay the Town (20 %, etc.). He asked how important was the fee to the Commission, a percentage score because he was not aware how the tennis community would react to a fee. He explained that the current process does not account very well, but he does not want to turn people away.

Commissioner O'Rourke explained that a set rent fee had been established with prior Tennis Professionals. He suggested that youth programs be included in the contract. Mayor DuBois suggested that the license contract include a scale fee. Commissioner O'Rourke suggested a seasonal adjustment rate. Vice-Mayor Glas-Castro wants to make sure that the residents could still play free on certain courts. Town Manager D'Agostino explained that the Kelsey Park courts would remain open to the public.

Town Manager D'Agostino explained that staff had worked hard on a CRA Market Analysis but received a poor response to the bid. He explained that meetings were held to discuss what millennial groups would interest them to the CRA and Park Avenue. He explained that the response received would help the CRA create a unique and important market approach to the CRA, Park Avenue, and US 1. He explained that in Palm Beach County only a handful of communities had definable downtowns. He stated that Mr. Richard Penski would work with the CRA to develop a market plan for the CRA, Park

Avenue, and US 1. Individual meetings with the Commission would be scheduled to discuss further. He explained that they would be encouraging property owner to redevelop on a parcel-by-parcel basis. He explained that they look to have a microbrewery in the downtown area, which would draw on the various restaurants that are currently on Park Avenue and those that would relocate. He explained that in addition to this process, they are looking for partnerships with the Northern Palm Beach County Chamber of Commerce, the Legislative Delegation and others in the business community.

He explained that the strategy would be to phase in the mixed-use corridor. He stated that staff has articulated a strong and focused vision for the eastside of US 1. He explained that what staff did not know during those workshops was that the US 1 corridor plans, received from the State, included an area on the west side with a higher density than what the Town maps were showing. He explained that additional workshops would be scheduled to discuss the west side of US 1 with residents through 2<sup>nd</sup> Street. He explained that the project would not be delayed, it would be brought forward in phases, but the delay would occur on the west side. The workshops would be held in the same manner as they were done previously with the Planning & Zoning Board.

Mayor DuBois stated that eight or nine years ago the P&Z board proposed to the Commission that the Future Land Use Map increase density to ½ of the block so that the lots on US1 would extend back ½ to 2<sup>nd</sup> Street. He continued to explain that the remainder of the block would slope down from a higher building to a two or three story town house. Town Manager D'Agostino explained that they would proceed with workshops and explaining to the residents and business owners and phase in the processes. Commissioner Rourke asked for clarification on what was being phased into three projects, the Marina, east residential/west side. Town Manager D'Agostino explained that the phasing would include the Marina and the east residential side; the west side would be done separately. Commissioner O'Rourke asked that the Transfer Development Rights (TDR) be considered of those historical properties as phase I. Town Manager D'Agostino stated that they were very excited to do so and the TDR's would be part of phase I.

Town Manager D'Agostino explained that staff would be participating in an emergency operations exercise tomorrow. He explained that the exercise debriefing would be shared with the Commission. He explained that all senior staff, Palm Beach County Sheriff's Office, and Palm Beach County Fire Rescue would participate.

He honored Lt. Vassolitti and introduced Lt. Thomas Gendreau to the Commission. Lt. Gendreau gave a brief history of his law enforcement career, which began in the Town of Lake Park. He was honored to be back.

**Commissioner Lynch** announced that the Friends of the Library would be sponsoring Mr. Frank Cerabino a reporter with the Palm Beach Post at the Library on June 8, 2016 at 7:00 p.m. She explained that flyers would be distributed regarding the event. The Friends of the Library would be sponsoring a speaker each month starting with Mr. Cerabino.

**Commissioner Flaherty** thanked Public Works for patching the pothole on 10<sup>th</sup> Street.

**Commissioner O'Rourke** thanked Ms. Laura DiSarro for expressing her views. He asked that she consider volunteering for one of the Town Boards.

He stated that in his opinion the Special Events Director position closed too quickly. He suggested that when a senior position were available that 10-days was not an appropriate amount of time for the Town to get the word out to those that are qualified for the positions. He asked that the Town Manager get a better process so that when the word spreads about an opening qualified candidates are not excluded from the process. He understood that the process was on-line advertising for the position. He felt that a more appropriate way to put the word out so that other municipalities that had staff that are qualified could be notified of the position. Town Manager D'Agostino would bring the policy back for consideration.

Commissioner O'Rourke was not clear to what position was advertised. Town Manager D'Agostino explained that there were two job descriptions that were approved by the Commission. In lieu of hiring a full-time Parks & Recreation Director staff would create a recreation program person using the funds that are currently in that budget to go towards the Special Events Directors salary. Commissioner O'Rourke was not sure what the parameters of the position were and could not answer questions from the City of Delray Beach. Human Resources Director Bambi Turner explained that the Commission approved two-job description for the Special Events Director and Recreation Supervisor position. She explained that the Recreation Supervisor position was an existing position, which was revised to include that the position would report to the Special Events Director and not a Recreation Director. She stated that the position was not advertised because that position would be placed on the next budget. She continued by explaining the recruitment process, which consisted the language in the Town Employee Handbook. She explained that job postings are internally advertised for 10 workdays and 14 business days for external advertisements. The Employee Handbook does stated that outside job announcements are listed in local newspapers, radio stations, educational institutions and any other appropriate sources that could reach a comprehensive and diverse cross section of available job market. She explained that it would include all the on-line job sources, professional sources, and the Town website. She explained that applications were received and being vetted. Town Manager D'Agostino explained that 25 application were received and about 15 meet the minimum requirements for the position. He explained that if staff does not feel that a person were a good fit for the position then the position was reposted. He stated that the final decision regarding hiring a person was done collectively. He stated that the process was costly, but he would not fill a position with a warm body; only the most qualified, competent, capable individuals are hired.

**Vice-Mayor Glas-Castro** stated that the Town Manager sent an email earlier in the day announcing that one of the Planning & Zoning Board members had resigned. He encouraged the Commission to seek volunteers. She announced that a board application was forwarded to the Town Clerk and if appropriate, she would nominate Ms. Lanae Barnes to the Planning & Zoning Board. She explained that when she reviewed tonight's agenda she was concerned that the meeting would not last very long. She encouraged that when there are short agendas that it be combined with workshops discussion or more opportunity for dialog with residents and business or suggested having one meeting a

month and consolidate all the agenda items into a single agenda. She suggested reserving the second meeting of the month during budget time and having a second meeting when necessary. She explained that the Commission was more effective when there were more agenda items to review and over deliberation occurs instead. She stated that it would release staff from preparing agenda items and staff reports and allow them to conduct studies and evaluations.

Commissioner O'Rourke had one more item to bring to Lt. Gendreau attention; residents raised concerns with people congregating in the downtown area. One suggested had been to remove the benches on Park Avenue. He stated that a business owner expressed concern about the aggressive panhandling on Park Avenue.

**Mayor DuBois** announced the Northern County Intergovernmental meeting was scheduled for Monday, May 23, 2016 at 9:30 a.m. at the Juno Beach Town Hall. He announced that the Haitian Flag Day event was held on Saturday, May 14, 2016, which was well attended. He announced that the Memorial Day proceeding would be Monday, May 30, 2016 at 11:00 a.m. in Kelsey Park. He was made aware that the former K-Mart plaza has panhandlers.

He explained to Ms. DiSarro that the Town has a Community Redevelopment Agency (CRA), which developed a CRA Master Plan. He explained the function of the Board and the budget funds. He explained the market initiatives that helped to grow the CRA and the landscape plan to Park Avenue. He thanked Ms. DiSarro for her interest in the Town and explained where the Commissioners emails could be found.

Mayor DuBois asked what occurred at the Northlake Boulevard Task Force (NBTF) meeting. Vice-Mayor Glas-Castro explained that the NBTF agreed to extend the Interlocal Agreement for five-years. The Interlocal Agreement would be forthcoming for the Commission to consider. She explained that Sharon Merchant spoke at the meeting about the Department of Transportation PD&E Study and how it would impact the businesses along Northlake Blvd. Ms. Merchant discuss some of the concerns with the designs, limited access, and visibility to the existing businesses on Northlake. Town Manager D'Agostino explained that there are proposed developments along Northlake Blvd in Palm Beach Gardens where 34,000 homes are proposed to be built over a period of five-years. Mayor DuBois stated that he responded to Ms. Merchants emails.

He announced that the Sunset celebration would be held on Friday, May 27, 2016 at the Marina from 6:00 p.m. - 9:00 p.m. He stated that the organizer of the Chili Cook-Off, Robert Trepp, had received the Florida State International Cook-Off award, which means he would continue to hold the Chili Cook-Off's in Lake Park.

He announced that the Brew House Gallery anniversary was Saturday, May 14, 2016. Commissioner Lynch explained that the Brew House Gallery collaborated with the Lake Park Library's Vanishing Florida event. She thanked Brew House Gallery owner Jo Brockman.

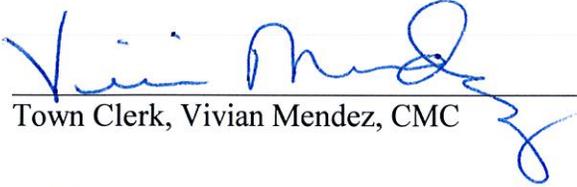
Mayor DuBois welcomed Lt. Gendreau back to the Town.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Lynch and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 8:48 p.m.



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



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



FLORIDA

Approved on this 1 of June, 2016



Town of Lake Park Town Commission

Exhibit "A"

Agenda Request Form

Meeting Date: May 18, 2016

Agenda Item No. Tab 6

Agenda Title: Resolution Authorizing the Town Manager to Sign the Request for Verification of An Exemption Application with DEP.

- SPECIAL PRESENTATION/REPORTS
  - BOARD APPOINTMENT
  - PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
  - NEW BUSINESS
  - OTHER: \_\_\_\_\_
- CONSENT AGENDA
  - OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 5-9-16

John O. D'Agostino, Town Manager

Name/Title

<b>Originating Department:</b>  Town Manager	Costs: \$100.00 Funding Source: General Fund Acct. # <u>800-33200</u> <input checked="" type="checkbox"/> Finance <u>BK12</u>	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Request for Verification of an Exemption Application to DEP</li> <li>• Resolution authorizing the Town Manager to sign the DEP Exemption Application.</li> </ul>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case _____ JOD  <b>Please initial one.</b>

**Summary Explanation/Background:** The Town of Lake Park Harbor Marina must seek a determination from the Department of Environmental Protection a "de minimis" exemption in accordance with Section 373.406 (6) of the Florida State Statute. The pylons currently in place for the designated boat lifts (five in total) will be moved to accommodate the boat lifts. However, since the pylons already exist and new ones may not be added, but relocated the Town of Lake Park

Harbor Marina is seeking a "de minimis" exemption from the Regional DEP Office in West Palm Beach.

The Request is to have the Town Manager sign the Request for Verification of an Exemption application.

**Recommended Motion:** Move to allow the Town Manager to sign and submit to DEP the Application Requesting a Verification of an Exemption.



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 18, 2016

Agenda Item No. Tab 7

**Agenda Title: Professional Landscape Architecture Services for a Site Evaluation and Summary Report of Current Conditions at Lake Shore and Kelsey Parks**

- |  |  |
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| <input type="checkbox"/> SPECIAL PRESENTATION/REPORTS<br><input type="checkbox"/> BOARD APPOINTMENT<br><input type="checkbox"/> PUBLIC HEARING ORDINANCE ON _____ READING<br><input checked="" type="checkbox"/> NEW BUSINESS<br><input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> OLD BUSINESS |
|--|--|

Approved by Town Manager *J. R. Gentry* Date: 5-3-16

*David Hunt*  
David Hunt / Public Works Director

<b>Originating Department:</b>  Public Works	<b>Costs:</b> \$11,200.00 <b>Funding Source:</b> General Fund, Public Works Grounds Maintenance Division <b>Acct. #</b> 406-31000 <input checked="" type="checkbox"/> Finance <u><i>BKR</i></u>	<b>Attachments:</b> -Town Engineering Consultant's Professional Services Proposal -Lake Shore Park Landscape Site Plan -Kelsey Park Landscape Site Plan
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or <b>Not applicable in this case</b> <u><i>gjh</i></u> <b>Please initial one.</b>

**Summary Explanation/Background:** The landscape designs for Kelsey and Lake Shore Parks were created in 1999 and 2007 respectively. Over time, due to various environmental conditions such as aging, disease, and insects some of the plant stock has deteriorated and has been removed. Budget constraints have limited one for one replacements leading to park conditions that do not resemble the original design. Town codes require that all commercial sites remain true to their submitted and approved site plans.

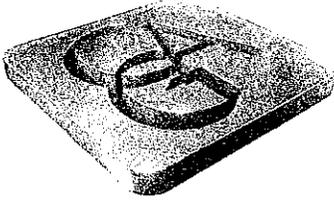
A survey of current conditions by a professional landscape architect, taking into account the problems that the maintenance staff regularly runs into, will lead to a summary report that includes the following:

- A summary of existing conditions with a list of missing materials (including quantities). Recommendations for re-sets (taking into account historic maintenance problems with the original design). A list of materials that have been substituted for original materials. The development of a cost estimate for bringing parks back to their original design, incorporating equivalent alternatives more conducive to site conditions and maintenance capabilities while avoiding 'value engineering'.
- A determination as to whether or not the site plans have significantly strayed from the originals and if suggested changes will require approval from the Town's Planning and Zoning Board and Commission.

The summary report will also include cost estimates for the replacement of missing materials. These estimates will be used in the preparation of the Fiscal Year 2017 Budget.

The funds in the amount of \$11,200.00 for this professional services project have not been budgeted. The costs will be accounted for during the mid-year budget adjustment process.

**Recommended Motion: I move to approve the Professional Landscape Architecture Services contract with the Town's Engineering Consultant, Calvin Giordano & Associates, for the evaluation and summary report of the site conditions at Kelsey and Lake Shore Parks.**



## Additional Services Agreement

**DATE:** April 12, 2016  
**RE:** Town of Lake Park Kelsey and Lake Shore Park Evaluations  
**CLIENT:** Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403  
**ATTENTION:** Mr. Dave Hunt  
**CGA NO.:** 15-2748.12

CGA HAS BEEN ADVISED TO PROCEED WITH THE FOLLOWING ADDITIONAL SERVICES:

Due to the client's request for work outside the original scope of services, Calvin, Giordano & Associates, Inc. will provide the following additional services:

### I. Professional Landscape Architecture Services

- A. Based upon the comments the Town received from Lake Shore and Kelsey Park's Landscape Architect of Record, CGA shall provide the following professional services:
1. A site inspection of Lake Shore and Kelsey Parks comparing existing vegetation with the respective 2007 and 1999 site plans.
  2. A red line markup of the site plans indicating areas of substantial deviation from the original design. An existing conditions plan will be developed utilizing this information.
  3. A site meeting with Town staff, including the Grounds Maintenance Foreman, to discuss maintenance issues that may have contributed to modifications of the original plans.
- B. A summary of the findings shall be prepared which includes the following:

Building Code Services  
Coastal Engineering  
Code Enforcement  
Construction Engineering  
and Inspection  
Construction Services  
Contract Government  
Data Technologies  
and Development  
Emergency Management  
Services  
Engineering  
Environmental Services  
Facilities Management  
Indoor Air Quality  
Landscape Architecture  
Municipal Engineering  
Planning  
Public Administration  
Redevelopment  
and Urban Design  
Surveying and Mapping  
Traffic Engineering  
Transportation Planning

#### GSA Contract Holder

1800 Eller Drive  
Suite 600  
Fort Lauderdale, FL  
33316  
954.921.7781 phone  
954.921.8807 fax

[www.cgasolutions.com](http://www.cgasolutions.com)

1. A summary of existing conditions with a list of missing materials (including quantities). Recommendations for re-sets (taking into account historic maintenance problems with the original design). A list of materials that have been substituted for original materials. The development of a cost estimate for bringing the parks back to their original design, incorporating equivalent alternatives more conducive to site conditions and maintenance capabilities while avoiding 'value engineering'.
  
2. A determination as to whether or not the site plans have significantly strayed from the originals and if suggested changes will require approval from the Town's Planning and Zoning Board and Commission.
  - A proposal for the outlined services.
  
  - A proposal for semi-annual site inspections that will include a report on current conditions and recommendations for proactive treatments.

<b>COST OF THESE SERVICES (Lump Sum )</b>		
<b>I</b>	<b>Professional Landscape Architecture Services</b>	<b>\$11,200.00</b>
<b>II</b>	<b>Meetings not included in I thru I</b>	<b>Hourly</b>
<b>TOTAL (Plus Hourly Services)</b>		<b>\$11,200.00</b>

**AUTHORIZATION**

**Kindly sign and return this authorization at your earliest convenience.  
Calvin, Giordano & Associates, Inc.  
will proceed upon receipt of authorization..**

By: \_\_\_\_\_

Mr. Dave Hunt  
Public Works Director

Date: \_\_\_\_\_

By: \_\_\_\_\_

Shelley Eichner, AICP  
Senior Vice President

Date: \_\_\_\_\_

## PROPOSED SCHEDULE OF FEES

### I. Professional Landscape Architecture Services

A site inspection of Lake Shore and Kelsey Parks comparing existing vegetation with the respective 2007 and 1999 site plans. An existing conditions plan will be developed from this site inspection.	\$1,600.00
A red line markup of the site plans indicating areas of substantial deviation from the original design. A list of missing materials (including quantities) shall be developed.	\$3,880.00
A site meeting with Town staff, including the Grounds Maintenance Foreman, to discuss maintenance issues that may have contributed to modifications of the original plans. Anticipated to be a four hour meeting.	\$660.00
Recommendations for re-sets (taking into account historic maintenance problems with the original design) Utilizing the list of missing materials above a cost estimate shall be developed. A list of materials that have been substituted for the original materials shall also be included.	4,600.00
A determination as to whether or not the site plans have significantly strayed from the originals and if suggested changes will require approval from the Town's Planning and Zoning Board and Commission. Note that this scope includes the development of a Power Point Presentation	\$460.00
<b>Total</b>	<b>\$11,200.00</b>

*Upon completing the scope above, Additional Services shall include the following:*

A proposal for the outlined services based upon addressing the findings above	\$0
A proposal for semi-annual site inspections that will include a report on current conditions and recommendations for proactive treatments.	\$0
A proposal for CGA to incorporate a landscape design into an area of Kelsey Park that is slated for the construction of a new restroom building. This design shall utilize the landscaping pallet that was originally specified. This design will mirror the existing materials for placement around the new structure. Possibly use the new construction as an opportunity to address lost plant stock in the form of an 'equivalent alternative'.	\$0





SCALE 1"=30'-0"

DESIGNED BY [Signature]

DRAWN BY MGR, DJ

CHECKED BY CRP

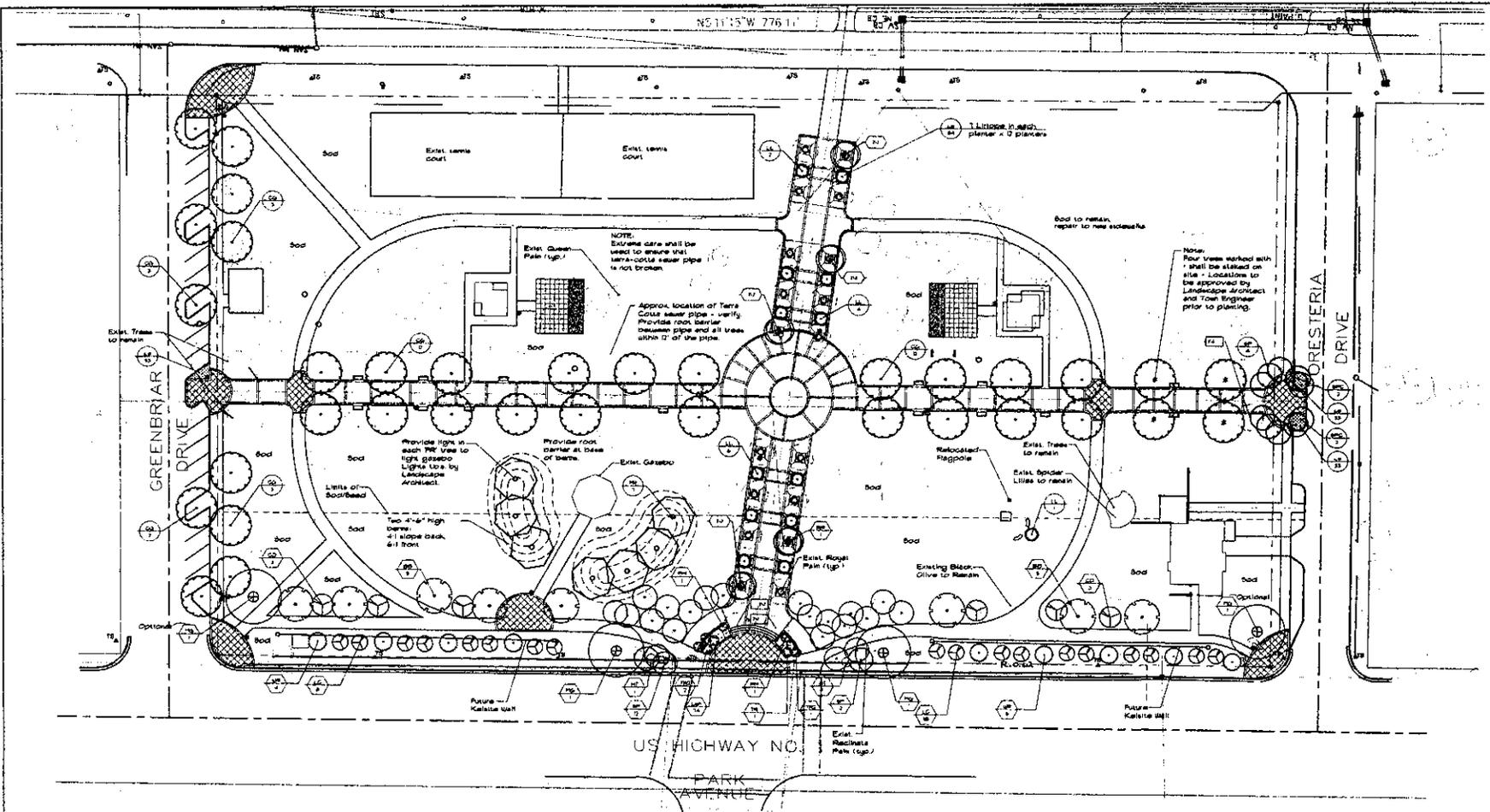
CAD DWG.

DATE 2-2-99

REVISIONS 4-1-99

[Signature]

**KELSEY PARK**  
 LAKE PARK, FLORIDA  
 LANDSCAPE PLAN-PRELIMINARY



**Beautiful Palm Beaches Grant Plant List**

NO	SYM	SYMBOL	COMMON	HT	SPACING
06	6	6	BLACK OLIVE	24-30' TALL	
07	7	7	COCCONIA VERMICULATA	18-24' TALL	
08	8	8	STYLISSA LAMINATA	18'	30' O.C.
09	9	9	LYSTICHIA GRACILIS	6' - 8' - 10'	4' O.C.
10	10	10	PHOENIX PALM	SEE PLANTING PLAN	
11	11	11	PHOENIX PALM	12-14' TALL	10' O.C.
12	12	12	PHOENIX PALM	12-14' TALL	10' O.C.
13	13	13	PHOENIX PALM	12-14' TALL	10' O.C.
14	14	14	PHOENIX PALM	12-14' TALL	10' O.C.
15	15	15	PHOENIX PALM	12-14' TALL	10' O.C.
16	16	16	PHOENIX PALM	12-14' TALL	10' O.C.
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43	43	43	PHOENIX PALM	12-14' TALL	10' O.C.
44	44	44	PHOENIX PALM	12-14' TALL	10' O.C.
45	45	45	PHOENIX PALM	12-14' TALL	10' O.C.
46	46	46	PHOENIX PALM	12-14' TALL	10' O.C.
47	47	47	PHOENIX PALM	12-14' TALL	10' O.C.

**Kelsey Park Plant List**

NO	SYM	SYMBOL	COMMON	HT	SPACING
01	1	1	COCCONIA VERMICULATA	18-24' TALL	
02	2	2	STYLISSA LAMINATA	6' - 8' - 10'	30' O.C.
03	3	3	LYSTICHIA GRACILIS	6' - 8' - 10'	4' O.C.
04	4	4	PHOENIX PALM	SEE PLANTING PLAN	
05	5	5	PHOENIX PALM	12-14' TALL	10' O.C.
06	6	6	PHOENIX PALM	12-14' TALL	10' O.C.
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**Kelsey Park FRDAP Grant Plant List**

NO	SYM	SYMBOL	COMMON	HT	SPACING
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**Legend**

⊕ Kelsey Park Plants

⊖ Beautiful Palm Beaches Plants



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, May 18, 2016, 6:30 PM,  
Lake Park Town Hall  
535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>Anne Lynch</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
.....		
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Town Clerk</b>

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/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Proclamation Staverline Julien

Tab 1

2. Proclamation Lieutenant Nicholas Vassalotti

Tab 2

D. PUBLIC COMMENT:

This time is provided for addressing 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.

E. 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.**

- 3. Regular Commission Meeting Minutes of May 4, 2016** **Tab 3**
- F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:**  
**None**
- G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**  
**None**
- H. BOARD MEMBERSHIP NOMINATION:**
- 4. Guadalupe Lawrence – Nominated for re-appointment to the Library Board as a Regular Member** **Tab 4**
- 5. Anthony “Tony” Bontrager – Nomination for appointment to the Planning & Zoning Board as a Regular Member** **Tab 5**
- I. NEW BUSINESS:**
- 6. Resolution No. 20-05-16 Authorizing the Town Manager to Sign the Request for Verification of An Exemption Application with DEP.** **Tab 6**
- 7. Professional Landscape Architecture Services for a Site Evaluation and Summary Report of Current Conditions at Lake Shore and Kelsey Parks** **Tab 7**
- 8. Town Manager Evaluation** **Tab 8**
- J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**
- K. ADJOURNMENT:**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, June 1, 2016**