



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
November 1, 2006 7:30 p.m.

Town Commission Chambers, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, November 1, 2006 at 7:30 p.m. Present were Mayor Castro, Vice-Mayor Daly, Commissioners Balius, Carey, and Osterman, Interim Town Manager Cynthia Sementelli, Attorney Karen Roselli, and Town Clerk Vivian Mendez.

Vivian Mendez led the Invocation.

Mayor Castro led the Pledge of Allegiance.

Town Clerk Vivian Mendez performed the Roll Call.

ADDITIONS/DELETIONS/APPROVAL OF AGENDA

Item 12 – Identification of goals and interview questions for Town Manager Candidates moved to be discussed after Item 6 – Ordinance 12-2006 – Board Member Termination.

Motion: A motion was made by Commissioner Carey to approve the agenda as amended; Commissioner Balius made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

PUBLIC and OTHER COMMENT

None

COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY

Vice-Mayor Daly

Vice-Mayor Daly stated that there have been a lot of unresolved issues over the past year. He stated that there has been an issue of getting contractors to fulfill their contracts at the Lake Park Harbor Marina. He stated that the bricks continue to fall and boat owners have been restricted from walking on the seawall. He stated that a lot of money has been spent on the breakwater and

that the breakwater section of the marina has been closed for a year and there has been no update on the status. He stated that there was debris laying on the pier that has blown into the water and the marina appears unmaintained. He stated that there is also a lighting issue at the Marina. He stated that one of the lights was knocked down and has been laying there for six (6) months. He stated that he does not see work that was supposed to be done at the Marina done. He stated that the elevator door did not open easily and needed to be repaired.

Vice-Mayor Daly asked Interim Town Manager Cynthia Sementelli why the light post at the Marina has been laying in a ditch for a long period of time.

Vice-Mayor Daly stated that he has not received the trash receptacles that he asked for.

Vice-Mayor Daly stated that there are dead trees at the Lake Park Harbor Marina that have not been replaced.

Vice-Mayor Daly stated that grass was not put in along the roadway at the Lake Park Harbor Marina. He stated that the Commission asked repeatedly for the grass to be replaced and had yet to be done.

Vice-Mayor Daly stated that he attended a meeting on October 24, 2006 at the Evergreen House and he observed four (4) irrigation pipes that were broken and spraying water along the sidewalks.

Vice-Mayor Daly stated that he thought it was time to make serious changes with the Recreation Department. He stated that he felt that the wrong man was in charge at the Recreation Department. He stated that the Town is spending an outrageous amount of money in the Recreation Department and they are not getting their monies worth. He stated that there is no football, baseball, or basketball. He stated that soccer program is taken care of by someone other than an employee of the Recreation Department. He stated that he observed what the Recreation Director for Riviera Beach does and that his duties did not compare to the duties of the Recreation Director for the Town of Lake Park.

Vice-Mayor Daly stated that he wanted to see the Recreation Department rebuilt from the ground up.

Vice-Mayor Daly suggested that the money budgeted for the Recreation Department be withdrawn and reviewed by the Commission.

Vice-Mayor Daly stated that there has been no action taken on obtaining a trailer for the ball field.

Vice-Mayor Daly asked for staff to come up with a time frame for the move of the Sheriff's Department to the Recreation Building.

Vice-Mayor Daly stated that he had discussed these issues with former Town Manager Paul Carlisle.

Vice-Mayor Daly stated that there is no irrigation at Lake Shore Park and it was a field of weeds.

Vice-Mayor Daly stated that when residents get upset, they get upset with the Commission. He stated that the Commission needed to make the residents realize that they do not run the town.

Commissioner Balius

Commissioner Balius thanked Interim Town Manager Cynthia Sementelli for the "My City" program she set up with staff.

Commissioner Balius thanked Vice-Mayor Daly for standing in for him at the "My City" program event.

Commissioner Balius stated that he watched FEC Railroad cut their grass. He stated that the person mowing the grass made a high speed run on one side and the grass looked terrible.

Commissioner Balius stated that code enforcement did not cite properties with overgrown lawns.

Commissioner Balius asked Interim Town Manager Cynthia Sementelli the status of putting a fence at the ball fields.

Commissioner Balius stated that there was a softball team on the ball field that did not have a permit.

Commissioner Balius stated that the ball fields at Palm Beach Gardens and Riviera Beach were beautiful. He recommended that the Commission look at the ball fields in Palm Beach Gardens and Riviera Beach.

Commissioner Balius recommended that the Recreation Department Director be responsible for maintenance of the ball field.

Commissioner Balius stated that street lights on Park Ave. were not working.

Commissioner Balius asked for a status on the Town bus. He stated that he was angry about the Town bus. He recommended that the bus be sold.

Commissioner Balius asked Interim Town Manager Cynthia Sementelli the status of sales of the brick pavers. He informed Interim Town Manager Cynthia Sementelli that Ms. Nun wanted to buy a brick paver.

Commissioner Balius stated that not a lot of residents were aware of the brick paver program. He stated that once they were informed there would be more people willing to purchase brick pavers.

Mayor Castro

Mayor Castro asked why the marina manager was not managing the marina.

Mayor Castro asked Interim Town Manager Cynthia Sementelli why the marina manager has not taken care of the issues at the Marina. He asked Interim Town Manager Cynthia Sementelli to bring back an answer to the next Commission Meeting of November 15, 2006.

Mayor Castro addressed the Commission and stated that the issues that had been raised were not given to Interim Town Manager Cynthia Sementelli to review and have a response.

Mayor Castro stated that the Town is in transition and Interim Town Manager Cynthia Sementelli was holding down the fort. He stated that the Commission is asking Interim Town Manager Cynthia Sementelli to do things that she does not have the tools to do. He stated that Interim Town Manager Cynthia Sementelli is trying to do the best she can and just finished the budget.

Mayor Castro asked Interim Town Manager Cynthia Sementelli to put discussion of the Marina and Recreation Department on the agenda for the next Commission Meeting of November 15, 2006.

Mayor Castro asked the Commission for consensus to discuss the Marina and Recreation Department at the next Commission Meeting of November 15, 2006.

The Commission came to consensus to discuss the Marina and Recreation Department the next Commission Meeting of November 15, 2006.

Mayor Castro asked Interim Town Manager Cynthia Sementelli to review the permit for game fees at the ball field and get back to the Commission on whether the fees are per game or per day.

Mayor Castro thanked staff for their job on the Halloween Egg Haunt.

Mayor Castro asked for the status on the stolen Town of Lake Park plaques.

Mayor Castro asked Vice-Mayor Daly if he could judge the boat parade since he would not be able to attend.

Mayor Castro asked if a Commissioner could light the Christmas tree.

Mayor Castro stated that the Recreation Department Director already brought in a detailed list of programs and activities that take place in the Recreation Department.

Mayor Castro asked Interim Town Manager Cynthia Sementelli to contact DOT to obtain a permit for holiday banners.

Mayor Castro directed Interim Town Manager Cynthia Sementelli to cut Mr. Michael Nagy from the New Town Manager Candidate list since he could not make the November 18, 2006 interview.

Mayor Castro stated that the Public Hearing on November 18, 2006 could take place at the library.

Commissioner Carey

None

Commissioner Osterman

Commissioner Osterman asked Interim Town Manager Cynthia Sementelli to schedule a date to move the Sheriff's Department into the Recreation Building.

Commissioner Osterman stated that when she was on the CRA Board a status report was requested on a continual basis and things did not slip through the cracks and there was accountability.

Commissioner Osterman stated that there was a real lack of follow through.

Commissioner Osterman stated that a lot of money had to be spent on the building at the ball field because there was no termite bond.

Commissioner Osterman stated that there was an organizational structure problem with the Town.

Commissioner Osterman stated that the Commission needed to take a more global look at how things are run structurally in the Town.

Commissioner Osterman stated that the Commission had the right to put referendums on the ballots at elections.

Commissioner Osterman addressed the residents and asked them to let the Commission know if they want any changes to be made to the Town Charter.

Commissioner Osterman asked for the status of changing the Assistant to the Town Manager position to an IT manager position.

Commissioner Osterman asked Interim Town Manager Cynthia Sementelli for an accounting of the amount of money brought in on the day that multiple football games were played at the ball field.

Commissioner Osterman stated that the permit for game fees at the ball field stated a per game fee.

Commissioner Osterman asked for consensus on having a status chart or list provided to the Commission.

Commissioner Osterman asked for a clear understanding of what programs were up and running, who is running the programs, accomplishments in a work week, and how that time is spent for the two (2) employees employed in the Recreation Department.

Interim Town Manager Cynthia Sementelli

Interim Town Manager Cynthia Sementelli stated that the breakwater at the Marina has been budgeted for this year and needed to go out for bid.

Interim Town Manager Cynthia Sementelli stated that she would follow up on why the light post at the Marina has not been repaired.

Interim Town Manager Cynthia Sementelli that she sent a certified letter to the paver contractor for the Marina and if they did not respond there was a bond issue that would be her next recourse.

Interim Town Manager Cynthia Sementelli stated that she was in the process of obtaining prices of renting and/or buying as well as looking into FEMA to obtain a trailer for the ball field.

Interim Town Manager Cynthia Sementelli stated that the Sheriff's Department is in the process of moving to the Recreation Station. She stated that they were in contact with Bellsouth and their IT. She stated that Recreation Staff will be temporarily housed in the Commission Chamber offices. She stated that she would let the Commission know as soon as she comes up with a clear date with Bellsouth to get the necessary wiring done at the Recreation Building.

Interim Town Manager Cynthia Sementelli stated that she has worked on all of the issues that have been brought up by the Commission. She stated that she has been Interim Manager for four (4) months and in that time has begun to address ongoing issues that date back one (1) year. She stated that addressing the issues and making progress takes time.

Interim Town Manager Cynthia Sementelli stated that they are in the process of hiring an irrigation technician to address the problems at Lake Shore Park.

Interim Town Manager Cynthia Sementelli stated that changing the Assistant to the Town Manager position to an IT position was on her list of things to do.

Interim Town Manager Cynthia Sementelli stated that the permit for game fees at the ball field stated a per day fee.

Interim Town Manager Cynthia Sementelli stated that FPL has been called regarding the lights that are out around the Town of Lake Park. She stated that FPL has a ten (10) to twelve (12) day turn around.

Interim Town Manager Cynthia Sementelli stated that she would bring back a status chart or list for the Commission for future Commission Meetings.

Interim Town Manager Cynthia Sementelli stated that the microphone issues in the Commission Chamber would be brought back for discussion at the next Commission Meeting of November 15, 2006.

Interim Town Manager Cynthia Sementelli that FPL was called for lights that were down in the industrial area.

Interim Town Manager Cynthia Sementelli stated that benches would be placed at the marina within the next week.

Interim Town Manager Cynthia Sementelli stated a 25 foot Christmas tree has been ordered for Lake Shore Park, and holiday banners for Federal Hwy and the Marina.

Interim Town Manager Cynthia Sementelli stated that Mr. Michael Nagy could not attend the November 18, 2006 interview for a new town manager position.

Interim Town Manager Cynthia Sementelli stated that there was a tentative schedule for the new town manager candidate interviews. She stated that interviews would begin at 8 a.m., lunch will be served at Cardellos and the public hearing would take place at 3:00 p.m. She stated that there was a wedding taking place in the mirror ballroom. She stated that the interviews would be worked around the wedding. She stated that the interviews would take place in the Finance Department.

Interim Town Manager Cynthia Sementelli stated that it would cost \$25,000.00 to place a fence around the ball field.

Interim Town Manager Cynthia Sementelli stated that the brick paver program was not taking off as anticipated. She asked the Commission for direction on the brick paver program.

Attorney Karen Roselli

None

BOARD MEMBERSHIP APPOINTMENT:

Board application for Planning and Zoning Board

Todd Dry, 340-A 10th St. – stated that he had been involved in Lake Park as a property owner since 1993. He stated that he is a contractor by trade and real estate investor. He stated that he liked the direction that the town was going and would like to give his input. He stated that he has been to several meetings of the Town of Lake Park Business Association. He stated that he would like to contribute his experience and construction knowledge to the Planning and Zoning Board.

Jeremy Penchansky, 518 W. Jasmine Dr. – stated that he has lived in Lake Park for the past five (5) years. He stated that he had a warm spot for Lake Park since it was the first place he lived after college. He stated that he worked as a real estate professional and he cared about what was going on in the town and serving as a volunteer on the Planning & Zoning Board would give him an opportunity to help lay out the city.

CONSENT AGENDA:

1. Regular Commission Meeting Minutes of October 4, 2006
2. Special Call Commission Meeting Minutes of October 11, 2006.
3. Regular Commission Meeting Minutes of October 18, 2006.
4. Purchase of Tymco 435 Street Sweeper.
5. Resolution No. 63-11-06 Curtain for Mirror Ballroom.

Public Comment Open.

None

Public Comment Closed.

Motion: A motion was made by Commissioner Balius to approve all items on the Consent Agenda; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

**PUBLIC HEARING(S)
ORDINANCES ON 2ND READING
ORDINANCE NO. 12-2006 – Board Member Termination**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 ENTITLED "MEMBERSHIP ON CERTAIN BOARDS AND COMMITTEES TERMINATED FOR MISSING MEETINGS, FILLING OF VACANCIES"; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Attorney Karen Roselli read Ordinance 12-2006 by caption only.

Motion: A motion was made by Commissioner Balius to approve Ordinance No. 12-2006; Commissioner Balius made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Discussions and Possible Action

Goals and Interview questions

Bambi McKibbon-Turner, Personnel Director introduced Nick Capolla to the Commission. She stated that he had been hired to help with the process of determining interview questions for the new town manager candidates. She handed copies of Exhibit "A" and Exhibit "B" to the Commission.

Nick Capolla stated that the idea of putting categories around questions was to help provide structure for the new town manager candidate interviews. He gave examples of different scenarios and questions that would be prompted by those scenarios. He suggested that each Commissioner take one of the five (5) goals and question each candidate based on that goal.

Mayor Castro stated that no one would know the answer to the question but the one who would be asking.

Mr. Capolla suggested that all questions be covered with each candidate.

Commissioner Osterman asked if it would be possible to ask candidates certain questions in the presence of the entire Commission.

Mr. Capolla stated that it was possible to ask each candidate certain questions before the entire Commission.

Commissioner Osterman stated that she preferred to have a group interview first and then the individual interview.

Mayor Castro stated that he preferred to have the individual interview first and then the group interview.

Mr. Capolla stated that all questions asked to the candidates should be questions related to what they have done in the past, not what they would do in the future.

Mayor Castro recommended that each Commissioner come up with five (5) questions that they would like to ask the new town manager candidates individually. He suggested that the Commission also come up with five (5) questions that they would like to ask the new town manager candidates as a group.

Commissioner Osterman responded by indicating which areas she would like to cover in questions to the new town manager candidates.

Mr. Capolla recommended different phrasing of questions. He referred to critical connections and defined it as the people that you work with and for.

Commissioner Osterman stated that she would like to utilize Channel 18, the newsletter, and web within the Town to reach the community. She asked Mr. Capolla to phrase a question that could be asked of a new town manager candidate related to that concern.

Mr. Capolla phrased questions for the Commission based on their ideas and concerns. He reviewed and discussed the categories of questions for the new town manager candidates.

Commissioner Osterman requested a list of specific questions from Mr. Capolla.

Bambi McKibbin-Turner asked the Commission for consensus on whether or not to provide a copy of the budget to each of the new town manager candidates.

Commissioner Osterman stated that she would like the budget on the Town's home web page so that it would be accessible.

Mr. Capolla recommended that the budget be made accessible on the Town's website

ORDINANCE ON 2ND READING

ORDINANCE NO. 13-2006 – Outdoor Storage

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 68, SECTION 68-3 ENTITLED "OUTDOOR STORAGE FOR SINGLE-FAMILY AND DUPLEX SITES;" PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF

LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Patrick Sullivan, Community Development Director stated that he added criteria for pools to Ordinance 13-2006 as requested.

Commissioner Osterman asked if pools were allowed in a side yard for homes placed on a corner lot. She asked for clarification of whether above-ground pools also needed a permit.

Patrick Sullivan, Community Development Director stated that a permit was required for above-ground pools.

Attorney Karen Roselli read Ordinance 13-2006 by caption only.

Motion: A motion was made by Commissioner Carey to approve Ordinance 13-2006; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

ORDINANCE ON 2ND READING

ORDINANCE NO. 14-2006 – Expiration of land development approvals

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 67 “THE LAND DEVELOPMENT CODE”

ARTICLE II, TO CREATE NEW SECTION 67-42 TO BE ENTITLED “EXPIRATION OF LAND DEVELOPMENT APPROVALS”; AND TO CREATE NEW SECTION 67-43 TO BE ENTITLED “RECONSIDERATION AFTER DENIAL”; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Patrick Sullivan, Community Development Director explained that the wording for variances was changed in Ordinance 14-2006.

Attorney Karen Roselli stated that she noticed that there were typos in the caption portion of Ordinance 14-2006. She stated that the typos would be corrected and she explained the changes that were made to Ordinance 14-2006.

Patrick Sullivan, Community Development Director stated that the completion date for a project was changed to eighteen (18) months from the day that a development is initiated.

Attorney Karen Roselli read Ordinance 14-2006 by caption only.

Motion: A motion was made by Commissioner Balius to approve Ordinance 14-2006; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

ORDINANCE NO. 15-2006 – Prohibited parking

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, CHAPTER 30, ENTITLED “TRAFFIC AND MOTOR VEHICLES”, ARTICLE I, “IN GENERAL”, SECTION 30-2 ENTITLED “PROHIBITED PARKING”; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Vice-Mayor Daly asked for clarification on the loading and reloading zone on N. Killian. He asked if there were modifications to Ordinance 15, 2006.

Patrick Sullivan, Community Development Director stated that loading and reloading was permitted in Ordinance 15-2006 at any time on N. Killian.

Commissioner Osterman expressed her appreciation to Patrick Sullivan, Community Development Director for providing what the Commission asked for with regards to changes made in Ordinances.

Attorney Karen Roselli read Ordinance 15-2006 by caption only.

Motion: A motion was made by Commissioner Balius to approve Ordinance 15-2006; Vice-Mayor Daly made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

RESOLUTION NO. 64-11-06 – Facilities Rental Fees

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE REVISED FEES FOR THE USE OF TOWN MEETING FACILITIES; AND PROVIDING AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Interim Town Manager Cynthia Sementelli explained Resolution 64-11-06. She stated that issues have been raised in the past with rental facilities. She recommended that rental deposits be raised for additional cleaning fees, etc. She stated that the rental deposit for the pavilion was raised to \$250.00. She explained that the deposits are refundable once the facilities were inspected and customers would receive their deposits back within two (2) weeks.

Commissioner Balius asked who was responsible for inspecting or securing the facilities.

Interim Town Manager Cynthia Sementelli stated that a staff member would be on the premises at the time that a facility is rented.

Commissioner Osterman recommended resident and non-resident fees for rental facilities.

Interim Town Manager Cynthia Sementelli explained that she was focused on rental facility

deposits only so that there would be money for recourse in the case of an issue.

Commissioner Balius asked when the deposit for a rental facility is obtained.

Interim Town Manager Cynthia Sementelli stated that a deposit was required two (2) weeks prior to an event to make sure that the check has cleared.

Commissioner Osterman asked if the Recreation Department Director or Assistant Recreation Department Director could research grants related to resident and non-resident fees, and provide an answer by the next Commission Meeting of November 15, 2006.

Interim Town Manager Cynthia Sementelli stated that those grants were in storage and would take time to research.

Attorney Karen Roselli stated that she would also need to review the grants.

Commissioner Osterman stated that resident and non-resident fees were a big issue for residents.

Commissioner Carey asked if a deposit was required for free use of the ball room.

Interim Town Manager Cynthia Sementelli stated that there have been very few people that were given free use of the ballroom. She stated that the deposit was waived for those who had free use of the ballroom.

Vice-Mayor Daly recommended waiving rental fees of Town facilities for employees of the Town.

Mayor Castro directed Interim Town Manager Cynthia Sementelli to bring Resolution 64-11-06 back to the next Commission Meeting of November 15, 2006 with specific modifications.

Motion: A motion was made by Commissioner Balius to defer Resolution 64-11-06 to the next Commission Meeting of November 15, 2006 with specific modifications; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

RESOLUTION 65-11-06 – Operations Technician I

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF OPERATIONS TECHNICIAN I; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Open.

None

Public Comment Closed.

Interim Town Manager Cynthia Sementelli explained Resolution 65-11-06. She stated that the purpose of the Resolution was to include the classification of Operations Technician I. She stated that it was a title change and that there was no impact to the budget.

Motion: A motion was made by Commissioner Balius to approve Resolution No. 65-11-06; Commissioner Osterman made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Balius	X		
Commissioner Carey	X		
Commissioner Osterman	X		
Vice-Mayor Daly	X		
Mayor Castro	X		

Motion passed 5-0.

Discussions and Possible Action

Ball field policies

Interim Town Manager Cynthia Sementelli stated that she researched rules for ball fields of other municipalities and found that a lot of them did not have field policies. She stated that she found some municipalities that did and was able to come up with a combination of rules for recommendation.

Commissioner Osterman recommended that #6 No alcoholic beverages allowed in parks be changed. She stated that it should state an exception for those who have obtained permission to have alcoholic beverages such as events that take place at Kelsey Park. She stated that Public Works be included in #8 as not allowed to dig or trench in the ball field.

Commissioner Balius asked who would be responsible for enforcing the ball field rules.

Interim Town Manager Cynthia Sementelli stated that since the rules are written that they could now be enforced.

Vice-Mayor Daly recommended that the employees in the Recreation Department have different working schedules. He recommended split shifts so that one of the employees could monitor the ball field and parks.

Commissioner Osterman recommended a viable reason be added to #13. She recommended that medians be added to #17. She recommended a rule be added to state that one warning will be given should the rules not be observed and a person's permit would be revoked should they break the rules a second time.

Public Comment

Bert Bostrum, 1451 Flagler Blvd. – stated that the allowed time stated in a permit should be added to the rules for the ball field.

Commissioner Osterman stated that the rules are an addition to the permit. She stated that the permit remains.

Bert Bostrum stated that everything that was on the original rules was also in the revision.

Interim Town Manager Cynthia Sementelli stated that times for use of the ball field was removed from the body of the permit application and added to the rules for the ball field.

Commissioner Osterman recommended a maximum of two (2) hours per day for practices on the ball field.

Mayor Castro stated that two (2) hours was not enough time for practices at the ball field. He recommended three (3) hours for practices on the ball field.

Diane Munroe, Hawthorne Dr. – asked if the Commission was going to address teams from other municipalities playing on the ball field.

Interim Town Manager Cynthia Sementelli there was a separate permit for teams from other municipalities and it was addressed in the proposed rules for the ball field.

Marina security contract extension

Interim Town Manager Cynthia Sementelli stated that the security contract for the Lake Park Harbor Marina would expire on November 29, 2006. She asked for consensus from the Commission to extend the contract. She stated that there would be no additional fees but they were asking for additional monies for cost of living and a bonus because of a job well done. She recommended a 3% increase which would cost \$1400.00 per year.

The Commission came to consensus to increase the Marina security contract by 3%.

Interim Town Manager Cynthia Sementelli stated that she would send a letter to the Marina's security company stating that they will extend the contract for one (1) year.

New town manager candidate dinner reception

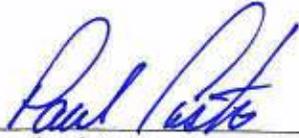
Interim Town Manager Cynthia Sementelli asked for recommendations for beverages and food for the new town manager candidate dinner reception.

Mayor Castro asked for beer and wine to be provided.

Commissioner Balius recommended seafood for the dinner reception.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Daly and seconded by Commissioner Balius, and by unanimous vote, the meeting adjourned at 9:38 p.m.



Mayor Paul Castro



Deputy Clerk Jessica Shepherd



Town Clerk Vivian Mendez



FLORIDA

Approved on this 15 of November 2006.



TOWN OF LAKE PARK PUBLIC COMMENT CARD

MEETING DATE: 11/1/06

Cards must be submitted before the item is discussed!!
**Three (3) limit limitation on all comments

Name: Alma Murral

Address: _____

I would like to make comments on the following Agenda Item:

Ballfield

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



TOWN OF LAKE PARK PUBLIC COMMENT CARD

MEETING DATE: 11/1/06

Cards must be submitted before the item is discussed!
***Three (3) limit limitation on all comments

Name: Betha Gustafson
Address: 1751 Flaeger Blvd L.P.
I would like to make comments on the following Agenda Item:
Ballfield, potteries

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.

BALLOT

MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS ONE OPENING FOR 2nd ALTERNATE MEMBERSHIP.

THE FOLLOWING APPLICANTS REQUEST APPOINTMENT TO THE PLANNING & ZONING BOARD AS REGULAR MEMBERSHIP:

There is only ONE opening for ^{2nd alternate} ~~regular~~ membership to the Planning & Zoning Board.

Applicant (s):	<u>Yes</u>	<u>No</u>
Todd Dry	<u>✓</u>	<u>MM</u>
Jeremy Penschansky	<u>MM</u>	<u>✓</u>

BALLOT

BALLOT
MAYOR/COMMISSIONER

THE TOWN COMMISSION MAY APPOINT A FIVE MEMBER PLANNING & ZONING BOARD WITH TWO ALTERNATES. CURRENTLY THE BOARD HAS ONE OPENING FOR 2nd ALTERNATE MEMBERSHIP.

THE FOLLOWING APPLICANTS REQUEST APPOINTMENT TO THE PLANNING & ZONING BOARD AS REGULAR MEMBERSHIP:

There is only ONE opening for ^{2nd alternate} ~~regular~~ membership to the Planning & Zoning Board.

Applicant (s): _____ Yes _____ No

Todd Dry _____ _____

Jeremy PENCHANSKY _____ _____

BALLOT

Carey
MAYOR/COMMISSIONER

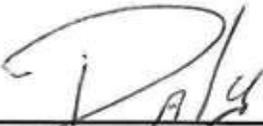
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Applicant (s):	Yes	No
Todd Dry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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BALLOT



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Applicant (s): _____	Yes _____	No _____
Todd Dry	_____ X	_____
Jeremy PENCHANSKY	_____	X _____

y n m w 1

SUGGESTED QUESTIONS FOR THE ONE-ON-ONE TOWN MANAGER CANDIDATE

INTERVIEWS:

1. Why are you interested in becoming the Town Manager of the Town of Lake Park?

2. What attributes do you believe you possess that will contribute to your success. Provide examples where you utilized the attributes in your job. What were the Circumstances? What were the actions you took? What were the results (CAR)

3. What potential position related weakness do you believe you possess? What have you done in the past year or two to overcome these issues?

4. What are your career objectives? What have you done in the past year or two to achieve the objectives?

5. If you were to conduct a situational analysis of the Town of Lake Park, what would you identify as its strengths, weaknesses, opportunities and threats? How would you optimize its internal strengths; what changes would you make to address its weaknesses; how would you capitalize upon its external opportunities; what steps would you take to minimize its external threats (or meet external challenges)? How would you go about making the changes?

6. What would your priorities be during the first six months of your employment if you were chosen for the position of Town Manager of the Town of Lake Park? Describe in detail how you would go about achieving the priorities

7. What do you believe is the role of the Town Manager that is different than published on our web site?

8. What have been your singular proudest accomplishments as City or Town Manager?

9. Describe your most significant career related accomplishment?

10. What has been your most significant job related disappointments of your career? What did you learn from this experience? How would you do things differently?

11. How have you gone about developing relationship with the Commission or its equivalent? How have you improved upon those that were difficult? you maintain it?

12. What information have you provided a Council concerning day-to-day operations and ongoing projects?

13. What kind of direction have you received from a Commission? What have you done when you feel the Commission has made it clear how they want the staff to proceed on a particular issue and you disagree?

14. What have you done when a Commission member contacts a department head directly and tells him or her to do something?

15. How many employees reported directly to you in your last position? How did you keep them informed of the community's priorities and the Council's direction?

16. To what extent have you developed relations with citizens and citizen groups? How do you typically handle this responsibility? How have you built relationships with the community?

17. What steps have you taken to support and be sensitive to the needs of the culturally diverse community?

18. What kind of working relationship have you had with department heads and the rest of the staff and how you handled them when their have been difficulties.

19. How have you approach the short term, mid Term and long range planning process? What system have you used to set goals and objectives? How do you monitor progress against goals and objectives?

20. What have been your commitments to continued professional development and education and how do you ensure that your staff continues to develop professionally?

21. Where have you taken calculated risks when you deemed it necessary?

22. What kinds of key decisions did you make in your last job?

23. What kinds of decisions are difficult for you to make?

24. If you are in transition, what is your reason for seeking to leave your last job?

25. What experience do you have had in accelerating growth and development? What have been the issues you have had to cope with in accelerating growth situations and how did you handled them. What should the Town of Lake Park be concerned about in a rapid growth situation?

27. What experience do you have in the area of redevelopment?

28. How have you attracted new businesses into the communities?

29. How have you identified and addressed the needs of the current business community in a Town? What was a situation that you were unable to achieve the objectives of the business community?

30. Describe your experience in dealing with federal agencies.

31. Describe your experience in dealing with state agencies.

32. Describe your experience in dealing with county agencies.

33. Describe your experience in writing proposals and obtaining grants. From what agencies

34. Did you seek grants and what was your success ratio?

35. Are there other, nongovernmental, sources of funds from which you have sought grants?

36. Have you ever been involved in initiatives to contract out municipal services? If so, please describe in more detail.

37. Who do you view as the customers of the Town of Lake Park? What have you done to improve customer service?

38. How do you respond when a resident comes to meet with you concerning some issues?

that he or she may have?

39. Are you a member of ICMA? Any committees and leadership roles What would do to change the ICMA's Code of Ethics?

40. If you were selected as Town Manager of the Town of Lake Park, how long would you be willing to remain in this position?

41. If you were selected as Town Manager of the Town of Lake Park, what compensation package would you expect?

42. If you were selected as Town Manager of the Town of Lake Park, what would be your availability to start?

CP Number 13

SUGGESTED INTERVIEW QUESTIONS (Supplement)

Major Categories for Evaluation:

- A. Key Result Areas (Goals)
- B. Critical Connections
- C. Behaviors
- D. Knowledge, Experience and Skills
- E. Values and Culture

Key Result Areas*

Question: Tell me a time when you, in your current role or when you were in your role in XYZ Town, had a goal(s) to 1, 2, 3, 4, 5 and/or 6.

Bambi's Examples:

- 1. Promote growth and development in your municipality?
- 2. Identify and address the needs of your municipality while at the same time remain fiscally responsible?
- 3. Improve the delivery of municipal services?
- 4. Establish working relationships with federal agencies?
- 5. Establish working relationships with state and county agencies?

KEY RESULT AREAS*

Regarding promoting growth and development:

- 1. What process did you undertake in determining how to promote growth and development in your municipality?
- 2. How were you able to sell your idea(s) to your council or commission?
- 3. Who were the major stakeholders in this effort and how were you able to elicit their support and assistance?
- 4. What role did annexation play in this overall effort?
- 5. Were you able to utilize public and private sector grants to assist in this effort? If so, please describe your efforts and the outcomes.
- 6. What has been your experience in accelerated growth and development and the issues that you have dealt with in coping with such situations?

*Legend: *CAR* – Circumstances, Actions, Results - *WWYDD* – What *Would* You *Do* Differently
Should be asked for each Key Result Areas and in numerous other questions for Critical Connections, Behaviors, Knowledge, Experience & Skills and Values & Culture

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Regarding identifying and addressing the needs of your municipality:

7. How did you go about identifying the needs of the business community and how did you address them?
8. How did you go about identifying the needs of the individual citizens of your community and how did you address them?
9. To what extent were you able to establish and utilize public/private partnerships in this effort?

Regarding improving the delivery of municipal services:

10. To what extent did you utilize best practices to improve service delivery?
11. How has this effort impacted employee morale and overall customer service?

Regarding establishing working relationships with federal agencies:

12. What success have you had in establishing working relationships with federal agencies, especially with your representatives to Congress and to the U.S. Senate?

Regarding establishing working relationships with state and county agencies:

13. What success have you had in establishing working relationships with state and county agencies, especially with your state representatives and county officials?

Other Suggested Questions:

Tell me about a time when you received a call from an irate citizen. What was the citizen upset about?

How have you gone about making important decisions? Take me through the process. Tell me about an important or difficult decision you made? What steps or process did you go through? Tell me about decision you made where there was a positive outcome. An adverse outcome? What were your steps and process you went through?

What would be an example(s) of a high-risk decision for you? Why?

Please provide me with your salary history in the last three or four positions. What was your compensation when you started and what was your compensation when you left? An alternative question: Please take me through your last one, two, three jobs; what was your title and compensation when you joined, when you left or when you were

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promoted? What percentage of your compensation was commission or bonus the past two years?

Please describe your typical work day, from the time you rise to the time you retire for the day. What is the typical time you arise and retire? What types of activities are you involved in during a typical work day?

How often do you attend seminars, read books or articles about necessary skills to do your job well? Give me examples of how you have implemented the techniques learned?

CRITICAL CONNECTIONS*

Tell me about time(s) in your business career or life when you dealt with an extremely difficult person or people under trying circumstances. What was your relationship to the person or people involved in the situation? Over how long a period did the difficulty last? How did you cope with the difficult person? What was the outcome?

Tell me about the last time or a time when you became extremely upset with a citizen a town official or a vendor or employee. What upset you? CAR

Have you ever fired anyone? Why? What process did you go through making the decision and actually telling the person they were being terminated? How long was it between recognizing the person's poor performance and their termination? What happened from the time performance was a problem to termination.

When and where have you significantly "raised the bar" for yourself or others?

How do you handle yourself under stress and pressure? What do you do to alleviate stress?

When have you taken a position on an issue? Stood up to a boss? Describe the issue and the outcome.

How many nonperformers have you removed in recent years? When necessary, what approaches were used leading to terminations? How much time elapsed between poor performance evaluations and their exit?

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Tell me about a time you criticized your subordinates. How did you go about it? What were the outcomes?

Tell me about a time or situation where you were three-quarters through the period or year and behind budget; it didn't look like you would make budget.

KNOWLEDGE, EXPERIENCE & SKILLS*

How many books do you read a year? What types of books? What's the last book you have read? Tell me about it. How have you applied what you read to improving yourself?

What is the most interesting project or program you have performed on the computer? What programs are you fluent with? Which popular ones are you not as comfortable with?

When you have been in charge of budgeting, approving expenses and monitoring departmental progress against financial goals, what were the challenges? Please tell me why, as well as your roles in these areas.

Was there anything your current or former town could have done to be more successful? What prevented those things from happening?

What have been your biggest challenges with the town or your team? Why? Specific examples?

Tell me how you troubleshoot X problem?

Tell me how you managed X situation?

How have you copied, created, or applied best practices?

When was the last time you missed a significant deadline?

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Everyone procrastinates at times. What are the kinds of things that you procrastinate on?

Give examples of your going beyond what was normally expected to enhance your town's reputation or image.

How would you rate yourself in public speaking? If we had a videotape of your most recent presentation, what would we see?

Tell me why you are the person I should hire for this position.

VALUES AND CULTURE*

Describe a job related situation or two in which the pressures to compromise your integrity were the strongest you have ever felt. How did you handle these situations?

What are a couple of the most courageous job related actions or unpopular stands you have ever taken?

In job related terms, when have you seen unethical behavior in a town you worked for, how did you deal with the situation?

Under what circumstances have you found it justifiable to break a confidence in a job related setting?

How satisfied are you with your balance in life – the balance among work, wellness, community involvement, professional associations, hobbies, etc.?

Some additional questions:

What would be a back to basics approach to improving the results of productivity and or budgetary constraints?

What won't you tolerate that most others will?

When has it been difficult to boost productivity?

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When have you profited from loss, lack of achievement?

I want specific objectives (they can't be too short or too long term), that are fundamental, understandable and a stretch you believe are critical. Describe those goals

Does your action plan include dismissing those that are not playing by the rules? When have you done that and when haven't you but tried an alternative approach?

What alliances would you form to help achieve objectives? What? When? How? When have you done that? What were the outcomes?

What are the short term objectives you believe should be achieved? What is the time frame? How will accomplishments be measured?

Are you a cost killer? If so describe if not describe the line you won't cross?

Do you believe in or challenge the necessity of revealing your targets to the public? If so when have you done that and what were the results and consequences?

When have you pushed short term goals and deferred or at the expense of long term goals?

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AGENDA

Lake Park Town Commission
 Town of Lake Park, Florida
 Regular Commission Meeting
 Wednesday, November 1, 2006, 7:30 P.M.
 Lake Park Town Hall
 535 Park Avenue

Paul Castro	—	Mayor
Edward Daly	—	Vice-Mayor
G. Chuck Balius	—	Commissioner
Jeff Carey	—	Commissioner
Patricia Osterman	—	Commissioner
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Cynthia R. Sementelli	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez	—	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. 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.
- G. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

H. BOARD MEMBERSHIP APPOINTMENT:

Board application for Planning & Zoning Board.

- I. 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 in the rear of the Chambers and give it to the Town Clerk. Cards must be submitted before the item is discussed.

For Approval:

- | | |
|---|-------|
| 1. Regular Commission Meeting Minutes of October 4, 2006. | Tab 1 |
| 2. Special Call Commission Meeting Minutes of October 11, 2006. | Tab 2 |
| 3. Regular Commission Meeting Minutes of October 18, 2006. | Tab 3 |
| 4. Purchase of Tymco 435 Street Sweeper. | Tab 4 |
| 5. Resolution No. 63-11-06 Curtain for Mirror Ballroom. | Tab 5 |

J. PUBLIC HEARING(S)

ORDINANCES ON SECOND READING:

6. **ORDINANCE NO. 12-2006 Board member termination.**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 2-112 ENTITLED "MEMBERSHIP ON CERTAIN BOARDS AND COMMITTEES TERMINATED FOR MISSING MEETINGS, FILLING OF VACANCIES"; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

Tab 6

7. **ORDINANCE NO. 13-2006 Outdoor Storage.**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 68, SECTION 68-3 ENTITLED "OUTDOOR STORAGE FOR SINGLE-FAMILY AND DUPLEX SITES;" PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Tab 7

8. **ORDINANCE NO. 14-2006 Expiration of Land Development Approvals.**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 67 "THE LAND DEVELOPMENT CODE" ARTICLE II, TO CREATE NEW SECTION 67-42 TO BE ENTITLED "EXPIRATION OF LAND DEVELOPMENT APPROVALS"; AND TO CREATE NEW SECTION 67-43 TO BE ENTITLED "RECONSIDERATION AFTER DENIAL;" PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Tab 8

9. **ORDINANCE NO. 15-2006 Prohibited Parking.**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, CHAPTER 30, ENTITLED "TRAFFIC AND MOTOR VEHICLES", ARTICLE I, "IN GENERAL", SECTION 30-2 ENTITLED "PROHIBITED PARKING"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE. Tab9

K. RESOLUTION(S)

10. RESOLUTION NO. 64-11-06 Facilities Rental Fees.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA APPROVING THE REVISED FEES FOR THE USE OF TOWN MEETING FACILITIES; AND PROVIDING AN EFFECTIVE DATE. Tab10

11. RESOLUTION No. 65-11-06 Operations Technician I.

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF OPERATIONS TECHNICIAN I; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE. Tab11

L. DISCUSSION AND POSSIBLE ACTION:

12. Identification of goals and interview questions for Town Manager candidates. Tab12

13. Ball field policies. Tab13

14. Marina Security Contract extension. Tab14

M. ADJOURNMENT: